



AGENDA

OF MEETING

HELD ON

24 OCTOBER 2017

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

Ken Wilkins

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

R.I. Trepp

A.J. Metcalf

B.N. Walsh

A.J. Selvey Chief Executive Officer

Finance Manager

S.F. Geerdink Assets & Works Manager

E.L. Richards Council Liaison/Minutes

2.2 SWEARING IN OF NEW COUNCILLORS

Chief Executive Officer to introduce Mrs Noela Newman to conduct the swearing in of newly Elected Members including Oath or Affirmation of Allegiance and Declarations pursuant to S.2.29 of the *Local Government Act 1995*.

Newly Elected Members will be called in alphabetical order:

Cr _____ took the Oath/Affirmation of Allegiance and was declared into office as a Councillor for a four year term (expiring October 2021);

Cr _____ took the Oath/Affirmation of Allegiance and was declared into office as a Councillor for a four year term (expiring October 2021);

Cr _____ took the Oath/Affirmation of Allegiance and was declared into office as a Councillor for a four year term (expiring October 2021);

Cr _____ took the Oath/Affirmation of Allegiance and was declared into office as a Councillor for a four year term (expiring October 2021);

Cr _____ took the Oath/Affirmation of Allegiance and was declared into office as a Councillor for a two year term (expiring October 2019).

2.3 ELECTION OF SHIRE PRESIDENT

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

Summary

The purpose of this item is to provide mechanism for Council to elect a Shire President.

Background

The election of the Shire President is the first matter to be dealt with at the first meeting after an election. The election is to be conducted by the CEO in accordance with the procedure described by the *Local Government Act*. Nominations for positions are to be given to the CEO in writing before the meeting, during the meeting or before the close of nominations.

Comment

If a Councillor is nominated by another Councillor the CEO can only accept the nomination if the nominee confirms that he or she is willing to accept the nomination.

Where there is more than one nominee for the position, Councillors are to cast their votes by secret ballot. Each nominee will be invited, in alphabetical order, to speak for a maximum of five minutes.

The CEO will preside over the meeting until the Shire President has been elected and sworn in. The Shire President will preside over the remainder of the meeting.

Financial Implications

Nil

Risk Implications

Nil

Consultation

N/A

Policy Implications

Nil

Statutory Implications

The *Local Government Act 1995* (Schedule 2.3) stipulates the procedures for the election of presidents and deputy presidents.

Under Section 2.29(2) of the *Local Government Act 1995* a person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

Strategic Implications

N/A

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 2.3

Should the matter go to the ballot, the Chief Executive Officer to be the returning officer and Governance Officer is to be the scrutineer.

THE CHIEF EXECUTIVE OFFICER ANNOUNCES THAT CR _____ WAS ELECTED BY COUNCIL TO BE SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.

The Shire President elect makes the required declaration and then takes the Chair.

2.4 ELECTION OF DEPUTY SHIRE PRESIDENT

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

Summary

The purpose of this item is to provide mechanism for Council to elect a Deputy Shire President.

Background

The election is to be conducted in accordance with the procedure described by the Act. Nominations for positions are to be given to the CEO in writing before the meeting, during the meeting or before the close of nominations.

Comment

If a Councillor is nominated by another Councillor the CEO can only accept the nomination if the nominee confirms that he or she is willing to accept the nomination.

Where there is more than one nominee for this position, Councillors are to cast their votes by secret ballot. Each nominee will be invited, in alphabetical order, to speak for a maximum of five minutes.

Financial Implications

Nil

Risk Implications

Nil

Consultation

N/A

Policy Implications

Nil

Statutory Implications

The *Local Government Act 1995* (Schedule 2.3) stipulates the procedures for the election of presidents and deputy presidents.

Under Section 2.29(2) of the *Local Government Act 1995* a person elected by the council as mayor, president, deputy mayor or deputy president has to make a declaration in the prescribed form before acting in the office.

Strategic Implications

N/A

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 2.4

Should the matter go to the ballot, the Chief Executive Officer to be the returning officer and Governance Officer is to be the scrutineer.

THE CHIEF EXECUTIVE OFFICER ANNOUNCES THAT CR _____ WAS ELECTED BY COUNCIL TO BE DEPUTY SHIRE PRESIDENT FOR THE ENSUING TWO-YEARS.

The Deputy Shire President elect makes the required declaration and takes his position.

2.5 BALLOT FOR SEATING

Date: 14 October 2017
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Andrea Selvey, Chief Executive Officer
Attachments: Nil

Summary

The ballot for seating arrangements for the coming two years will be carried out.

Background

Nil

Comment

The seating arrangement for the next two years will be set via ballot. Councillors will take their seats after the ballot is called.

Financial Implications

Nil

Risk Implications

Nil

Consultation

N/A

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

N/A

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 2.5

THAT COUNCIL RESOLVES THAT THE SEATING ARRANGEMENT FOR THE NEXT TWO YEAR PERIOD COMMENCING TODAY IS AS FOLLOWS:

COMMENCING RIGHT TO LEFT:

1. CR _____
2. CR _____
3. CR _____
4. CR _____
5. CR _____
6. CR _____

2.6 LEAVE OF ABSENCE

2.7 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATIONS OF INTEREST

5. PUBLIC QUESTION TIME

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE MINUTES OF THE ORDINARY MEETING OF THE DOWERIN SHIRE COUNCIL HELD ON 26 SEPTEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

8.1 WALGA'S QUARTERLY OVERVIEW REPORTS

Attachment: 1. WALGA's Quarterly Overview Reports

9. REPORTS OF COMMITTEE AND OFFICERS

9.1 OPERATIONS

9.1.1 NOMINATION FOR COUNCIL COMMITTEES

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	2. Audit Committee Terms of Reference; 3. Finance Committee Terms of Reference; 4. Dowerin Bush Fire Advisory Committee Terms of Reference; and 5. Dowerin Local Emergency Management Committee Terms of Reference.

Summary

This item seeks a Council resolution on reinstatement and terms of reference of Council committees and seeks nominations from Elected Members for these committees.

Background

The table below shows the internal Council committees and Elected Member representation currently in place at the Shire of Dowerin. The table also shows which committees are required under legislation.

Committee/Organisation	Legislated/Optional	Terms of Reference	Representatives required by existing ToRs
Audit Committee	<i>Local Government (Audit) Regulations 1996</i>	See Attachment 2	3 Councillors, plus one external member
Finance Committee	Optional	See Attachment 3	3 Councillors
Dowerin Bush Fire Advisory Committee	<i>Bush Fires Act 1954.</i>	See Attachment 4	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	<i>Emergency Management Act 2005</i>	See Attachment 5	President
Australia Day Honours Committee	Optional	N/A Meets once per annum to select recipients of the Australia Day Community Awards	2 Councillors

Comment

Under s5.5.1 of the Local Government Act 1995, committee tenure expires at the ordinary election every two years; therefore it is timely for Council to consider the re-establishment, representatives and terms of reference of its committees at the first meeting after the elections.

The officer's recommendation is to maintain the above mentioned committees (noting that other committees such as the Wheatbelt Heritage Rail Committee and HACC Advisory Committee) were disbanded by Council over the past year as they were no longer required.

Nominations for each committee will be invited at the meeting; where there are more nominees than there are positions, a secret ballot will be held.

The Audit Committee Terms of Reference allows for Council to co-opt an external member with financial management expertise. Mr Jason Whiteaker, currently CEO of the Shire of Northam, has held that position for 12 months and has confirmed that he is willing to continue in that role, subject to Council consideration and decision.

Financial Implications

Under s.5.98 of the Local Government Act a council member who attends a council or committee meeting is entitled to be paid the fee determined for attending a council or committee meeting.

The 2017/18 budget makes provision for an allowance of \$73 per meeting.

Risk Implications

Terms of Reference ensure Committee members are aware of their role and responsibility and mitigates the risk that committees act outside their responsibility.

Consultation

N/A

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees. It should also be noted that under s.5.8 of the Local Government Act Council has the power to delegate authority (except powers as defined by s.5.17) to Committees; however Council's current Committees have not been established under this section of the Act and therefore have no delegated authority. As a result all recommendations of Council Committees must be brought before Council for consideration. The officer's recommendation is that this remains in place.

Strategic Implications

Strategic Community Plan: Theme 4 Local Government Leadership

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 9.1.1

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. CONFIRM THE RE-ESTABLISHMENT OF THE FOLLOWING COUNCIL COMMITTEES:**
 - **SHIRE OF DOWERIN AUDIT COMMITTEE;**
 - **SHIRE OF DOWERIN FINANCE COMMITTEE;**
 - **SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE;**
 - **SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE; AND**
 - **SHIRE OF DOWERIN AUSTRALIA DAY HONOURS COMMITTEE.**
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE FOLLOWING COUNCIL COMMITTEES:**
 - **SHIRE OF DOWERIN AUDIT COMMITTEE;**
 - **SHIRE OF DOWERIN FINANCE COMMITTEE;**
 - **SHIRE OF DOWERIN BUSH FIRE ADVISORY COMMITTEE; AND**
 - **SHIRE OF DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE.**
- 3. CALL FOR NOMINATIONS FOR EACH OF THE COUNCIL COMMITTEES THAT HAVE BEEN RE-ESTABLISHED.**
- 4. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING COUNCIL COMMITTEES:**

Committee	Representatives required by existing ToRs
Audit Committee	3 Councillors being: Cr _____ Cr _____ Cr _____
Finance Committee	3 Councillors being: Cr _____ Cr _____ Cr _____
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors

- 5. APPOINT MR JASON WHITEAKER AS THE EXTERNAL REPRESENTATIVE TO THE SHIRE OF DOWERIN AUDIT COMMITTEE.**

9.1.2 NOMINATION FOR COUNCIL DELEGATES TO EXTERNAL COMMITTEES

Date: 14 October 2017
 Applicant: The Shire of Dowerin
 Location: N/A
 File Ref:
 Disclosure of Interest: Nil
 Author: Andrea Selvey, Chief Executive Officer
 Attachments: Nil

Summary

This item seeks nominations from Elected Members for various external Committees on which Council is represented and a Council resolution on the appointments.

Background

The Shire of Dowerin is currently represented by Elected Members on the following external committees and has been for several years.

Committee	Purpose	Representation
Avon Regional Organisation Councils (AROC)		President and a Proxy
Kellerberrin Regional Road Group	To allocate State Government Road Funding. To lobby the State on issues effecting roads and road funding in the region.	1 Councillor and a Proxy
Great Eastern Zone – WALGA		2 Councillors and CEO
Goomalling Medical Centre	To provide input into the management and operation of the medical centre based on the Shire's contribution of \$25,000 per annum.	2 Councillors and CEO

Comment

Under s5.11.1(d) of the Local Government Act 1995, committee tenure expires at the ordinary election every two years; therefore it is timely for Council to consider nominees for external committees at the first meeting after the elections.

The officer's recommendation is to maintain the Shire's representation on the above mentioned committees given that Council has committed to three of these committees by way of an MoU and / or subscription and that representation is included as condition of the MoUs; with the fourth committee (Kellerberrin Regional Road Group) making determinations on significant regional road funding.

Nominations for each committee will be invited at the meeting; where there are more nominees than there are positions, a secret ballot will be held.

It should be noted that there are no specific Terms of Reference for the above committees as they are not Council Committees. However, most are covered by MoUs which have been endorsed by Council. To assist Councillors with determining if they can participate in these committees please find following information about meeting and time requirements:

1. AROC: Meets bi-monthly on Monday mornings – 9am to 11.30am in Toodyay. Preparation and pre-reading approx. 2 hours per meeting.
2. Kellerberrin Regional Road Group: Meets 2-3 times per annum in Kellerberrin, Tammin or Cunderdin for approx. one hour. Preparation and pre-reading approx. 2 hours.
3. Great Eastern Zone – WALGA meets bi-monthly in Merredin. Meeting dates for 2018 have yet to be set. Preparation and pre-reading up to 4 hours per meeting.
4. Goomalling Medical Centre – meeting twice per annum (bi-annually) in Goomalling. Preparation and pre-reading less than one hour per meeting.

Financial Implications

Nil

Risk Implications

Given that Council makes a financial contribution to these organisations, representation on committees ensures that the Shire of Dowerin's view is considered in any decision-making and mitigates the risk of decisions being contrary to the views of this Council.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 s.5.10 stipulates the manner for the appointment of Committee members to committees.

Strategic Implications

Strategic Community Plan: Theme 4 Local Government Leadership

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 9.1.2

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

1. ***CONFIRM ITS MEMBERSHIP OF THE FOLLOWING EXTERNAL COMMITTEES:***
 - ***AVON REGIONAL ORGANISATION COUNCILS (AROC);***

- **GREAT EASTERN ZONE – WALGA; AND**
- **GOOMALLING MEDICAL CENTRE**

2. CALL FOR NOMINATIONS FOR EACH OF THE EXTERNAL COMMITTEES ON WHICH SHIRE OF DOWERIN REPRESENTATION HAS BEEN CONFIRMED.

3. APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE FOLLOWING EXTERNAL COMMITTEES:

Avon Regional Organisation Councils (AROC)	President and a Proxy being: Cr _____; and Cr _____(Proxy)
Great Eastern Zone – WALGA	2 Councillors being: Cr _____; and Cr _____
Goomalling Medical Centre	2 Councillors being: Cr _____; and Cr _____.

4. APPOINT THE CEO AS A DEPUTY DELEGATE TO THE FOLLOWING EXTERNAL COMMITTEES:

- **AVON REGIONAL ORGANISATION COUNCILS (AROC);**
- **GREAT EASTERN ZONE – WALGA; AND**
- **GOOMALLING MEDICAL CENTRE**

9.1.3 GRANT APPLICATION YOUTH DEVELOPMENT TRAINEESHIP PROGRAM

Date:	18 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	Nil

Summary

This item seeks Council support for an application for funding from the Department of Communities for a Youth Development Traineeship.

Background

The Shire became aware of an opportunity to apply for grant funding for a Youth Trainee early in October. The application is to support country local governments that wish to engage young people, aged 24 years or under, in a traineeship program. Funds of up to \$20,000 can be used for wages and course fees. The funding is a competitive round and therefore funding is not guaranteed.

Applications close on 26 October 2017 and the outcome of applications will be known within approximately 8 weeks.

Comment

The officer recommendation to support an application is based on supporting a strategic priority in the Strategic Community Plan which remains a high priority as identified at recent community engagement for the updated Strategic Community Plan. A recurrent theme in all engagement exercises was that retaining youth to live in Dowerin was very important. One mechanism to progress that outcome is to provide employment opportunities.

The application being proposed is for a Finance and Administration Trainee who would learn basic administrative tasks, including customer service and licencing.

Financial Implications

Wages for a level 1 trainee will be between \$28,413 to \$38,975 per annum depending on his or her age. On-costs such as superannuation and workers compensation will be approximately 20% (\$7795) per annum. As the traineeship would not commence until at least early February, the total cost of 2017/18 will be less than 50% = \$23,285. The remaining 50% of the cost, i.e. \$23,285 would be incurred in the 2018/19 financial year.

In addition there will be course and training fees of a maximum of \$5,000 per annum.

If successful, the Shire would receive \$20,000 to supplement these costs. See information in a table format below.

Year	Wages	On-costs	Training	Grant	Total Cost to Shire of Dowerin
2017/18	\$19,487	\$3897	\$2500	\$10,000	\$15,884
2018/19	\$19,487	\$3897	\$2500	\$10,000	\$15,884
Total over 12months	\$38,975	\$7795	\$5000	\$20,000	\$31,668

The 2017/18 salaries budget is showing a variance (underspend) of \$62,000. Whilst some of this will be required for 2017/18 wage increases, a significant saving has been realised as a result of having several positions vacant for many weeks. For example, the Finance and Corporate Services Manager position has been vacant since mid-August and will not be filled until 25 October 2017 – a period of approximately 9 weeks, a saving in wages of almost \$18,000. Other positions that were vacant at the start of this financial year for several weeks were the Community and Economic Development Coordinator and Governance and Organisational Development Coordinator. The savings from these vacancies will more than cover the cost of the 2017/18 co-contribution of \$15,884 required by this grant, therefore there will be no additional budget implication in terms of the 2017/18 budget. The remaining \$15,884 will be required in the 2018/19 budget.

Risk Implications

Nil

Consultation

Internal staff consultation

Finance Committee. At the Finance Committee meeting on 16 October, the Finance Committee resolved to recommend that Council support this application. See Finance Committee meeting minutes attached.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications:

Strategic Community Plan: Theme 1 - Community

1.4.3 – Encourage and support local apprenticeships and traineeships

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 9.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO SUPPORT AN APPLICATION FOR FUNDING FROM THE YOUTH DEVELOPMENT TRAINEESHIP PROGRAM FOR A FINANCE AND ADMINISTRATION TRAINEE.

9.1.4 FINANCIAL MANAGEMENT POLICIES

Date:	14 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, Chief Executive Officer
Attachments:	<ol style="list-style-type: none">6. Bank Accounts Policy;7. Elected Member's Fees, Allowances, Reimbursements and Benefits Policy;8. Finance Authorisation Policy;9. Financial Management Policy;10. General Financial Transactions Policy;11. New Supplier Approval & Appointment Policy;12. Petty Cash Policy;13. Sundry Debt Collection Policy;14. Disposal of Property Policy;15. Fuel Stock Control Policy.

Summary

This item presents eight draft financial management policies for Council consideration and the officer's recommendation is that the policies be adopted.

Background

The Reg 5 Financial Management Review conducted by RJ Back in March 2016 and the Compliance Probity Audit by the Department of Local Government in July 2017 recommended a series of policies be developed to guide financial management decisions and processes. The attached policies have been developed in response to that recommendation.

Comment

The policies have been in draft for several months and have been further refined and were presented for review by the Finance Committee before being formally presented to Council. The intention was to wait until the new Finance and Corporate Manager had assumed the role to encourage input and ownership from that key management position; however the lack of policy direction from Council to guide actions is highly likely to be questioned by the Auditors when they visit at the end of October. It is also felt that the Debt Collection Policy is critical given the large number of rate accounts still outstanding that require urgent action. The preference is to have Council Policy direction in this matter prior to any action to recover outstanding rates.

It should also be noted that the Probity Audit by the Department of Local Government required the Shire to adopt a Disposal of Property Policy. This is the last outstanding action from the Probity Audit. Should Council adopt the draft policy as recommended by the Probity Audit, it will be provided to the Department of Local Government so that the Department can officially sign off on completion of the recommendations from the Probity Audit.

Financial Implications

There are no direct financial implications associated with adopting these policies.

Risk Implications

A lack of policies carries the risk that decisions and actions are inconsistent with Council's preferred direction and of ad-hoc decision-making.

Consultation

Consultation with the Shire's External Auditor confirmed that the Policies are fit for purpose.

The Finance Team provided input and advice in formulating the policies.

The Finance Committee reviewed the draft policies at their meeting on 16 October 2017 and recommended that Council adopt the policies.

Policy Implications

Should these policies be adopted by Council, they will be included in the Shire's Policy Manual and will be used to guide decisions and actions.

Statutory Implications

Policies have been drafted to be consistent with various regulatory and legislative requirements. References to relevant legislation are provided in each policy.

Voting Requirements

Simply majority required.

OFFICER RECOMMENDATION – ITEM 9.1.4

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECTION 2.7 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE FOLLOWING POLICIES:

- ***BANK ACCOUNTS POLICY;***
- ***ELECTED MEMBER'S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY;***
- ***FINANCE AUTHORISATION POLICY;***
- ***FINANCIAL MANAGEMENT POLICY;***
- ***GENERAL FINANCIAL TRANSACTIONS POLICY;***
- ***NEW SUPPLIER APPROVAL & APPOINTMENT POLICY;***
- ***PETTY CASH POLICY;***
- ***SUNDRY DEBT COLLECTION POLICY;***
- ***DISPOSAL OF PROPERTY POLICY;***
- ***FUEL STOCK CONTROL POLICY.***

9.1.5 AMENDED BITUMEN QUOTE

Date:	16 October 2017
Applicant:	N/A
Location:	N/A
File Ref:	ADM 0379
Disclosure of Interest:	Nil
Author:	S. Geerdink, Assets and Works Manager
Senior Officer:	A. Selvey, Chief Executive Officer
Attachment:	16. Confidential report on quotes

Summary

This report recommends Council rescind motion 10.3.1 from the Ordinary Meeting of Council on 26 September 2017 accepting an eQuote received from Downer for supply of Council's 2017-18 bitumen program. This is required due to an error in the tender price that was provided by the tenderer. The officer's recommendation is that Council accepts an amended quote from Colas WA for Council's 2017-18 bitumen program.

Background

At the Ordinary Meeting of Council on 26 September 2017, Council resolved as follows:

COUNCIL DECISION – ITEM 10.1.3

THAT COUNCIL UNDER REG 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN 2017-18 BITUMEN PROGRAM TO DOWNER) AT THE TENDER PRICE OF \$181,139.42.

The officer's recommendation is that Council rescinds the above decision because the equote provided by Downer to carry out Council's 2017-18 bitumen program was incorrect. Soon after Downer was advised that they were the successful tenderer, they advised the Shire that the estimator who assisted with their quote had seriously underestimated the volume of emulsion required which impacted significantly on their price. They asked to withdraw their offer and resubmit a new quote.

Comment

Downer's request to withdraw their original quote and wishing to submit a new quote for the 2017-18 sealing program was approved and all companies that had originally submitted equotes were contacted to explain the situation and invited to resubmit new quotes to maintain transparency and equity.

2 quotes were received within the timeframe to resubmit quotes, Downer and Colas WA. Boral did not resubmit new price and Bitutek were very unhappy to have missed out on the first quote and did not resubmit.

Financial Implications

Municipal funds have been allocated for the sealing and re-sealing of roads in the 2017-18 Annual Operating Budget for the delivery of the 2017-18 Road Program. The quotes are within budget allocation; therefore there is no financial implication.

Consultation

- Chief Executive Officer
- Downer
- Boral
- Colas WA
- Bitutek

Policy Implications

Legislation and Council's Purchasing Policy requires the Shire to invite tenders/e-quotes for the procurement of goods or services if the consideration under the contract is or expected to exceed \$150,000. Staff have complied with this legislative and policy requirement.

Statutory Implications

Under the Local Government (Functions and General) Regulations 1996 - Reg 11, tenders do not have to be publicly invited according to the requirements of this Division if the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program.

Using eQuotes also ensures Local Government compliance requirements are met. Compliance is achieved by accessing Preferred Suppliers, being able to capture all decisions and the ability to provide detailed reports about vendors, buyers and goods or services categories.

Strategic Implications

Aligns with Shire of Dowerin Community Strategic Plan – KPI 1.1.4 “Effectively and efficiently maintain and improve Dowerin’s road network”. The eQuotes process followed for this contract ensures the Shire is getting best value for money and is therefore applying the principle of efficiency.

Voting Requirements

Various as stipulated below.

OFFICER RECOMMENDATION – ITEM 9.1.5

- 1. THAT COUNCIL, BY A ONE-THIRD MAJORITY SUPPORT (BEING A MINIMUM OF ONE-THIRD OF COUNCIL WHETHER THE POSITIONS ARE FILLED OR VACANT, INCLUSIVE OF MOVER) PURSUANT TO Reg 10.1 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996, MOVE TO CONSIDER RESCINDING A MOTION.**
- 2. THAT COUNCIL BY, ABSOLUTE MAJORITY, PURSUANT TO Reg 10.2 OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS PART 2 1996 RESOLVE TO RESCIND MOTION 10.3.1 FROM THE ORDINARY MEETING OF COUNCIL HELD ON 26 SEPTEMBER 2017 WHICH AWARDED THE SHIRE OF DOWERIN'S 2017-18 SEALING CONTRACT TO DOWNER.**

3. **THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO Reg 11 OF THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 AWARD THE 12 MONTH CONTRACT FOR THE SUPPLY OF BITUMEN SERVICE FOR THE SHIRE OF DOWERIN'S 2017-18 BITUMEN PROGRAM TO COLAS WA AND RECORD THE TENDER PRICE OF \$_____ IN THE MINUTES.**

9.1.6 DEVELOPMENT APPLICATION – ST JOHN AMBULANCE CENTRE

Date:	16 October 2017
Applicant:	Sophine Pfuhl – Architect, on behalf of St. John Ambulance
Location:	Portion of Lot 35, Reserve 10614, Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	Linton Thomas, EHO/Building Surveyor
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	17. Site Plan; Architect's letter; Elevation; Directional Elevations & Floor plan.

Summary

The applicant is seeking development approval to construct a St John Ambulance Centre next to and on the eastern side of the new Bushfire Brigade building on Reserve 10614, portion of Lot 35, Memorial Avenue.

This application is being referred to Council for determination as the current delegated authority register does not permit officers to make a determination in regard to development applications on land zoned 'Reserve'. The Officer's recommendation is to approve the development application.

Background

The existing centre close to the East Street and Anderson St intersection is too small and they need a larger premise to accommodate another ambulance which has been applied for.

The proposed location for the new Ambulance Building is administered by the Council and is the principal sports playing precinct and the home of the Dowerin Field Days.

The Ambulance Building is proposed to be located on a vacant portion of the reserve with frontage to Memorial Avenue directly adjacent (eastern side) to the new Bush Fire Services Building. See attachment 15 for the site plan.

Comment

Support for community services such as St John is consistent with the Strategic Community Plan. The proposed building will assist in the ambulance volunteers and the valuable service they provide for the community.

The proposed building is ideally situated next to the new Fire Services Building which may encourage some sharing of resources and facilities.

The proposed building is located in an existing established precinct of civic and community buildings where shared car parking facilities are available. It should be noted that there is the potential for noise impacts upon residential properties located nearby resulting from emergency sirens and alarms. However these noise impacts are expected to occur infrequently and for brief periods only.

The proposal is compatible with the existing use of the reserve which has been designated for civic land uses. The proposal is consistent with the objectives of the Shire's Local Planning Scheme No.2 and Local Planning Strategy.

Therefore, it is recommended that Council approve the application for a civic building (St John Ambulance building) on Reserve 10614 Lot 35 Memorial Avenue, Dowerin.

The applicant is seeking development approval and for fees associated with this proposed construction to be waived as the community has put in a great effort to raise funds and apply for grants to be able to provide this vital new facility for the community.

The fees are calculated to come to \$960.00.

Financial Implications

Loss of \$960 income from the Development Fee.

Risk Implications

Nil

Consultation

Policy Implications

Nil

Statutory Implications

DOWERIN LOCAL PLANNING SCHEME NO. 2

Reserve 10614 Memorial Avenue, Dowerin is designated as a Reserve with an existing 'Civic' use under Local Planning Scheme No.2 (the Scheme). The proposed use is best described in Schedule 1 Part 6 c.38 of the *Planning and Development (Local Planning Schemes) Regulations 2015* as a 'Civic Use' which is defined as follows:

Civic use means premises used by a government department, an instrumentality of the State or the local government for administrative, recreational or other purposes.

LPS No. 2: Clause 3.4 – 'Use and Development of Local Reserves'

3.4.1 A person must not —

- (a) use a Local Reserve; or
- (b) commence or carry out development on a Local Reserve,

without first having obtained planning approval under Part 9 of the Scheme.

It should be noted that Part 9 of the Scheme has now been superseded by the Planning and Development (Local Planning Scheme) Regulations 2015 (LPS Regs) and in particular, Part 7 – 'Requirement for development approval' of the 'Deemed Provisions'.

3.4.2 In determining an application for planning approval the local government is to have due regard to—

- (a) the matters set out in Part 10 (clause 10.2 in particular);
 - (b) the ultimate purpose intended for the Local Reserve; and
 - (c) the Use Classes permitted in the Zoning Table.
- 3.4.3 In the case of land reserved for the purposes of a public authority, the local government is to consult with that authority before determining an application for planning approval.

It should be noted that Part 10 of the Scheme has been superseded by the *Planning and Development Regulations (Local Planning Schemes) 2015* and in particular, Clause 67 – ‘Matters to be considered by Local Government’. As outlined in Clause 67 the following matters are required to be taken into consideration when making a determination in regard to this application:

- *(a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;*
- *(j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;*
- *(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;*
- *(n) the amenity of the locality including the following — (i) environmental impacts of the development; (ii) the character of the locality; (iii) social impacts of the development;*
- *(s) the adequacy of — (i) the proposed means of access to and egress from the site; and (ii) arrangements for the loading, unloading, maneuvering and parking of vehicles;*
- *(t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;*
- *(x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;*
- *(zb) any other planning consideration the local government considers appropriate.*

Strategic Implications

Shire of Dowerin Local Planning Strategy 2013

The Shire of Dowerin Local Planning Strategy (the Strategy) identifies the need to consolidate services within existing Dowerin townsite. The proposed ambulance building is located within the existing townsite and is consistent with the objectives of the Strategy which includes the following:

Dowerin town will continue to provide modern and efficient services and amenities to challenge any larger urban centre.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 9.1.6

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO LOCAL PLANNING SCHEME NO. 2 RESOLVES TO:

- 1. APPROVE THE DEVELOPMENT APPLICATION FOR A CIVIC BUILDING ST JOHN AMBULANCE CENTRE ON RESERVE 10614, PORTION OF LOT 35 MEMORIAL AVENUE, DOWERIN, SUBJECT TO THE FOLLOWING CONDITIONS:**

GENERAL CONDITIONS

1. ***THE DEVELOPMENT HEREBY PERMITTED MUST SUBSTANTIALLY COMMENCE WITHIN TWO YEARS FROM THE DATE OF THIS DETERMINATION NOTICE;***
2. ***THE DEVELOPMENT HEREBY PERMITTED TAKING PLACE IN ACCORDANCE WITH THE APPROVED PLANS;***
3. ***THE STORMWATER SHALL BE DISCHARGED IN A MANNER THE SATISFACTION OF THE LOCAL GOVERNMENT SO THAT THERE IS NO DISCHARGE ONTO THE ADJOINING PROPERTIES;***
4. ***OUTDOOR LIGHTING IS TO BE DESIGNED, BAFFLED AND LOCATED TO PREVENT ANY INCREASE IN LIGHT SPILL ONTO THE ADJOINING PROPERTIES.***

CONDITIONS TO BE MET PRIOR TO OCCUPATION

5. ***PRIOR TO THE OCCUPATION OF THE DEVELOPMENT, VEHICLE CROSSOVER(S) SHALL BE CONSTRUCTED TO THE SPECIFICATION AND SATISFACTION OF THE LOCAL GOVERNMENT;***
6. ***PRIOR TO OCCUPATION, THE DEVELOPMENT HEREBY PERMITTED SHALL BE CONNECTED TO AN APPROVED EFFLUENT DISPOSAL SYSTEM;***

CONDITIONS REQUIRING ONGOING COMPLIANCE

7. ***THE ON-SITE DRAINAGE SYSTEM SHALL BE MAINTAINED ON AN ONGOING BASIS TO THE SATISFACTION OF THE LOCAL GOVERNMENT.***
8. ***COUNCIL WAIVES THE DEVELOPMENT FEE OF \$960.00 IN RECOGNITION OF THE VOLUNTEER EFFORTS IN FUNDRAISING FOR THIS VALUED COMMUNITY FACILITY.***

9.1.7 DEVELOPMENT APPLICATION – LOT 610 NORTH NAMBLING ROAD

Date: 17 October 2017
Applicant: WBS Group Pty Ltd - on behalf of Brett Scott
Location: Lot 610 North Nambling Road, Dowerin
File Ref:
Disclosure of Interest: Nil
Author: Linton Thomas – Building & Health Surveyor
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: 18. Plans lodged with the DA

Summary

The applicant is seeking development approval to place a modular residence on Lot 610 North Nambling Road. The Officer's Recommendation is in support of the application.

Background

Lot 610 is zoned "Rural "and under the Shire of Dowerin Town Planning Scheme No.2 development approval is required for any buildings placed or constructed on land with this zoning.

Comment

The applicant is seeking development approval for a standard 4 bedroom modular residential building. Development approval is the first part of the building application process. Should Council approve the development, the applicant will need to apply for a building permit. At that stage the plans will be assessed to ensure compliance with Building Code of Australia requirements, which draw in the energy efficiency provisions and the bushfire attack levels, if applicable. The septic waste disposal application accompanies the building plans and is part of the building permit application process.

Financial Implications

Fees payable to Council is calculated at .32% of the construction contract value.

Risk Implications

Nil

Consultation

WBS Group Pty Ltd

Policy Implications

Nil

Statutory Implications

Dowerin Town Planning Scheme No.2

Strategic Implications

Nil

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 9.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE DOWERIN TOWN PLANNING SCHEME No. 2, GRANT DEVELOPMENT APPROVAL FOR A MODULAR RESIDENTIAL RESIDENCE TO BE PLACED ON LOT 610 NORTH NAMBLING ROAD SUBJECT TO ALL BUILDING PERMIT CONDITIONS BEING MET.

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – SEPTEMBER 2017

Date:	17 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Megan Shirt, External Financial Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	19. Monthly Financial Activity Statements – September 2017

Summary

The financial statements for the period ending 30 September 2017 are presented for Council review as per statutory requirements.

Background

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached:

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis, and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note is being redeveloped and will be provided as soon as possible.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

The CEO offered the following observations on the Shire's Financial position:

Income: Overall income is tracking to budget with some variances within several program areas including \$6000 due to timing of payment of Childcare Payroll and invoicing; housing revenue under budget by approx. \$5000 YTD - requires further investigation; Sewerage charges over budget by \$18,000 due to error in modelling for the budget.

Expenditure: Budget shows underspend of \$311,000 YTD; however, depreciation costs of \$183,000 have not been expensed yet. It is likely expenditure in parks and swimming pool will increase in coming summer season. Wages are underspent by \$62,000 due to savings from several vacancies.

Overall – Liquidity is positive.

General – \$600,000 has been transferred from Municipal account to Cash Maximizer to improve interest earnings.

Consultation

The financial statements were reviewed by the Finance Committee at their meeting on 24 October 2017.

Financial Implications

Any financial implications are detailed within the context of this report.

Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Voting Requirements

A Simple Majority is required.

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS RECIEVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2017.

10.2.2 ACCOUNTS FOR PAYMENT - 4 SEPTEMBER 2017 TO 3 OCTOBER 2017

Date:	17 October 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	E. Hardy – Finance Officer
Senior Officer:	A. Selvey – Chief Executive Officer
Attachments:	20. List of Accounts 21. Credit Card Summaries

Background

The attached schedules of cheques drawn and electronic payments that have been raised by delegated authority during the month since the last meeting are presented to Council to be received.

Comment

The list as presented has been reviewed by Chief Executive Officer.

Consultation

The Finance Committee reviewed the list of accounts paid at their meeting on 16 October 2017 and queried the following payments:

1. Two payments under Direct Debit 24 should be contra.
Response: Agreed – will be amended.
2. EFT 5203 and EFT 5242 to Eastern Hills Saws and Mowers – payment has been made twice.
Response: Noted – will investigate and reverse one payment.
3. EFT 5254 and EFT 5276 to Perth Laundry Equipment – why have two payments been made in one month?
One payment is for September and one for October.
4. EFT 5261 to Kleenheat Gas – what is this for?
Response: Annual rental of Gas Bullets and cylinders at STA, Community Club and Shire Office and refills for Community Club and STA.
5. Does the Community Club reimburse gas consumption?
Response: Yes

Statutory Implications

Reg 12 & 13 of the Local Government (Financial Management) Regulations 1996 requires that a separate list be prepared each month for adoption by Council showing:

- Creditors to be paid
- payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2017/18 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG 12 & 13 OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 04 SEPTEMBER 2017 TO 03 OCTOBER 2017.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	20 October 2017
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	22. Minutes Finance Committee Meeting (Unconfirmed) 16 October 2017

Summary

The report formally presents the minutes of Advisory Groups and Committees of Council from the previous month.

Background

The Shire has established the following Committees of Council:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Wheatbelt Heritage Rail Committee;

The above Committees do not have any delegated authority; therefore any recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This will be done via agenda items to Council.

(NB: The list above excludes those Committees that are external to the Shire, i.e. established and managed by an external group, on which the Shire has nominated representatives. Council representatives from the external committees will report back to Council verbally at the next available Council meeting. Should a decision of Council be required, an agenda item will be prepared for Council.)

Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held in the previous month.

Consultation

N/A

Financial Implications

The officer's recommendation for Council to receive the minutes of Committee meetings carries no financial commitment for Council. Should any recommendation require a financial commitment or

have any implication outside the CEO's delegated authority, the matter will be referred to Council as a specific agenda item.

Risk Implications

Nil

Policy Implications

Nil

Statutory Implications

Administration regulation 11 sets out the content that the minutes of council or committee meetings must contain, including:

- the names of members present at the meeting;
- details of each motion moved, the mover and the outcome of the motion;
- details of each decision made at the meeting; and
- written reasons for each decision made at a meeting that is significantly different from the committee's or council employee's recommendation.

Section 5.22(2) and (3) of the Act requires that the minutes of a council or committee meeting are to go to the next meeting of the council or committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO SECTION 3.18 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. RECEIVE THE MINUTES OF THE:***
 - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 16TH OCTOBER 2017.***

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

14. CLOSURE OF MEETING

ORDINARY COUNCIL MEETING ATTACHMENTS

Tuesday
24 October 2017
3.00pm



ATTACHMENTS

- 8.1.
 - 1. WALGA's Quarterly Overview Reports
- 9.1.1
 - 2. Audit Committee Terms of Reference
 - 3. Finance Committee Terms of Reference
 - 4. Dowerin Bush Fire Advisory Committee Terms of Reference
 - 5. Dowerin LEMC Terms of Reference
- 9.1.4
 - 6. Bank Accounts Policy
 - 7. Elected Member's Fees, Allowances, Reimbursements and Benefits Policy
 - 8. Finance Authorisation Policy
 - 9. Financial Management Policy
 - 10. General Financial Transactions Policy
 - 11. New Supplier Approval & Appointment Policy
 - 12. Petty Cash Policy
 - 13. Sundry Debt Collection Policy
 - 14. Disposal of Property Policy
 - 15. Fuel Stock Control Policy
- 9.1.5
 - 16. Confidential report on Bitumen e-quotes
- 9.1.6
 - 17. St John Ambulance Site Plan, Architect's letter, Elevations etc
- 9.1.7
 - 18. North Nambling Road Plans for DA
- 10.2.1
 - 19. Monthly Activity Statements – September 2017
- 10.2.2
 - 20. List of Accounts
 - 21. Credit Card Statements
- 10.3.1
 - 22. Minutes Finance Committee Meeting (Unconfirmed) 16 October 2017

WALGA Quarterly Overview

Q3 July – September 2017



Shire of Dowerin

This second edition of your Council's Quarterly Report includes an annual Spend and Save Report outlining expenditure and savings through WALGA Preferred Supplier Arrangements (PSA) for 2016/17. This program offers a comprehensive suite of arrangements specifically designed to meet sector requirements across 47 distinct areas of goods and service, with more than 650 available suppliers.

An important facet of the PSA design is the ability to leverage the sector's aggregated purchasing power, enabling significant financial and administrative savings. In addition, these PSA are tender exempt, meaning Local Governments can be assured full regulatory compliance has already been met when purchasing through the PSA. In order to provide greater choice, WALGA is also qualifying a greater number of local and regional suppliers on to the Preferred Supplier Arrangements.

Across 2016/17, \$315 million in purchasing was conducted through these PSA, equating to nearly \$40 million in savings across the sector. Figures reflect a conservative savings estimate based on promised discounts that represents a fair and reasonable figure, in recognition that Councils can obtain discounts in their own right.

MEMBER SERVICES



- 1
Number of times Preferred Supplier Arrangement (PSA) advice was provided to the Shire of Dowerin.

PROCUREMENT SAVINGS

Through use of WALGA's Preferred Supplier Arrangements, the Shire of Dowerin have achieved

\$47,281

SAVINGS in 2016/17

as a conservative estimate across expenditure of \$474,290. Further detail on procurement activity by individual category is outlined in the attached Spend and Save Report.



- 8
Number of times Governance advice was provided to the Shire of Dowerin.



- 14
Number of times Employee Relations advice was provided to the Shire of Dowerin.



- 12
Number of times Recruitment advice was provided to the Shire of Dowerin.

SECTOR ADVOCACY

STATE AND LOCAL GOVERNMENT PARTNERSHIP AGREEMENT

The State and Local Government Partnership Agreement was signed at the WALGA AGM by WALGA President, Local Government Professionals President, the Minister for Local Government and the Premier. An advocacy goal of WALGA's for over 10 years, the agreement represents a shift in the relationship between the two spheres of government and includes communication and consultation protocols allowing minimum time frames for consultation and processes for achieving common goals. It will allow Local Governments greater scope for input into State Government policy, and the opportunity to discuss potential risks or impacts of decisions before their implementation.

LOCAL GOVERNMENT INDUSTRY REFERENCE COMMITTEE

The Australian Industry Skills Committee (AISC) has endorsed WALGA as a member of the National Local Government Industry Reference Committee (LGIRC), the only Local Government Association successfully

nominated. The committee provides a conduit for industry feedback to government on the review, development and implementation of the Local Government Training Package and this nomination places WALGA at the centre of the Package development for the next 3-4 year term of the Committee. At the first meeting held in September, a 'Case for Change' review proposal was endorsed for submission to AISC.

NATIONAL DISABILITY INDUSTRY SCHEME (NDIS)

Following an initial survey of members, WALGA and consultants ACIL Allen are establishing an evidence base to better understand implications of NDIS for members. After a consultation period for Local Government feedback, ACIL Allen has developed a draft paper 'The Role of Local Governments Under the NDIS'. In addition, WALGA has provided submissions on a number of Productivity Commission Inquiries on the topic. WALGA is awaiting a decision from the State Government as to whether it will proceed with the current delivery model or change to the Commonwealth model and will inform the sector of next steps. Council has provided feedback on the ACIL Allen preliminary report.

WALGA Quarterly Overview

Q3 July – September 2017



PUBLIC HEALTH ACT

As part of WALGA's ongoing advocacy of the *Public Health Act 2016*, consultation with Local Governments is sought on the interim State Public Health Plan. WALGA will prepare a submission on behalf of the sector to be sent to the Department of Health by 8 December 2017.

Council has yet to provide feedback on interim State Public Health Plan – Opportunity for feedback open until 6 November.

The Association's submission will be prepared using information gathered from Local Governments during the preparation of two papers: Role of Local Government in Community Health and Wellbeing; and Environmental Health Workforce Planning.

Council has yet to provide survey feedback on discussion papers - Opportunity for feedback open until 6 November.

Further opportunity to provide feedback is available via a WALGA facilitated forum on 19 October.

TOURISM STRATEGY

As part of ongoing advocacy supporting the role of Local Government in Tourism, WALGA previously met with Hon Paul Papalia, Minister for Tourism. The Minister indicated he was keen to see Tourism WA work collaboratively with WALGA and Local Governments in

future initiatives and on 19 September WALGA met with Tourism WA Officers to share short and longer term priorities drawn from the sector's Position and Recommendations paper. Tourism WA has committed to report back to WALGA with further detail on how it can assist with progressing these.

USED TYRE SURVEY

WALGA conducted a survey to determine the current status of used tyre collection, recycling and disposal. The information gained from the survey will be used to advocate to Tyre Stewardship Australia - a product stewardship organisation tasked with improving tyre recycling in Australia.

To view a summary of the survey responses, visit www.wastenet.net.au. The Shire of Dowerin participated in the survey.

SINGLE USE PLASTIC BAG BAN

Following the WALGA State Council resolution in July to advocate for a State-wide ban on single-use plastic bags, the State Government has also announced they will ban these bags by mid-2018. WALGA will communicate further with Members once more information is known on the approach the Government will take to implement the ban and what community engagement is planned.

ROADWISE ACTIVITIES



1 Number of RoadWise activities conducted in the Shire of Dowerin this quarter.

MEETINGS AND EVENTS

LOCAL GOVERNMENT ACT REVIEW

WALGA staff attended the Great Eastern Country Zone meeting, held on 24 August, to present on current consultation regarding the Local Government Act Review. Additionally, WALGA staff presented at the Great Eastern Country Zone workshop, held on 28 September.

A discussion paper is currently out for comment by members with all WALGA policy positions relating to the review to ensure their ongoing relevant to members, and provide opportunity to raise new issues or items. The paper is open for feedback until 20 October.

STATE-WIDE PROSPECTIVE ELECTED MEMBERS WEBINAR

WALGA's Governance and Organisational Services Team provided a State-wide webinar information session for prospective candidates for the 2017 Local Government Elections. Held on Thursday, 17 August 2017, the webinar saw over 230 people register.

LOCAL GOVERNMENT AGRICULTURAL FREIGHT GROUP

2 Representatives from the Great Eastern Country Zone attended on behalf of Shire of Dowerin.

1 WALGA staff member attended.

REGIONAL ROAD GROUP (RRG) MEETINGS

The RRGs make recommendations to the State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

Wheatbelt North RRG Meeting

2 WALGA staff members attended.

HAVE YOU CONSIDERED?

EMERGENCY MANAGEMENT SERVICE SUBSCRIPTION

This subscription is available for 2017/18. Some services provided in the subscription are the review of the Emergency Management Plan, the continual review and update of Local Emergency Management Arrangements (LEMA), as well as the design and facilitation of Emergency Management desktop exercises.

RESOURCES

- WALGA released Draft Better Practice Guidelines on the management of Charity Bins.

WALGA Quarterly Overview

Q3 July – September 2017



CONTACTS

Chief Executive Officer

Ricky Burges
9213 2025

Deputy Chief Executive Officer

Wayne Scheggia
9213 2024

Executive Manager Business Solutions

John Filippone
9213 2020

Executive Manager Environment and Waste

Mark Batty
9213 2078

Executive Manager Finance and Marketing

Zac Donovan
9213 2038

Executive Manager Governance and Organisational Services

Tony Brown
9213 2051

Executive Manager Infrastructure

Ian Duncan
9213 2031

Executive Manager People and Place

Joanne Burges
9213 2018

2016/17 Expenditure & Savings

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



Shire of Dowerin

This information is accurate as at : 18/09/2017

SUMMARY

Total Benefits	\$55,552
Savings from Preferred Supplier Program	\$47,282
LGIS Dividends (avail mid 2017)	\$8,270
Fuel Tax Rebate*	\$0
Subscription Cost for 2016/17	\$11,433

WALGA SUBSCRIPTIONS for 2016-17

Business Service	Subscriber	Business Service	Subscriber	Business Service	Subscriber
Council Connect	NO	Employee Relations	YES	Local Laws Service	YES
Councils Online	NO	Environment Planning Tool	NO	Local Government Act Guide	YES
Emergency Management	NO	Tax Service	YES	Procurement Services	NO
GAPP	NO				

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

2015/16 Financial Year

2016/17 Financial Year (Q4 figures yet to be finalised)

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
Advertising and Media Services	Up to 25% below market rates	\$ 1,587	\$ 2,115	\$ 529	\$ 264	\$ 7,740	\$ 10,320	\$ 2,580	\$ 1,290
Agricultural & Turf Machinery & General Power Equipment	An average discount of 12% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asset Management Consultancy Services	An average discount of 15% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Services	Up to 10% discount against market rates	\$ -	\$ -	\$ -	\$ -	\$ 5,200	\$ 5,622	\$ 422	\$ 211
Building Consultants	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bulk Fuel, Fuel Cards & Oils & Lubricant	Up to 50% below market prices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Centre Management Services	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contestable Energy	Up to 30% off retail prices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Wardrobe	An average discount of 25% against market rates	\$ 887	\$ 1,183	\$ 296	\$ 148	\$ 3,191	\$ 4,254	\$ 1,064	\$ 532
Debt Management	An average discount of 25% against market rates	\$ 2,117	** Refer to note	\$ 1,440	\$ 720	\$ 6,511	** Refer to Note	\$ 1,628	\$ 814
Engineering Consulting Services	An average discount of 22.5% against market rates	\$ -	\$ -	\$ -	\$ -	\$ 7,038	\$ 9,082	\$ 2,043	\$ 1,022
Environmental Consulting Services (NAM)	An average discount of 15% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel Tax Rebates (Management Fees)	Recovery of revenue and discounted fee rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued on page 2...

* The revenue recovered under the Fuel Tax Rebate Consultancy arrangement is found in the Total Benefits table.

** A consistent discount rate is not attributed to the Debt Management arrangement. Each Supplier applies concessions dependent upon the nature and complexity of the debt recovery.

2016/17 Expenditure & Savings

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



Shire of Dowerin

continued from page 1...

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

2015/16 Financial Year

2016/17 Financial Year

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
General Hardware	An average discount of 10%	\$ 325	\$ 357	\$ 32	\$ 16	\$ 362	\$ 398	\$ 36	\$ 18
Heritage Advisory Services	An average discount of 12% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Household Hazardous Waste	Refer to Note	*** Refer to Note		\$ -	\$ -	*** Refer to Note		\$ -	\$ -
ICT and Related Services	Between 10% and 31% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Landscape Infrastructure	Between 5% and 20% below market rates	\$ -	\$ -	\$ -	\$ -	\$ 2,538	\$ 2,901	\$ 363	\$ 181
LED Luminaires	Up to 20% off retail, up to 10% off wholesale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	Up to 50% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Services	Between 5% and 35% off services and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Stocks and Related Services	Between 10% and 35% below RRP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicles	Various discounts over and above CUA	**** Refer to Note		\$ -	\$ -	**** Refer to Note		\$ -	\$ -
Office & Workplace Furniture & Fitout	An average discount of 20% against market rates	\$ 241	\$ 310	\$ 68	\$ 34	\$ 163	\$ 209	\$ 46	\$ 23
Office and Workplace Supplies	Up to 70% below market rates	\$ 6,135	\$ 10,226	\$ 4,090	\$ 2,045	\$ 5,525	\$ 9,208	\$ 3,683	\$ 1,842
Operating Lease and Finance Solutions	Procurement benefits, investment opportunities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Organic Composting Services	Between 3% and 40% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OSH Legal	Up to 20% below market rates	\$ -	\$ -	\$ -	\$ -	Now reporting under Legal Services			
Parking Infrastructure & Related Service	Up to 15% off market rates based on volume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plant Machinery Equipment	Up to 20% off market rates	\$ 314,400	\$ 369,882	\$ 55,482	\$ 27,741	\$ -	\$ -	\$ -	\$ -
Playground Goods and Services	Up to 20% of market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued on page 3...

*** 'Savings' are defined as the provision of funding from the Waste Authority through the Waste Avoidance & Resource Recovery Account, to assist with the collection, storage and disposal of Household Hazardous Waste.

**** Motor Vehicles figures represent savings realised by utilising the WALGA agreement that leverages the State Government CUA (CUA37804 Motor Vehicles - Acquisition of Passenger and Light Commercial Vehicles), providing additional savings on top of the CUA framework. Amendments have been made to 2015-16 indicative savings after further supplier reporting became available.

2016/17 Expenditure & Savings

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



Shire of Dowerin

continued from page 2...

PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

2015/16 Financial Year

2016/17 Financial Year

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
Road Building Materials Related Services	Up to 16% savings plus mobilisation benefits	\$ -	\$ -	\$ -	\$ -	\$ 386,267	\$ 431,583	\$ 45,316	\$ 22,658
Security Systems and Services	Between 8% and 20% off services and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signs & Related Equipment	An average discount of 15% below market rates	\$ 4,943	\$ 5,815	\$ 872	\$ 436	\$ 8,564	\$ 10,076	\$ 1,511	\$ 756
Software Applications	Up to 60% below market rates	\$ 19,581	\$ 23,735	\$ 4,154	\$ 2,077	\$ 20,123	\$ 24,392	\$ 4,269	\$ 2,134
Sustainable Energy Infrastructure	Between 2% and 40% off parts and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sweeping Equipment (Specialised Trucks and Bodies)	An average discount of 10% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunication Services	Up to 70% below market rates	\$ 32,344	\$ 80,861	\$ 48,517	\$ 24,258	\$ 21,069	\$ 52,673	\$ 31,604	\$ 15,802
Temporary Personnel Services	An average discount of 20% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Planning & Related Services	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trucks	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tyres, Tubes & Automotive and Marine Bat	Up to 42% for tyres and 60% for batteries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Used Oil	An average discount of 20% against market rates	\$ 58,837	\$ 76,412	\$ 17,575	\$ 8,787	\$ -	\$ -	\$ -	\$ -
Waste, Recycling & MGB's	Up to 20% off Collection, up to 32% off MGBs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workwear and Personal Protective Equipment (PPE)	An average discount of 25% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 441,398	\$ 570,895	\$ 133,054	\$ 66,527	\$ 474,291	\$ 560,716	\$ 94,564	\$ 47,282

Assumptions, Notes and Buyers Tips

1. The applied savings rates are determined during evaluation stage of the Request. A Preferred Supplier agrees to provide a discount rate over normal market prices and exclusively to WALGA Members.
2. Pricing and discounts may vary between Preferred Suppliers on the same Arrangement.
3. 'Expenditure' is the discounted price WALGA Members have paid to Preferred Suppliers throughout the financial year.
4. 'Retail cost' represents the estimated price non-WALGA Members can expect to pay without the contractually-agreed Preferred Supplier discount rate.
5. 'Conservative Savings' represents a 50% reduction in the 'Indicative Savings' amount representing a fair and reasonable figure in recognition that members can obtain discounts in their own right.
6. Household Hazardous Waste and Motor Vehicle Special Offers savings are represented in both indicative and conservative savings columns as the figure is directly attributable to a reduction in a WALGA Member's expenditure.
7. Savings are additional to efficiency savings generated by the reduction in tender administration costs and streamlined quotation processes.
8. Preferred Supplier pricing (where available) can be obtained as commercial in confidence information by logging into eQuotes (www.vendorpanel.com.au).
9. Preferred Supplier Arrangement pricing is based on sector-wide expenditure and all Preferred Suppliers are contractually required to provide their best rates exclusively through the WALGA Arrangements.
10. WALGA members can use the tender exempt nature of Preferred Supplier Arrangements to negotiate optimal 'value for money' outcomes.

2016/17 Expenditure & Savings

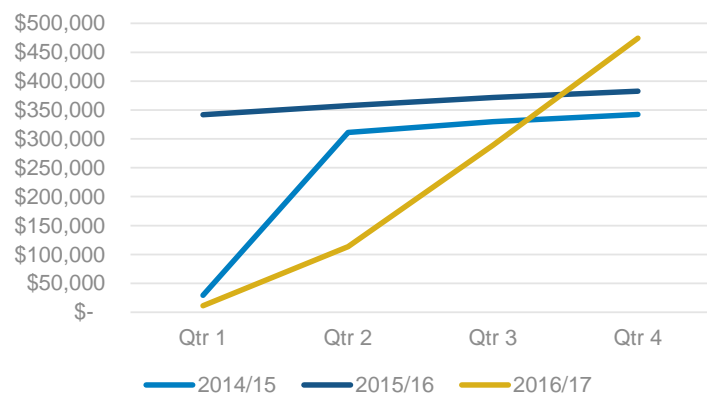
PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



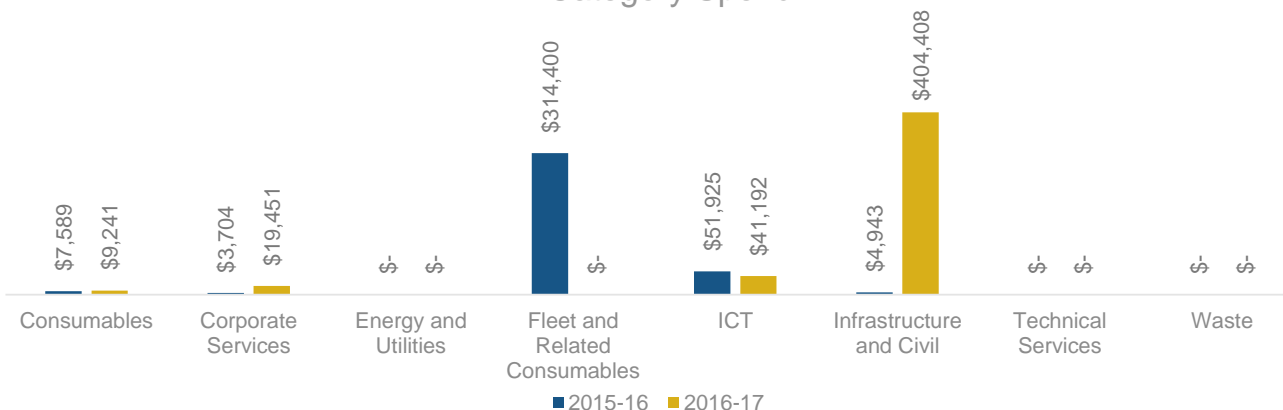
Shire of Dowerin

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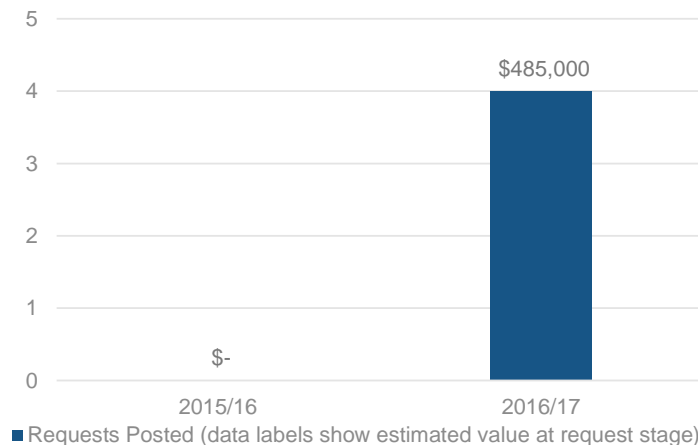
Annual Spend on PSP



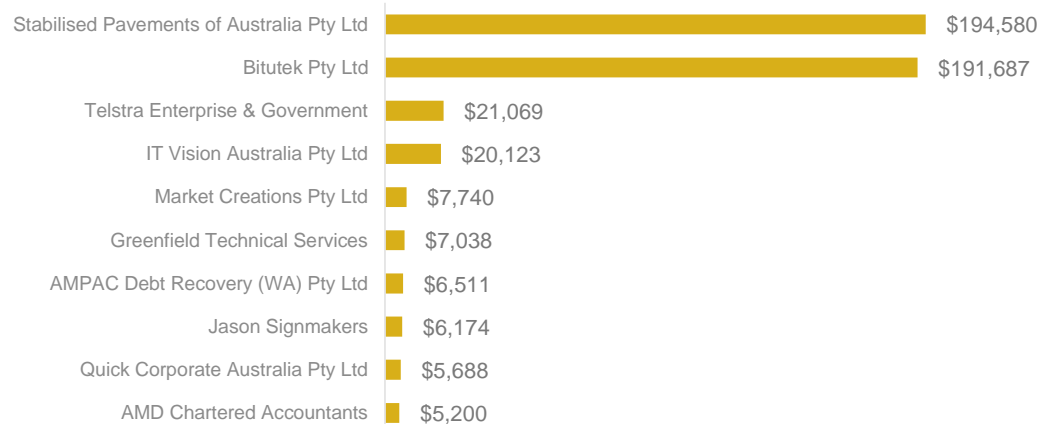
Category Spend



eQuotes Usage



Top Suppliers for 2016/17





Shire of Dowerin Audit Committee Terms of Reference

Objectives of the Audit Committee:

The primary objective of the Audit Committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Audit Committee will assist Council in discharging its legislative responsibilities

The Audit Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and Council.

Powers of the Audit Committee:

The Audit Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference.

The Audit Committee is a formally appointed committee of Council and is responsible to that body. The committee does not have

executive powers or authority to implement actions and does not have any delegated financial responsibility.

Membership:

The Audit Committee will consist of four members, being three elected and one external person. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

All members shall have full voting rights.

Appointment of external persons shall be made by Council by way of an invitation to a suitably qualified and experienced Local Government CEO or Corporate Services Executive and be for a maximum of two years.

The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Reimbursement of approved expenses will be paid to the external person who is a member of the committee.

The CEO and Finance Manager will attend meetings in an advisory role only as needed which will include being available at any time the Committee meets.

Secretarial support will be provided to the Committee by the Governance Coordinator or Officer.

Meetings:

The Audit Committee shall meet at least quarterly.

Reporting:

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities:

The duties and responsibilities of the Audit Committee will be to:

- a) Provide guidance and assistance to Council as to the carrying out the functions of the local government in relation to audits;
- b) Develop and recommend to Council an appropriate process for the selection and appointment of a person as the Shire's auditor;
- c) Develop and recommend to Council a list of those matters to be audited and the scope of the audit to be undertaken;
- d) Recommend to Council the person or persons to be appointed as auditor;
- e) Develop and recommend to Council a written agreement for the appointment of the external auditor. The agreement is to include:
 - the objectives of the audit;
 - the scope of the audit;
 - a plan of the audit;
 - details of the remuneration and expenses to be paid to the auditor; and
 - the method to be used by the local government to communicate with, and supply information to, the auditor;
- f) Meet with the auditor once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- g) Liaise with the CEO to ensure that the local government does everything in its power to –
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously;
- h) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - determine if any matters raised require action to be taken by the local government; and
 - ensure that appropriate action is taken in respect of those matters;

- i) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- j) Review the scope of the audit plan and program and its effectiveness;
- k) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- l) Review the level of resources allocated to internal audit and the scope of its authority;
- m) Review reports of internal audits, monitor the implementation of recommendations made by the audit and review the extent to which Council and management reacts to matters raised;
- n) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;
- o) Review the local government's draft annual financial report, focusing on –
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates;
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- p) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- q) Review the annual Compliance Audit Return and report to Council the results of that review, and
- r) Consider the CEO's biennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report to the Council the results of those reviews.



Shire of Dowerin Finance Committee

Terms of Reference

Objectives of Finance Committee:

The primary objective of the Finance Committee is to oversee and guide the development of financial policies the Shire's financial management strategies, including the development and review of the Long Term Financial Plan.

Reports from the Finance Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's financial affairs, determining policies and overseeing the allocation of resources.

The Finance Committee will ensure openness in financial reporting and will liaise with the CEO and Finance Manager to ensure the effective and efficient management of the financial accounting systems and compliance with legislation.

Powers of the Finance Committee

The Finance Committee is to report to Council and make recommendations on matters relevant to its term of reference.

The Finance Committee is a formally appointed committee of Council and is responsible to that body. The Finance Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility.

The Finance Committee does not have any management functions and cannot involve itself in management processes or procedures.

Membership

The Committee will consist of three Councilors who will be appointed by Council. Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

All members shall have full voting rights.

The CEO and Finance Manager shall be ex-officio members of the Committee and shall provide secretarial and administrative support to the committee.

Meetings

The Finance Committee shall meet once per month.

Reporting

Reports and recommendations of each committee meeting shall be presented to the next ordinary meeting of the Council.

Duties and Responsibilities

The Finance Committee will provide guidance and assistance to Council in carrying out the functions of the local government in relation to financial management specifically to:

- a) Develop Financial Management Policies including policies for procurement, asset and property management;
- b) Review monthly financial reports prior to their submission to Council.
- c) Oversee the progress of the Shire's annual Capital Works program and review the Shire's Five Year Capital Works Program.
- d) Make recommendations regarding the Shire's Long Term Financial Plan.



Shire of Dowerin

Bush Fire Advisory Committee

Terms of Reference

The Shire of Dowerin Bush Fire Advisory Committee (the Committee) is established under the Bush Fire Act 1954.

OBJECTIVES:

The primary purpose of the Committee is to provide guidance and advice on all matters relating to preventing, controlling and extinguishing of bush fires.

The Committee will also advise on the layout of fire breaks in the district, formations of bush fire brigades.

The Committee will assist in ensuring the cooperation and coordination of bush fire brigades.

MEMBERSHIP OF THE COMMITTEE

- The Committee will consist of the following:
- At least one Elected Member of Council;
- The Chief Bush Fire Control Officer; and
- Other interested members of the Brigades and the Community.

MEETINGS

The Committee will meet at least once per annum and more frequently if required.

MINUTES

The minutes of meetings will be presented at the next possible Ordinary Meeting of Council.



Shire of Dowerin

Local Emergency Management Committee

Terms of Reference

The Shire of Dowerin Local Emergency Management Committee (LEMC) is established under the Emergency Management Act 2005.

OBJECTIVES:

The primary objective of the Committee is to advise and assist the Shire of Dowerin in ensuring that emergency management arrangements are established, tested and reviewed.

The Committee will also actively contribute to the development of an efficient emergency management capability for the district.

The LEMC may also liaise with public authorities and other persons in the development, testing and review of Emergency Management arrangements and carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

MEMBERSHIP OF THE COMMITTEE

- The Committee will consist of the following:
- The Shire President;
- The Chief Executive Officer;
- The Chief Bush Fire Control Officer;
- St John Ambulance Representative;
- The Principal, Dowerin District High School;
- Crisis Care Coordinator;
- Dowerin Police Officers;
- Home and Community Care Coordinator;
- Dowerin Community Resource Centre
- Department for Child Protection and Family Support representative;
- DFES Area Manager;
- SEMC representative.

The Committee may co-opt other members as determined by the Committee.

MEETINGS

The Committee will meet at least once per quarter more frequently if required.

MINUTES

The minutes of meetings will be presented at the next possible Ordinary Meeting of Council.



DRAFT BANK ACCOUNTS POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Finance Staff
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

Objective To provide guidelines for the opening and management of all bank accounts.

Policy Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Opening Bank Accounts

Any new bank accounts to be opened for the Shire must have the authorisation of Chief Executive Officer, CEO and Finance and Corporate Services Manager (FCSM).

For each new bank account opened, the SynergySoft financial system must be updated and the bank account registered by the FCSM.

Bank Account Authorisations

For monies withdrawn from any bank account, whether by cheque, EFT or other online payment method, there must be two persons authorising for each payment; including bank transfers between Shire bank accounts.

The authorised persons for bank account payments are:

Position	Name of Employee
Chief Executive Officer (CEO)	Andrea Selvey
Finance and Corporate Services Manager (FCSM)	Vacant
Assets and Works Manager (AWM)	Steven Geerdink
Finance Officer	Rhian Hathaway
Finance Officer	Emma Hardy

Each payment made must be supported by invoice, receipt or other appropriate documentation and the authorisations must be attached to this documentation prior to payment.

Variations to Bank Account Terms and Conditions

Any variations to banking arrangements can be made or varied by Chief Executive Officer or FCSM.

FCSM is responsible for updating the SynergySoft financial system and/or bank account register with the new information.

Closing Bank Accounts



Where it is decided that a bank account is no longer necessary, the Chief Executive Officer and the Finance and Corporate Services Manager (FCSM) will authorise the closure of the bank account.

The FCSM will then be required to complete the following:

- ensure all transactions with respect to the account (including cheques drawn) have been completed;
- lodge a letter with the bank, signed by Chief Executive Officer and FCSM as authorised signatories advising of the closure of the account;
- meet the bank's requirements with respect to account closure; and
- update the SynergySoft financial system and bank account register.

Bank Account Transactions

All deposits received will be banked within two days from receipt. In exceptional circumstances when bank closure prevents this, deposits will be deposited the morning the bank re-opens.

Unallocated direct deposits of more than one month will be investigated fully to determine source of deposit. Where the source cannot be identified, the deposit will be allocated to the appropriate Trust account.

Cheques outstanding for more than twelve months will be reallocated back to the business through the SynergySoft financial system.

Where a payment stop on a cheque is required, this will be authorised by the Chief Executive Officer or FCSM.

The FCSM will be responsible for carrying out the following duties in regards to payment stop on a cheque:

- ensuring the cheque has not already been presented at the bank;
- getting authorisation to action the stop payment using appropriate forms from the bank;
- ensuring the bank receives notification of the stop payment notice;
- receiving confirmation of action from the bank of the stop payment; and
- ensuring the details of the stop payment are kept in the stop payment folder.



DRAFT ELECTED MEMBER'S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY

Policy Owner:	Governance and Organisational Development Coordinator
Distribution:	Management Team, Finance Team
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	

- Objective**
- To clearly outline the support and allowances available to the Shire's Elected Members' within the provisions of the Local Government Act 1995 to cover any out of pocket expenses that are incurred in carrying out their function as an Elected Member.
 - To establish guidelines in respect to Elected Members' participation in conferences and training.

Policy

Allowances

Elected Member meeting attendance fees and the Shire president's local government allowance are set each year as part of Council's annual budget process. Allowances and fees are to be paid in two instalments in June and December.

- Allowances and fees are to be raised annually by the cost of inflation (the total remuneration in not to exceed the amount set by the Local Government Act 1995):

Allowance in lieu of reimbursement of telephone expenses

All expenses that have been approved for reimbursement under Regulation 32 may be paid as an annual allowance to Council members in lieu of reimbursement under section 5.99A of the Act and Regulation 34A.

Allowance in lieu of reimbursement of information technology expenses

All expenses that have been approved for reimbursement under Regulation 32 may be paid as an annual allowance to Council members in lieu of reimbursement, under section 5.99A of the Act and Regulation 34AA.

Reimbursements for travelling expenses

It is noted that under section 5.98(2)(a) and Regulations 31(1)(b) and 31(4), an Elected Member who incurs travel expenses because of the member's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed.

The expenses shall be paid only on receipt of a formal claim and shall be calculated on the number of kilometres between the President/Elected Member's principal place of residence or work within the Shire to the meeting venue and back.

All claims are to be entered onto the Shire's register and emailed to the Chief Executive Officer at the end of each quarter (as listed above).

Professional Development and Conferences

To enable Elected Members to develop and maintain skills and knowledge relevant to their role as representatives of the Shire training and professional development is encouraged and will be financially supported in accordance with the annual budget allocation. Opportunities for Elected Members training and Professional Development will be selected by a decision of Council.



DRAFT FINANCE AUTHORISATION POLICY

Policy Owner: Finance and Corporate Services Manager
Distribution: Finance Staff
Person Responsible: Chief Executive Officer
Date of Approval:
File Reference:

- Objective**
- All finance transactions as noted in this policy are to be authorised by the noted authorised person prior to the transaction being undertaken.
 - This policy is to be read in conjunction with other specific finance policies where relevant.
-

Policy Prior to any of the following finance transactions being undertaken, the authorising person noted must authorise the transaction by signing the relevant form/s.

Where additional policy is noted, this policy must also be adhered to when undertaking the finance transaction.

Finance Transaction	Authorised Person	Additional Policy
Bank Accounts <ul style="list-style-type: none"> • Municipal • Cash Maximiser • Reserve • Trust • Term Deposit 	Chief Executive Officer Finance and Corporate Services Manager Assets and Works Manager	Shire of Dowerin Bank Accounts Policy Investment Policy
Issuing Petty Cash	Finance Officer	Petty Cash Policy
Corporate Credit Card	Chief Executive Officer Finance and Corporate Services Manager Assets and Works Manager	Corporate Credit Card Policy
Authorising New Debtors	Finance and Corporate Services Manager	
Authorising New Suppliers	Chief Executive Officer Assets and Works Manager Finance and Corporate Services Manager	New Suppliers Approval & Appointment Policy
Purchasing Fuel Stock	Finance and Corporate Services Manager Assets and Works Manager	
Purchasing Assets/ Equipment	Chief Executive Officer Finance and Corporate Services Manager Assets and Works Manager	Purchasing Policy
Debt Collection	Finance and Corporate Services Manager Finance Officer	Sundry Debt Collection Policy
Payment of Invoices	Finance and Corporate Services Manager Finance Officer	General Transactions Policy
EFT/BPay Receipting	Finance and Corporate Services Manager Finance Officer	General Transactions Policy



DRAFT FINANCIAL MANAGEMENT POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Management
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

Objective

To ensure that council officers work within set annual budget parameters.

To outline parameters for efficient and effective budget management in relation to interim overdraft conditions which prevail in the early and closing parts of each financial year.

To enable Council to efficiently administer debt reduction.

To take a conservative approach to investments, but with a focus to adding value through prudent investment of funds.

To achieve an adequate level of diversification to spread risk.

To achieve a high level of security by using recognised ratings criteria.

To have ready access to funds for day to day requirements without penalty.

To establish financial management and governance principles to be applied to general financial decision making and provide a coherent and logical framework for the long term financial management of the Shire of Dowerin.

Policy

The Shire of Dowerin makes decisions in relation to financial matters in prudent manner considering transparency, accountability and equality to result in good governance. The Shire will make decisions in relation to financial management and financial governance that encompass the following principles:

- Management of financial risk prudently, having regard to economic circumstances. Examples of financial risks to be managed prudently include the level of council debt, commercial activities, community business activities, financial assets and liabilities.
- Implement spending and rating policies to promote stability and predictability.
- Fund physical assets with regard to intergenerational equity.
- Manage and maintain physical assets to achieve the maximum useful life from the initial investment.
- Ensure full, accurate and timely disclosure of financial information, unless commercial in confidence.

Budget Control

That all officers be instructed that where any account, for which they are liable to keep expenditure within budget limits, becomes overspent or will evidently become overspent, the officer concerned halt spending until a report is made to the Departmental Manager for appropriate action.

Budget Management

Owing to interim overdraft conditions which prevail in the early and closing parts of each financial year, it is Council's preference to:

1. Defer procurement of new budgeted plant items until November each year.
2. Discourage the programming of materially intensive works in the early and closing parts of each financial year.
3. To not procure fixed assets within the last fiscal month of the year unless extenuating



circumstances exist.

Loan Funding

Council will consider loan funding that is prudent and within guidelines and ratios as identified by the Department of Local Government. Loan funding will be guided by those loans that are proposed in the Long Term Financial Plan. An exception to this is self-supporting loans.

Rate Setting

The Shire of Dowerin will endeavour to maintain a consistent approach to rate setting between rural and residential areas and will endeavour to ensure that increases in the value of rates levied are incrementally increased.

Reserve Funds

Cash reserves are to be established and maintained to accumulate funds for the following purposes:

To fund future strategic initiatives and the provision of new services and facilities to future residents.

To fund asset replacement and renewal of existing physical/built assets (including buildings, plants, roads and other infrastructure).

To buffer against unpredictable events.

To hold unspent grant and contributions

To meet statutory obligations

Other purposes as determined by Council from time to time.

Liabilities

The Shire of Dowerin will allocate an appropriate and agreed amount to provide for leave and other liabilities annually.

Borrowing

The Shire of Dowerin will exercise its borrowing power in a financially responsible and prudent way so as to promote equity amongst current and future ratepayers.

In general the Shire of Dowerin will not borrow to fund operating expenditure.

Borrowing is acceptable to fund:

- Short-term peak working capital requirements (overdraft or short-term); and/or
- Transitional/bridging funding for projects or acquisitions.

The Council will consider its forecast borrowing requirements as part of its Long Term Financial Plan and Adoption of the Annual Budget.

Long Term Financial Planning

The Shire of Dowerin will prepare/update annually a long term financial plan that includes, but not limited to, the following components:

- Major underlying economic assumptions;
- Projections of operating revenues and expenses for at least ten years;
- Expected rate yield and percentage change from the previous periods;
- Major capital outlays separated into components of new and renewal;
- Variations in the net debt levels;
- Changes in the value of reserve balances;
- Sensitivity analysis (changes most likely to affect the plan).

Every two/three years, the Shire of Dowerin will include, as a component of the long term financial plan, a strategic financial section which consists of at least the following:

Asset management planning



An analysis of the impact of future changes in service levels;
An explanation of the strategic financial direction and rationale underpinning the plan;
Details of the strategic initiatives contained within the financial plan;
Strategic financial parameters and targets.

Annual Budget

The annual budget is to be developed from a base being the first year of the Council's adopted long term financial plan.

Where the annual budget results in a projected financial result in major conflict with the stated strategic direction outlined in the most recent long term financial plan, this is to be separately highlighted and explained in the annual budget.

The Council will structure its budget to achieve an outcome where operating revenue (less capital contributions) is at least sufficient to meet cash operating expenses (excluding non cash expenditure). The extent of any operating surplus will be dependent on the resources necessary to manage the renewal of assets (including infrastructure assets and business activity assets) and considering intergenerational equity issues.

Land Acquisition/Disposal

The Shire of Dowerin will regularly review all land holdings with a view to considering retention or disposal.

Regulatory Role

Where the Shire of Dowerin operates in a competitive environment while providing a regulatory or statutory role in that environment it will maintain a management structure designed to minimise the potential for conflict between these two roles and encourage transparency to maintain confidence in its regulatory independence.

References to Related Documents

Section 2.7 – The Role of Council, Local Government Act 1995

Section 6.0 – Financial Management, Local Government Act 1995



DRAFT GENERAL FINANCIAL TRANSACTIONS POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Management
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

Objective To ensure that Council accounting records will be maintained on a full accrual basis using up to date methods of electronic data processing.

Policy Accounting/Book Keeping

The following accounting records will be maintained:

- (1) Cash – consecutive record of cash receipts and payments;
- (2) General Journals;
- (3) General Ledger;
- (4) Subsidiary Ledger including Receivable/Payable/Rates/Assets;
- (5) Other records necessary to fully document and explain the financial transaction of Council as required to comply with the Local Government Act, 1995 (the Act) and Regulations in relation to other financially expressed obligations (for example, budgeting and annual reporting).

Subsidiary ledgers shall be reconciled with the general ledger at least monthly.

There will be adequate and appropriate supervision of employees with sufficient employee backup to ensure that accounts and ledgers are adequately maintained.

Finance and Corporate Services Manager (FCSM) to sight and review all receipt reversals, journals, reversal of rates journals and alterations to parameters of the rating system. FCSM will sign all relevant documents as evidence of sighting and approval.

Employees working within the finance department will have the capabilities and training, commensurate with their responsibilities.

Monies Received

Monies received shall be recorded by an entry for each individual transaction.

The payer shall be issued with a receipt/tax invoice upon request.

The receipt/tax invoice record shall indicate the mode of payment, i.e. cheque, cash, EFTPOS etc.

Cheques received shall, on receipt, be restrictively crossed “not negotiable”.

Receipts shall be issued in numerical sequence.

Details of each receipt shall be retained for the period prescribed by the State Records Act 2000 WA.

Details of each voided or reversed receipt shall be retained for the period prescribed by the State Records Act 2000 WA.

Cash floats may be issued to a cashier for use as change for monies received.

Where possible will be opened centrally in the presence of two (2) employees and scanned directly into Sharepoint (the Shire's Record Management System).

Cheques and cash received through the mail will be forwarded to the Customer Service staff for immediate receipting and banking.

Cash received must be logged in Cheque/Cash Received Register.

Banking

Monies received by an officer or employee of Council must be paid into a Council bank account.

Monies received by or on behalf of Council must be banked as soon as practicable on or after the day of receipt.

Detailed records of Council's banking activities must be kept.

Banking shall be reconciled with receipts. Reconciliation will occur daily and reconciliations will be signed by two staff members.

Monies received will be delivered to the bank on days that the local NAB Branch is open.

In the intervening periods between banking, monies received will be deposited in the safe.

During peak rates periods, banking will be carried out as quickly as possible to ensure that cash held on the premises is limited.

Cash held on the premises overnight shall remain insured to the value of \$100,000 as per Council's insurance policy.

Cheques over \$25,000 will be banked on the day received where possible.

Petty Cash

Cash payments may be made out of a petty cash account established by Council for expense reimbursement only. Cash advances are not permitted unless authorised by the FCSM.

A cash reimbursement cannot, in respect of any particular docket or voucher, exceed \$50 (including GST) unless authorised by the FCSM.

The cash floats for petty cash purposes:

- Administration Office \$ 200
- HACC \$ 300

The petty cash account shall be reconciled at least monthly (more often if possible). FCSM will review process and signoff as evidence of review.

Approval of dockets is to be authorised in accordance with Council's Delegation Manual.

Petty cash vouchers are subject to Council's Purchasing Policy and as such require signature by an Authoriser delegated under that Policy.

Petty cash transactions shall be recorded and supported by petty cash dockets and receipts (or statutory declaration where receipts cannot be provided).

The recipient of the petty cash will be required to sign a petty cash docket and provide supporting documentation when claiming.

The recipient of cash must not be the Authorising Officer, even if the staff member has delegated authority. The recipient must have a more senior delegated officer or one of equal authority sign the petty cash form.

Receipts presented to support petty cash purchases must quote the suppliers ABN and/or be a tax invoice where appropriate.

An audit of petty cash floats will be undertaken at least annually.

All responsible officers who administer petty cash must ensure they are fully aware of their responsibilities for safeguarding petty cash and have read and understood the petty cash policy and procedures.

Receipts which do not end in round dollars will need to be rounded when reimbursed via petty cash.

Bank Accounts

Bank accounts will be operated exclusively for the purpose of conducting Council business.

Those presently approved:

- (1) Chief Executive Officer (CEO)
- (2) Finance and Corporate Services Manager (FCSM)
- (3) Assets and Works Manager (AWM)
- (4) Finance Officer x 2

At least two authorised bank signatories are required to authorise disbursements from bank accounts.

All accounts will be in the name of Shire of Dowerin. New accounts can only be opened with the approval of the CEO and FCSM.

Bank reconciliation for each bank account operated by Council shall be prepared weekly. – FCSM will review reconciliations and signoff as evidence of review.

Transactional banking is presently carried out through the National Australia Bank.

Banking trends and costs will be monitored by the FCSM and this relationship will be maintained unless determined otherwise by Council resolution. – Evidence of review will be presented by way of an agenda item to the Finance Committee each quarter.

Debtors

Shire of Dowerin provides a range of services which are purchased by varying individuals and organisations. Income is received after the service is provided and a tax invoice is raised. It remains a debt to Council up to the time it is paid or written off.

Staff will complete a Debtor Invoice Request Form (DIRF) immediately an amount becomes due and payable, and forward it to the finance section.



Tax Invoices will be raised upon receipt of a DIRF.

Tax Invoices numbers will be system generated and issued in numerical sequence and meet ATO legislative requirements.

Records shall be maintained for all debtors and transactions relating thereto.

Debtors have 30 days from the date of invoice before the amount is considered "overdue".

Debt Collection

The policy does not apply to the collection of rate or infringement related debts but extends to specific user pay services such as licences and leases on sporting clubs and hall hire.

Council will apply prudent debt management practices. Outstanding debtor balances shall be reviewed at least monthly and appropriate action initiated to recover debts.

This will include:

- (1) 30 Days - First Reminder letter
- (2) 60 days - Final Notice requesting payment within 14 days
- (3) 90 days - Debtors that fail to respond to Council will be referred to a commercial agent for further action as considered appropriate

Council must ensure that debt is managed in a way which is fair and equitable to the debtor and efficient for both parties. Council acknowledges that a debtor's financial circumstances can change. As a result, if financial difficulties are experienced or are anticipated, a debtor is encouraged to promptly initiate discussions with Council to seek alternative arrangements.

Should the debtor fail to meet the payment terms without having made contact with Council regarding difficulties, Council will invoke its standard debt recovery procedures to ensure a fair, equitable and consistent approach to all debt follow up. At all times consideration will be given to the amount overdue and the circumstances of the debtor.

Provision for Doubtful Debts

A provision for doubtful debts will be established for aged debts greater than 150 days, taking into account:

- The size and nature of the debt; and
- The debtor in question.

Aged debts less than 150 days may be provided for if the recovery is known to be unlikely.

Outstanding debtor balances shall be reviewed annually towards the end of each financial year to ensure doubtful debts are adequately provided for.

Bad Debts/Write Offs

Debts shall be written off only when all reasonable attempts at recovery have been taken and failed. Recommendation for write off shall be made by the FCSM following discussion with the section responsible for the raising of the invoice.

Debts that are considered irrecoverable, or where the cost of recovery is uneconomical, shall be written off as a bad debt.

The authority to write off such debts is delegated to the Chief Executive Officer as per the Delegations Register to the value of \$200 for any one debt. Debts of any amount greater than



\$200 will be presented to Council for consideration.

Credit Cards

The Chief Executive Officer and Authorised Officers maintain Council owned credit cards.

The corporate credit card recipient must comply with the conditions of use as set out in the "Credit Card Agreement" and "Acknowledgement by Cardholders" that must be signed before the card is issued. This document details limits on usage and conditions relating to documents required to support credit card transactions.

Expenditure on credit cards will be limited to the maximum credit balances as follows:

- (1) Chief Executive Officer - \$3,000
- (2) Finance and Corporate Services Manager - \$3,000
- (3) Assets and Works Manager - \$6,000

All Credit Card Statements must be approved by the Chief Executive Officer.

The CEO Credit Card Statement must be approved by the President.

Credit card expenditure must be signed by the card holder and supported by the appropriate documentation and be submitted to the Accounts Payable Officer for reconciliation with the statement of account.

The cardholder will ensure that a satisfactory description of the goods purchased is on the sale docket/tax invoice.

In the event the cardholder is unable to produce a valid tax invoice / receipt, a statutory declaration must be submitted by the cardholder confirming that the nature of the item purchased, the item was work related expenditure and the reason a tax invoice or receipt was not provided.

The credit card cannot be used for:-

- (1) Cash withdrawals
- (2) Non Work Related Expenditure
- (3) Items of equipment that must be recorded on an asset register (unless approved by the CEO)
- (4) Internet transactions which are not on a secure web site
- (5) Membership for recreational, sporting or social clubs
- (6) Dangerous goods and hazardous substances
- (7) Foreign currency

Personal expenditure charged by a Cardholder to their Council Card will be treated as a serious breach of policy. Disciplinary action may include, but not be limited to: formal warning, administrative action in the form of card cancellation, cost recovery, termination of employment, Police report and / or criminal proceedings.

Card holders must maintain an up to date knowledge of Council's Credit (Purchase) Card Procedure and Purchasing Procedure.

The cardholder will not permit use of the card by another person except for work related expenses incurred with prior approval.



For Fringe Benefit Tax (FBT) purposes, hospitality or entertainment payments which are charged on the credit card must be accompanied by information such as the reason for function, the number of internal staff, spouse and the total number of people in attendance at the function.

Failure to provide the required information regarding hospitality or entertainment expenditure may result in the costs being treated as non work related expenses and therefore subject to FBT.

Where a credit card is lost or stolen, the cardholder must immediately report to the Bank for cancellation.

Any staff member who does not comply with the conditions of use, will have the cards withdrawn & may be subject to disciplinary action.

The cardholder must return the card should they cease to be an employee of Shire of Dowerin or when so directed by the CEO. Employees surrendering a credit card will sign a form declaring the date and person to whom the credit card was surrendered.

It is the Cardholder's responsibility to ensure that all transactions listed on the Credit Card Statements are correct. If a cardholder does not agree with or recognise a transaction or charge on their Card, the Cardholder must investigate the transaction with the supplier and where necessary, lodge a 'Disputed Transaction Form' with Council's Bank. This must be done within 3 months of the transaction date of the disputed transaction or will be recharged to the cardholder as a personal expense.

Reconciliation of Credit Card Statements must be completed by the second week of each month. – Reconciliations will be reviewed and signed off as evidence of review by the FCSM. In the case of the FCSM, the CEO will review and sign the reconciliation.

Purchase Cards

The usage of purchase cards enables Council to procure necessary small value goods in an efficient manner.

A written request detailing the proposed cardholder, reason for the establishment of the card, card limit and manager approval must be submitted to the FCSM for approval prior to issuance of a card.

The purchase card recipient must comply with the conditions of use as set out in the "Acknowledgement by Purchase Cardholders Form" that must be signed before the card is issued.

This document details strict limits on usage, conditions relating to documents required for records maintenance purposes and authorisation requirements.

Purchase cards should replace the usage of petty cash where possible.

Purchase cards cannot be used for non-work related purchase under any circumstances.

Types of purchase cards approved for usage include, but are not limited to Bunnings Cards and Fuel Cards.

A tax invoice/receipt must be provided for each purchase.

In most instances, purchase cards will only be issued to permanent employees who have completed their probationary period. Exceptions can be authorised by the CEO.

The FCSM has the discretion to approve the issuance of purchase cards based upon:

- Number of purchase cards held within the relevant team at time of application
- Estimated frequency of usage
- Alternative suppliers who accept purchase orders
- A review of the capacity of the proposed cardholder to meet the card holder responsibilities listed in the 'Acknowledgement by Purchase Cardholders Form'.

The FCSM has the discretion to withdraw a purchase card from a Council Officer in the event the 'Acknowledgement by Purchase Cardholders Form' is breached in any manner.

Purchase card holders must notify the card provider organisation immediately in the event of a lost or stolen card.

Reconciliation of the cardholders account must be submitted to the Accounts Payable Officer within 7 working days of receipt of the account. Reconciliations will be reviewed and signed off as evidence of review by the FCSM. In the case of the FCSM, the CEO will review and sign the reconciliation.

It is the responsibility of the cardholder to return the purchase card to the FCSM in the event the card is no longer required (e.g. termination of employment). The card holder will sign a form showing the date and person to whom the card was surrendered.

Accounts for Payment and Disbursements

All accounts for payment shall be certified by an Authorised Officer as to:

- (1) The receipt of the goods and services being in accordance with the relevant official purchase order;
- (2) The prices charged being fair and reasonable;
- (3) The calculations and additions being correct;
- (4) The allocation of the payment to the correct ledger account

Authorisation of payments/disbursements is to be in accordance with Council Purchasing Policy and/or Council's Delegations Manual. All authorising officers will sign a form showing that they have reviewed the payments/disbursements.

An Elected Member is entitled, at any reasonable time, to inspect the record of accounts paid or payable.

A payment on behalf of Council must be made by Electronic Funds Transfer (EFT), Direct Debit or cheque drawn on Council's bank. All disbursements shall be authorised by any two (2) of the following:

- (1) Chief Executive Officer
- (2) Finance and Corporate Services Manager
- (3) Assets and Works Manager
- (4) Finance Officer x 2

Cheques shall be on Council stationery, pre-numbered and issued in numerical sequence. Unused cheques shall be stored securely by the Accounts Payable Officer who shall maintain an up to date register. This register is required to be sighted and approved by the FCSM on a monthly basis. FCSM will sign all relevant documents as evidence of sighting and approval.

Documentation regarding disbursements shall be retained for the period set down prescribed by the State Records Act 2000 WA.



Fringe Benefits Tax

Fringe Benefits Tax (FBT) is paid on benefits in place of, or in addition to, salary or wages of employees.

Fringe benefits provided are also required to be reported on employee's annual PAYG payment summaries. As the FBT year is not aligned with the financial year, the benefits reported on payment summaries relate to the preceding FBT year, which runs from 1st April to 31st March.

Council will comply with FBT legislative requirements.

Goods and Services Tax

The Goods and Services Tax (GST) is a broad-based consumption tax of 10 per cent on most supplies of goods and services consumed in Australia.

Council's ABN is 35 9399 77194.

Shire of Dowerin is a registered organisation for the purposes of GST, therefore GST is payable on goods and services Council sells or supplies to others in the course of business. These supplies are called taxable supplies.

There are other types of supplies where GST does not have to be included in the price. These are called input taxed supplies and GST-free supplies. The Shire of Dowerin will keep a schedule of Fees and Charges and their relevant GST applicability which is reviewed yearly.

Council will only deal with suppliers who have an Australian Business Number (ABN) or suppliers who are prepared to sign a "Statement by Supplier" tax declaration. A register will be kept of all suppliers who have signed this declaration.

All invoices for Council supplies exceeding \$82.50 and which attract GST must be complying Tax Invoices.

Monthly remittances of GST received and paid will be submitted on Council's Business Activity Statement (BAS).

Amounts will be netted off against other tax office liabilities/receivable such as PAYG/Fuel Tax Credits and Fringe Benefits Tax.

The BAS is used by Council to report its GST related obligations and will be submitted by the 21st day of each month.

Auditor Policy

The Audit Committee is responsible for monitoring the performance of Council's Auditor and making recommendations to Council as required regarding the appointment or termination of the Auditor. The Audit Committee's Terms of Reference provide detail on how the Audit Committee is required to carry out this responsibility.

Annual Budget/Corporate Business Plan

Council will adopt an Annual Budget from 1 June and before 31 August for the ensuing financial year. The budget will deal with each activity on a separate basis and must comply with the standards and principles prescribed by regulations under the Local Government Act, 1995.

As part of the budget process Council will prepare a Corporate Business Plan which will address the activities Council intends to undertake in the ensuing year to achieve its objectives and the key performance indicators that Council will use to assess its performance against its objectives.

The following budget principles will underpin the budget development:

- (1) Honest & Accountable - with a framework of reporting that is open and transparent;
- (2) Strategic Approach - to the delivery of Council services within Council's strategic priorities;
- (3) Forward Financial Planning - with long term financial plans of a minimum of ten years to ensure sustainability of operations and careful consideration of the impact on Council's key strategic financial indicators;
- (4) Realistic Budgeting - based on best available information at the time of budget preparation;
- (5) Meet Long Term Liabilities - and ensure appropriate funding for infrastructure provisions;
- (6) Affordable Rates - balanced against meeting Council objectives and the community's ability to pay with a focus on reducing the reliance on residential rates where possible;
- (7) Avoid Cost Shifting - from other levels of government;
- (8) New Initiatives - fully costed and evaluated in terms of meeting Council's strategic priorities;
- (9) Asset Sales and Debt - will ensure the operations do not rely on asset sales to fund core services. Debt will be used as a strategic tool to fund infrastructure needs;
- (10) Financial Control - to minimise Council's exposure to risk;
- (11) Cognisance of financial ratios that measure financial sustainability.

The budget performance will be reviewed each year by the FCSM as per Section 7 of the Local Government (Financial Management) Regulations 1996.

The FCSM will present to Council, a report that compares budgeted performance to actual performance with explanations for significant budget variances.

Council is solely responsible for approving any change to Council's budget.

The Council will consider Budget Carry Overs at the Mid-Year Budget Review to ensure their consideration for inclusion in the Original Budget for the following year.

Payroll

Records will be maintained in respect all employees of Council showing:

- (1) Hours worked and rate of pay
- (2) Gross salary or wages
- (3) Tax and details of all other payments and deductions
- (4) Sick, annual, long service and other leave available and taken
- (5) Allocation of time worked on jobs
- (6) Superannuation deductions
- (7) Salary Sacrifice/Packaging

Salaries and wages will be paid on the basis of hours of attendance recorded on an approved time sheet, except for employees on "no fixed hours" contracts.

Time sheets will be submitted fortnightly by the employee to the Payroll Officer and a copy to their immediate supervisor for authorisation (unless agreed otherwise).

All claims for overtime must be authorised by the relevant manager.



Hours of work, time in lieu etc. will be paid in accordance with Shire of Dowerin Policy.

All annual leave and long service leave must be applied for in writing by employees and authorised by their supervisor prior to commencement of leave.

All sick leave must be authorised by the relevant supervisor as soon as practical after the period of absence, and will be paid in accordance with Shire of Dowerin Policy and the relevant Award.

Additional hours resulting in the accrual of time in lieu or payment of overtime must be approved by the relevant Manager prior to undertaking the additional hours.

A responsible officer shall certify the pay sheets for payments of salaries and wages for each period in the following manner:

(1) I certify that:

- (a) The persons named on these pay sheets were actually and bona fide employed for the period shown.
- (b) The rates of pay are correct.
- (c) The additions and calculations have been checked.

Unclaimed or unpaid salaries or wages will be held in Council's general operating bank account.

Council may make payments of cash advances against salaries or wages earned but unpaid. No advance shall exceed the amount of salary or wage earned in the next pay period and the advance shall be reimbursed on the next date on which salaries and wages are paid. Any such payment is to be approved by the Chief Executive Officer in writing to the Payroll Officer.

Payroll deductions on behalf of employees will be limited to:

- (1) Taxation liabilities;
- (2) Superannuation liabilities;
- (3) Union Fees;
- (4) Child Support Agency;
- (5) Registered Banking Institutions;
- (6) Staff Social Events and Clubs (eg. Christmas Dinner, Staff Social Club);
- (7) Corporate Wardrobe Deduction;
- (8) Council Rates Deductions (where employees are ratepayers in Council area).



DRAFT NEW SUPPLIER APPROVAL & APPOINTMENT POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Finance Staff
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

Objective To provide guidelines and parameters for the approval and appointment of new suppliers.

Policy All new suppliers or contractors to the business must be reviewed and accepted in accordance with this policy to ensure that the supplier service is aligned with Council objectives.

Choosing a New Supplier or Contractor

For each new supplier or contractor the following information table must be completed prior to agreeing to services:

<u>Supplier or Contractor Selection Background Information</u>	
Business Name of Supplier or Contractor	
ABN or ACN	
Location of Supplier or Contractor	
Products/Services provided by supplier or contractor (Attach a list if necessary)	
Name of business contact	

For each new supplier or contractor being considered the following checklist must be completed:

<u>Supplier or Contractor Selection Review</u>	
Is the supplier or contractor WALGA approved?	
Is the supplier or contractor pricing competitive? Attach list to this checklist	
What are the payment terms for	



this supplier or contractor?	
Does the supplier or contractor provide warranties, guarantees etc.?	
Are the suppliers or contractors representatives knowledgeable of the products/ services and industry?	
Is there an alternative to this supplier or contractor, has the alternative supplier or contractor been considered?	

Appointment of Supplier or Contractor

The appointment of a new supplier will be authorised by Finance and Corporate Services Manager (FCSM).

All relevant details of the supplier will be entered into the financial system by Finance Officer once approval is obtained from FCSM.

FCSM will review information entered into the financial system and independently verify the bank account or other payment details of the supplier to ensure payments made are to the correct supplier

Supplier or Contractor Payment Terms

All purchases from suppliers must be supported by a purchase order – refer to the Purchasing and Stock Control policy

Payment terms for all suppliers must be reviewed by Finance Officer annually.

All supplier payment terms must be a minimum of fourteen days.

Any variation to the above must be authorised by FCSM.

All supplier payments are to be reviewed every quarter to ensure that payment terms are adhered to. For payments made to any suppliers earlier or later than the agreed terms, Finance Officer will prepare a report that details the reasons why payment terms have not been adhered to.

This report will be reviewed and authorised by FCSM.

Additional Policies for Suppliers or Contractors

Purchasing Policy

Fuel Stock Control Policy



DRAFT PETTY CASH POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Finance Staff
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

Policy	Petty cash should be used to pay for small business expenses up to \$200 where payments through accounts payable or credit card are not justified or appropriate.
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Issuing Petty Cash

Petty cash vouchers must be completed before any cash is taken from the petty cash float.

Only up to \$200 can be disbursed at any one time.

All petty cash vouchers issued must be approved by Finance Officer or Finance and Corporate Services Manager (FCSM).

Once the petty cash is spent, a receipt or invoice should be attached to the voucher and returned to petty cash with any balance of monies unspent

All completed vouchers must have the following details included:

- Issue date of voucher;
- Name of person who issued the voucher;
- Amount of monies disbursed;
- Details of expense;
- Invoice or receipt; and
- Signature of approval person.

Reconciling Petty Cash

Petty cash float is to be reconciled at least monthly. This is the responsibility of the Finance Officer. The FCSM will review and sign off on the reconciliation.

All petty cash expenditure must be entered into the financial system once the petty cash has been reconciled.

The balance of monies and vouchers must equal the petty cash float amount before reimbursement can be made.

Reimbursement of petty cash will be authorised by Finance Officer or FCSM. To ensure a separation of duties, the two Finance Officers will carry out different tasks. That is the same Finance Officer cannot approve purchases, complete reconciliations and approve cash reimbursements. These duties will be shared by the two Finance Officers, with a different Finance Officer carrying out different tasks. All processes will also include an independent review and sign off by the FCSM.



SUNDRY DEBT COLLECTION POLICY

Policy Owner:	Finance and Corporate Services Manager
Distribution:	Finance Staff
Person Responsible:	Chief Executive Officer
Date of Approval:	
File Reference:	ADM

- | | |
|------------------|---|
| Objective | <ul style="list-style-type: none">• To ensure all debts owed to Council that are not paid by the due date are followed up and recovered within specified time frames.• To establish the procedures to be followed when a debt becomes overdue. |
|------------------|---|
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Policy	Sundry Debts
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Council undertakes to issue GST compliant tax invoices as soon as practicable following the debt being realised. Finance staff will ensure that invoices are correctly addressed and contain sufficient information for the debtor to understand the charge and due date.

Payment terms default to Local Government Terms, i.e. payment due 30 days after the end of the month of the date of invoice. Any exceptions are documented in debtor specific agreements.

Interest charges are applied to outstanding invoices at the end of the month following the due date. Interest is charged at the rate set by Council on a yearly basis and detailed in the schedule of fees and charges. Interest shall be applied on all overdue sundry debts unless otherwise authorised.

Council will not commence legal action without taking all reasonable steps to establish a payment arrangement or negotiate settlement of outstanding debt.

The Council has provided a delegation to the CEO to enter into arrangements with debtors or extended payment plans.

Outstanding Sundry Debts (excluding Rates and Service Charges)

1 – 30 Days Past Due

Courtesy call to debtor to ensure invoice has been received and to remind them that the debt is still outstanding.

31 – 60 Days Past Due

Letter to debtor advising them formally that the outstanding amount is still outstanding and that legal action may be taken without further notice.

>61 Days Past Due

The debt may be referred to Council's Collection Agency for action.

Should the debt be connected with an abatement notice the debt may be transferred to the property rates as allowed under Section 201 (5) of the Local Government Act 1993.

Bad Debts (Sundry Debtors)

Bad debts can only be written off in accordance with Section 76 of the Local Government Act 1993.

Recommendations for the write off of a bad debt will be made to the CEO following discussion the department responsible for raising the debt. The CEO has delegated authority to write off any sundry debtor bad debt to the amount of \$200.

In all cases before a debt is written off staff are to ensure that all reasonable attempts have been made to recover the debt and there are no reasonable prospects of recovering the debt or determine that the costs of recovery are likely to equal or exceed the amount to be recovered.

Bad debts over the amount of \$200 will be referred to Council for a decision. A report will also be provided to Council listing details of any bad debts written off.

Rates and Service charges

Payment of rates and service charges is dealt with Local Government Act and Regulations.

The Chief Executive Officer is to take necessary and appropriate measures to recover outstanding rates and service charges under Delegated Authority (Delegation 2.1).

Action	Timing	Action to be taken	Authority Level
1	15 days from due date	Final notice advising ratepayer of the overdue account and warning that matter will be referred to the Shire's debt collection agency.	Finance and Corporate Services Manager
2	30 days from due date	Phone call or email to ratepayer advising them the matter is due to be referred to the Shire's debt collection agency.	Chief Executive Officer
3	45 days from due date	Appropriate action in accordance with s6.54-6.75 of the Local Government Act 1995 – Recovery of overdue account including referral to Council's debt collection agency.	Chief Executive Officer



Payment Arrangements- Rates and Service Charges

As a general rule, Council will not accept periodic payment or special arrangement except in exceptional circumstances (like debtor is in financial hardships). Where special payment arrangement is made, it has to be authorised and approved by Chief Executive Officer. Once an agreement is committed, no further recovery action is required; however, in the event that agreement is not honoured, the matter will be referred to the Shire's debt collection agency.

Where recovery of the amount is unlikely to happen (like debtor is in liquidation), the Chief Executive Officer may agree to terms such as partial payment.

Debts Write Off – Rates and Service Charges

Amount deemed uncollectible up to \$100, write off will be granted by Chief Executive Officer.

Amount deemed uncollectible above \$100 must be referred to Council and may be written off by a Council decision.

Reporting

The Chief Executive Officer is required to submit on a monthly basis to the Council, a report detailing debts owed to the Shire, and which may include action taken or recommended to be taken in relation to recalcitrant debtors or where recovery action to date has been unsuccessful and requires escalation.

Guidelines

All requests outside the scope of this policy are to be referred to Council.

All bad debts written off will be in accordance with Section 76 of the Local Government Act 1993.



DRAFT DISPOSAL OF PROPERTY POLICY

Policy Owner: Chief Executive Officer
Distribution: All staff
Person Responsible: Chief Executive Officer
Date of Approval:
File Reference:

OBJECTIVE To provide a clear and transparent approach to disposal of property that is less than \$20,000; or where the property that is to be disposed of is part of the purchase of other property for which the total consideration is less than \$75,000.

This policy will ensure compliance with legislative requirements, the best financial result for the Shire and operational efficiency.

DEFINITIONS Property **means** local government property means anything, whether land or not, that belongs to, or is vested in, or under the care, control or management of, the local government.

POLICY STATEMENT

The disposal of Council owned property with a market value of less than \$20,000 or where the property that is to be disposed of is part of the purchase of other property for which the total consideration is less than \$75,000 will be carried out in accordance with the following schedule:

Current Market Value of Property	Method of Disposal
\$501-\$75,000 or less per item	<ul style="list-style-type: none">• To the highest bidder at public auction; or• To the most acceptable tender, whether or not to the highest bidder through the public tender process, or• To an external party at market value.
\$1 - \$500 per item	<ul style="list-style-type: none">• To the highest bidder through an external bidding process for staff, except the Chief Executive Officer (CEO), whereby bids are sealed and placed in a Shire Tender Box to be opened by the CEO.



	<ul style="list-style-type: none"> Any property not purchased by staff or Councillors may be donated to a local service organisation for distribution to community groups through Expressions of Interest.
Nil value	At the direction of the Chief Executive Officer giving due consideration to the best community and environmental outcomes.

A written register is to be kept of all disposal that includes all bids received; all purchases made and all property donated to local service organisations.

The disposal of property exceeding the values describes in the above schedule will be in accordance with the requirements of the *Local Government Act 1995*.

**DELEGATED
AUTHORITY**

CEO
Delegation 1.3 – April 2017 Delegations Register.

**ROLES AND
RESPONSIBILITIES**

The Chief Executive Officer is responsible for ensuring this policy is applied in fair and equitable manner;
Managers and Supervisors are to ensure all disposals are in strict accordance with this policy and associated legislation.

**OTHER RELEVANT
LEGISLATION/
POLICIES**

LOCAL GOVERNMENT ACT 1995 – S3.58,



DRAFT FUEL STOCK CONTROL POLICY

Policy Owner: Assets and Works Manager

Distribution: Finance Team

Person Responsible: Chief Executive Officer

Date of Approval:

File Reference:

- Objective**
- This policy provides guidelines for monitoring and managing the amount of fuel stock within the Shire to ensure that there are suitable levels of diesel available for operations at all times.
 - It is the responsibility of the Assets and Works Manager (AWM) to ensure that the fuel stock control policy is adhered to by all employees.
-

Policy

Purchase of Stock

It is AWM's responsibility to:

- Identify fuel stock and ensure that appropriate levels are held at all times;
- Monitor all fuel stock levels and 'stock turns' (how many times stock turns over in a year);
- Regularly review sales budgets and order necessary stock in line with budgets;
- Negotiate with suppliers for best price, quality, delivery methods and returns policy;
- Order all fuel stock required;
- Maintain "preferred suppliers" list;

Purchase of all fuel stock must be authorised by the AWM or FCSM.

All fuel stock purchases must be requested by using a purchase order and adhere to the purchasing policy.

Receiving Fuel Stock

When fuel stock is received from the supplier, it is the or Leading Hand's responsibility to:

- Review delivered items to delivery docket, including quantity, quality and completeness of order;
 - Match delivery docket to purchase order;
 - Store the fuel stock securely and in allocated area;
 - Update all fuel stock records for receipt of goods;
 - Inform or AWM or FCSM of any under/over-supply of fuel stock.
-



Managing Stock

It is the AWM 's responsibility to:

- Identify fuel stock and ensure that appropriate levels are held at all times;
- Monitor all fuel stock levels and stock turns;
- Regularly review sales budgets and ensure that fuel stock is ordered in line with budgets;
- Monitor re-order levels and ensure orders are placed in adequate time to reduce non-availability of fuel stock;
- Ensure that all staff are aware of new supplier, price changes and procedures for accurate recording of all fuel stock movements;
- Ensure that there are adequate controls (physical and administrative) in place to minimise theft and/or waste of all stock items;
- Organise and oversee physical stock take twice a year and match records of stock take to administrative and financial records.

Additional Policies for Stock Control Policy

Purchasing Policy

Finance Authorisation Policy

New Supplier or Contractor Appointment Approval Policy

COMMENTS

The 4 eQuotes were received for councils 2017-18 Bitumen sealing program originally 2 suppliers resubmitted new prices after consultation

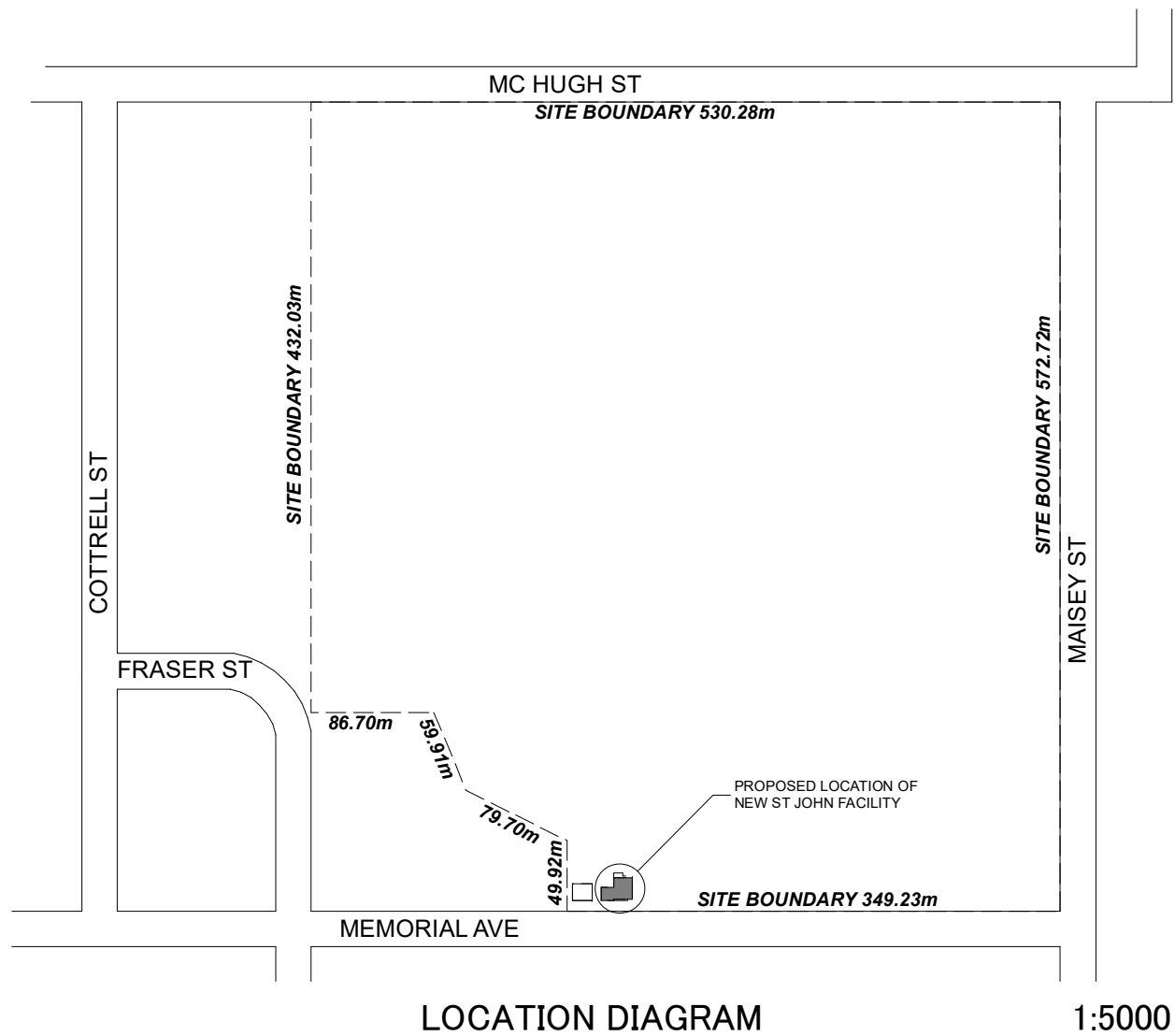
TENDERER	PRICE QUOTED	NOTES
Bitutek	\$282,051.00	<ul style="list-style-type: none">• Price is GST INC and is as per request• Have carried out sealing work for Shire of Dowerin previous years.
Colas WA	\$256,353.02 original price \$244,444.20 new price	<ul style="list-style-type: none">• Price is GST INC and is as per request
Downer	\$181,139.42 original price \$287,350.58 new price	<ul style="list-style-type: none">• Price is GST INC and is as per request
Boral	\$257,070.00	<ul style="list-style-type: none">• Price is GST INC and is per request

RECOMMENDATION

Based on the above the recommended tender is Colas WA, based on:

- Price
- Knowledge of the industry

The QUOTED price is \$244,444.20 GST inclusive



MEMORIAL AVE VIEW



SOUTH EAST VIEW



VIEW FROM DOWERIN FIELD DAY/ NORTH VIEW



m. 0400 585 269
p. (08) 9796 1267
e. me@sophinepfuhl.com.au
a. 223 Old Coast Rd, Australind WA 6233

05 October 2017

Planning Department
Shire of Dowerin
13 Cottrell Street
Dowerin WA 6461

To Whom It May Concern;

RE: Development Application – Dowerin St John Ambulance Facility

The location of the development is on Memorial Avenue next to the new DFES Facility. A new facility has been proposed as the existing facility has been 'outgrown' and does not have the facilities required for the successful operation of the Ambulance service.

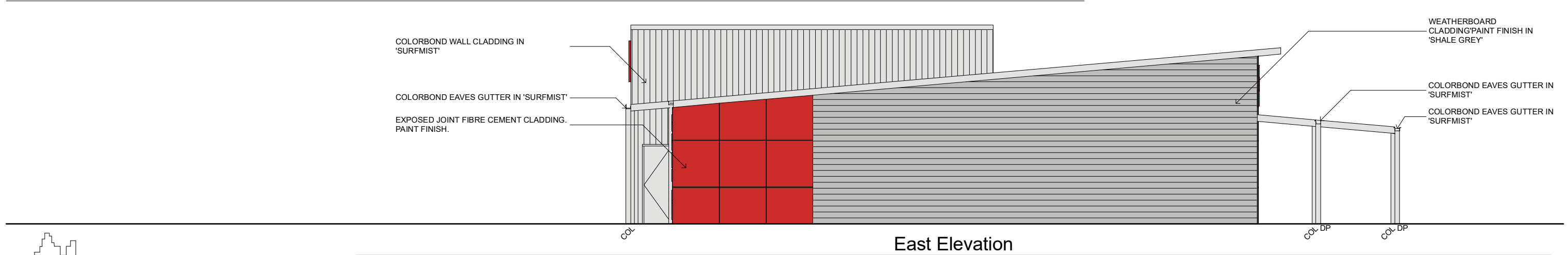
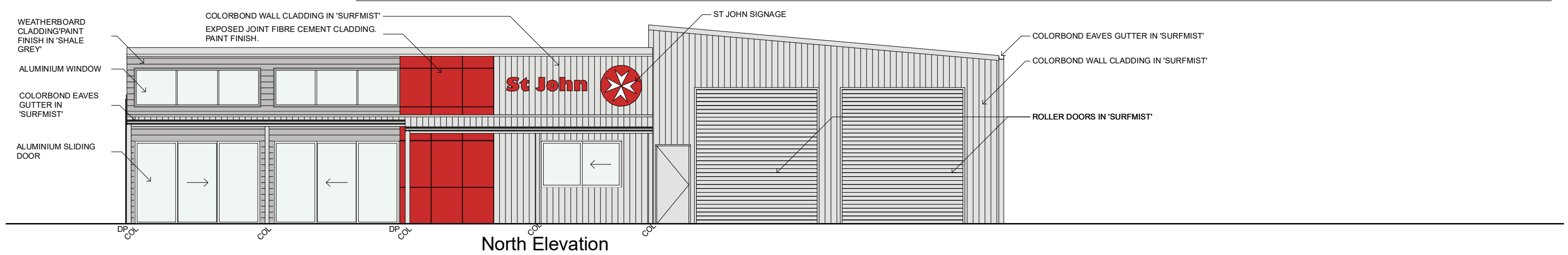
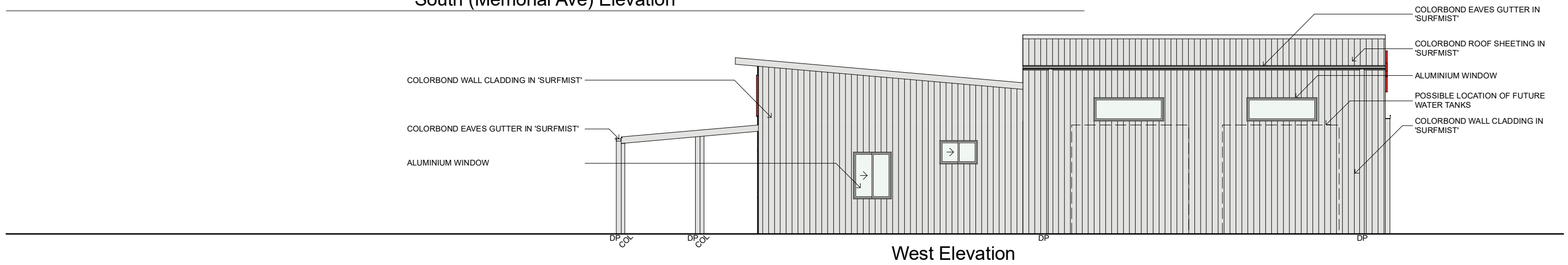
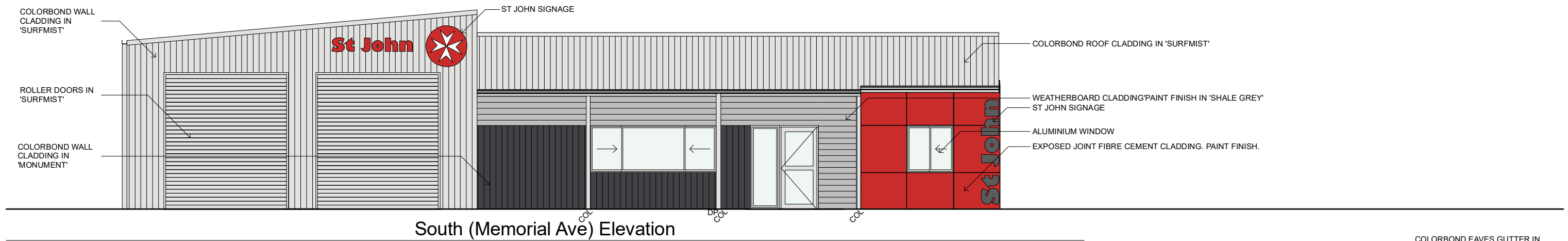
The new building will provide garaging for two ambulances with a drive through facility as well as associated store rooms, a training room, kitchen, administration office, toilets, showers and lockers, volunteer lounge and BBQ area.

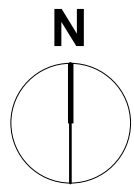
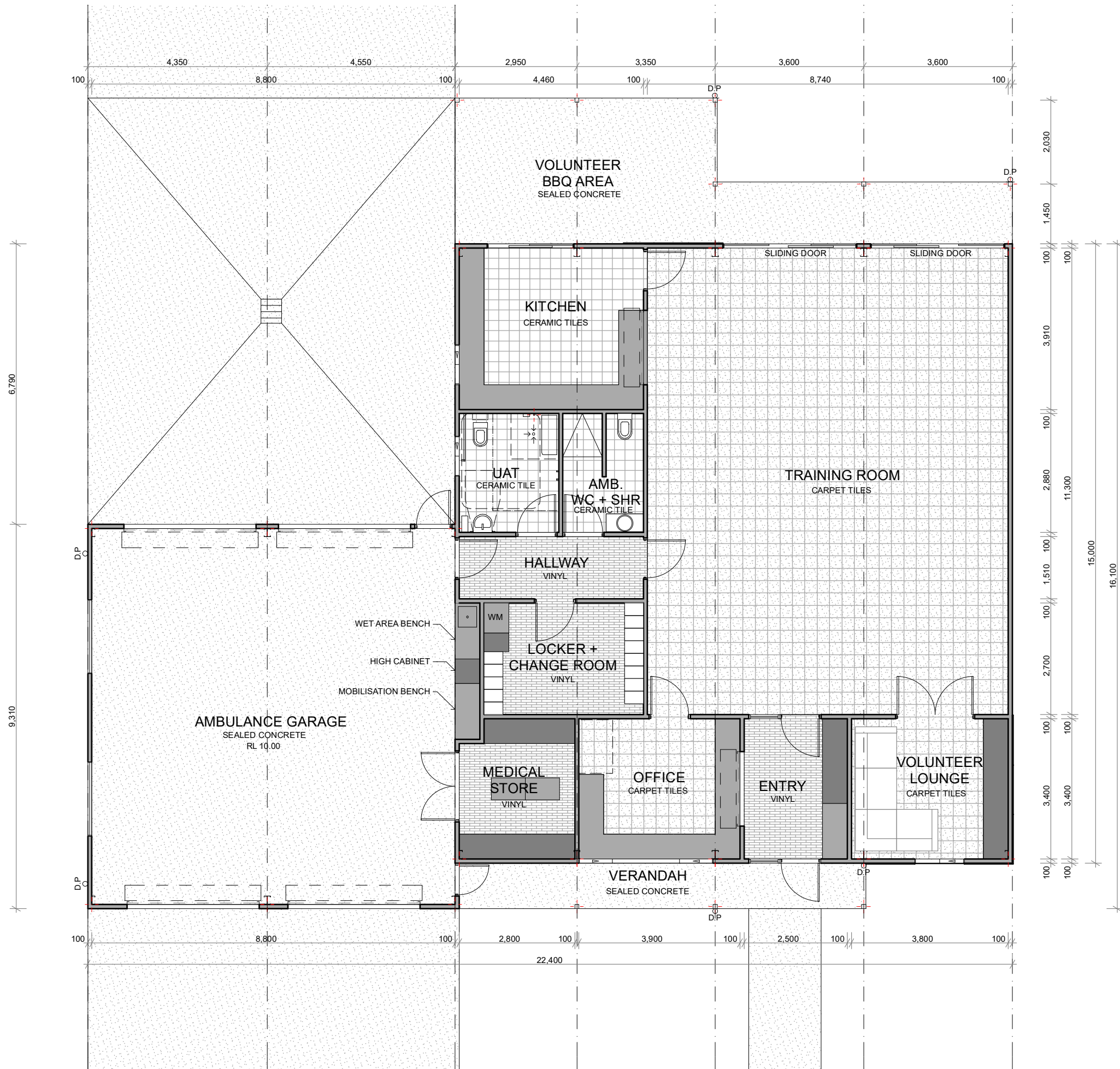
The new upgraded facility is designed to increase community involvement with St Johns by providing better training facilities and better volunteer facilities. It is a volunteer run community resource and community involvement is vital to the running of this service.

We would ask that the fees associated with this application would be refunded, as this is a community resource run exclusively by volunteers who give up much of their time to provide this service. Funding for this project has been hard earned with the majority raised by the volunteers with the addition of some funding grants.

Kind Regards,

Sophine Pfuhl





sophine pfuhl architect

m. 0400 585 269
p. (08) 9796 1267
e. me@sophinepfuhl.com.au

DEVELOPMENT APPLICATION

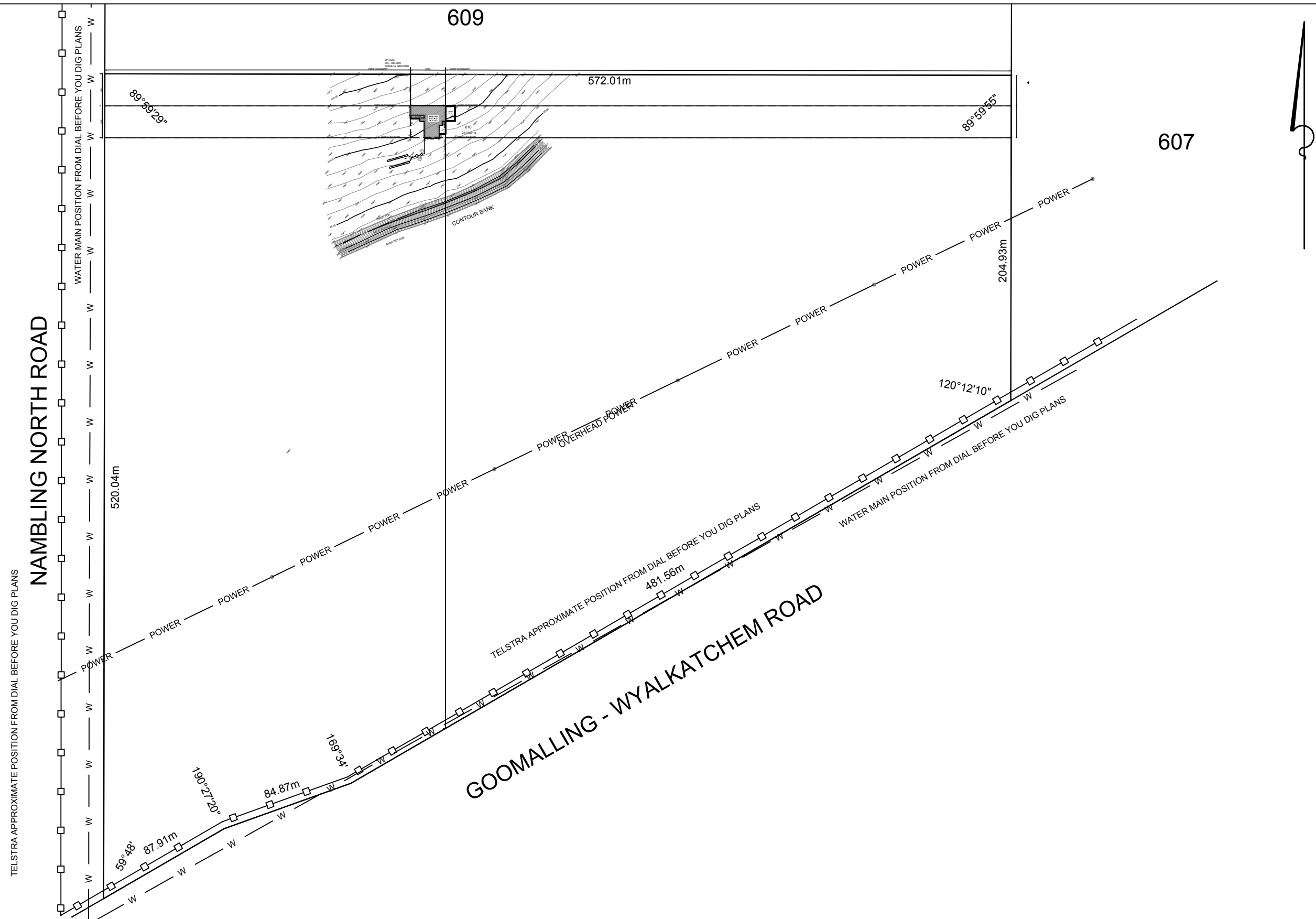
NEW DOWERIN SJA SUB CENTRE
Memorial Ave, Dowerin, WA

DA03 FLOOR PLAN
JOB No. 1714

SCALE: 1:100

DATE 03/10/2017
@ A3

REVA

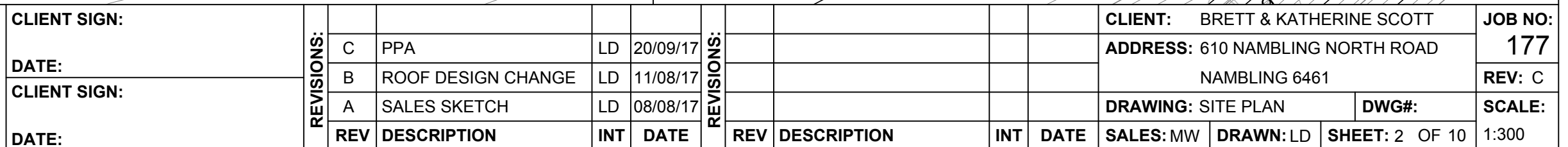


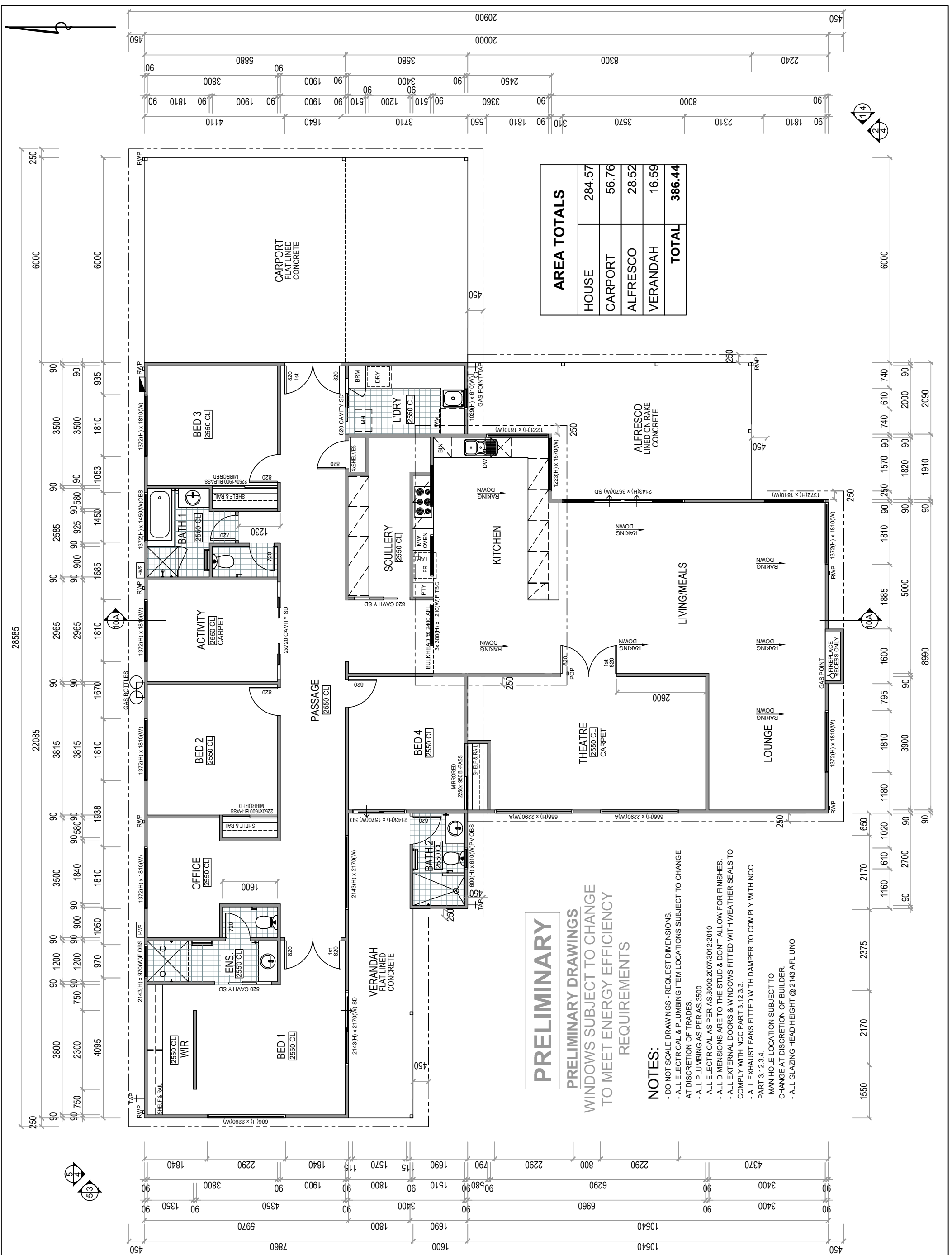
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	A	SALES SKETCH	LD	08/08/17
	REV	DESCRIPTION	INT	DATE
	REV	DESCRIPTION	INT	DATE

REVIS IONS:				
	REV	DESCRIPTION	INT	DATE
	REV	DESCRIPTION	INT	DATE


CLIENT: BRETT & KATHERINE SCOTT		JOB NO: 177	
ADDRESS: 610 NAMBLING NORTH ROAD		REV: C	
NAMBLING 6461		SCALE:	
DRAWING: SITE SURVEY		DWG#:	
SALES: MW	DRAWN: LD	SHEET: 1 OF 10	1:1250

NOTE:
SITE SUPERVISOR TO CONFIRM LEVELS
PRIOR TO COMMENCING ANY WORKS

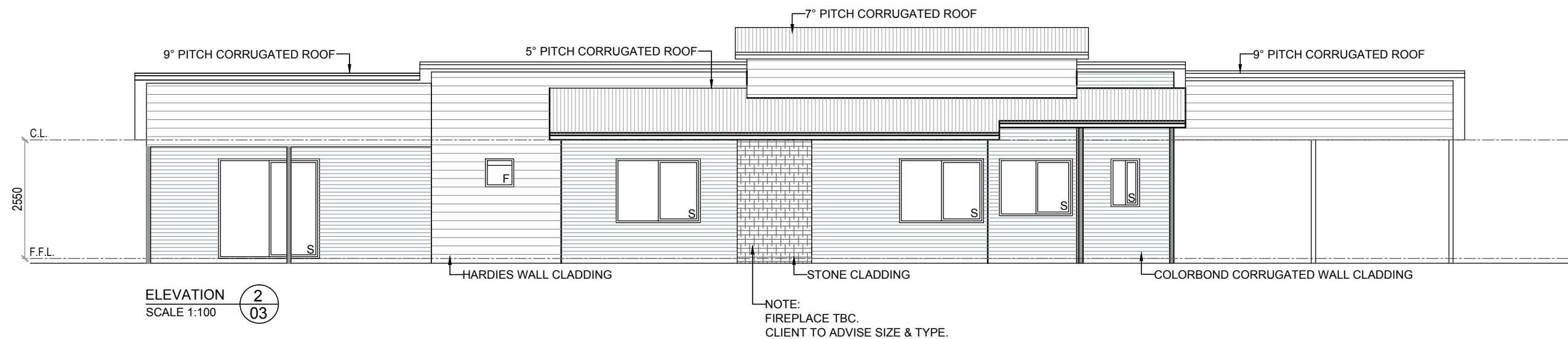
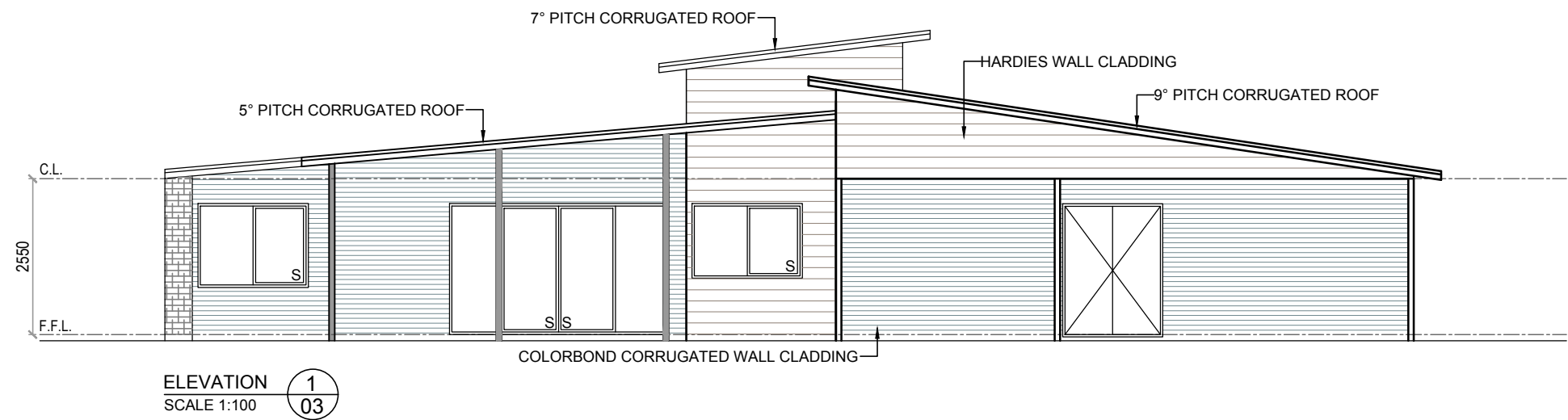




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 WBS <i>homes</i> <small>INSPIRE BUILD DELIVER</small>	CLIENT SIGN:	REVISIONS:					CLIENT: BRETT & KATHERINE SCOTT			JOB NO:
	DATE:		C	PPA	LD	20/09/17	ADDRESS: 610 NAMBLING NORTH ROAD			177
	CLIENT SIGN:		B	ROOF DESIGN CHANGE	LD	11/08/17	NAMBLING 6461			REV: C
	DATE:		A	SALES SKETCH	LD	08/08/17	DRAWING: FLOOR PLAN		DWG#:	SCALE:
			REV	DESCRIPTION	INT	DATE	SALES: MW	DRAWN: LD	SHEET: 3 OF 10	1:100

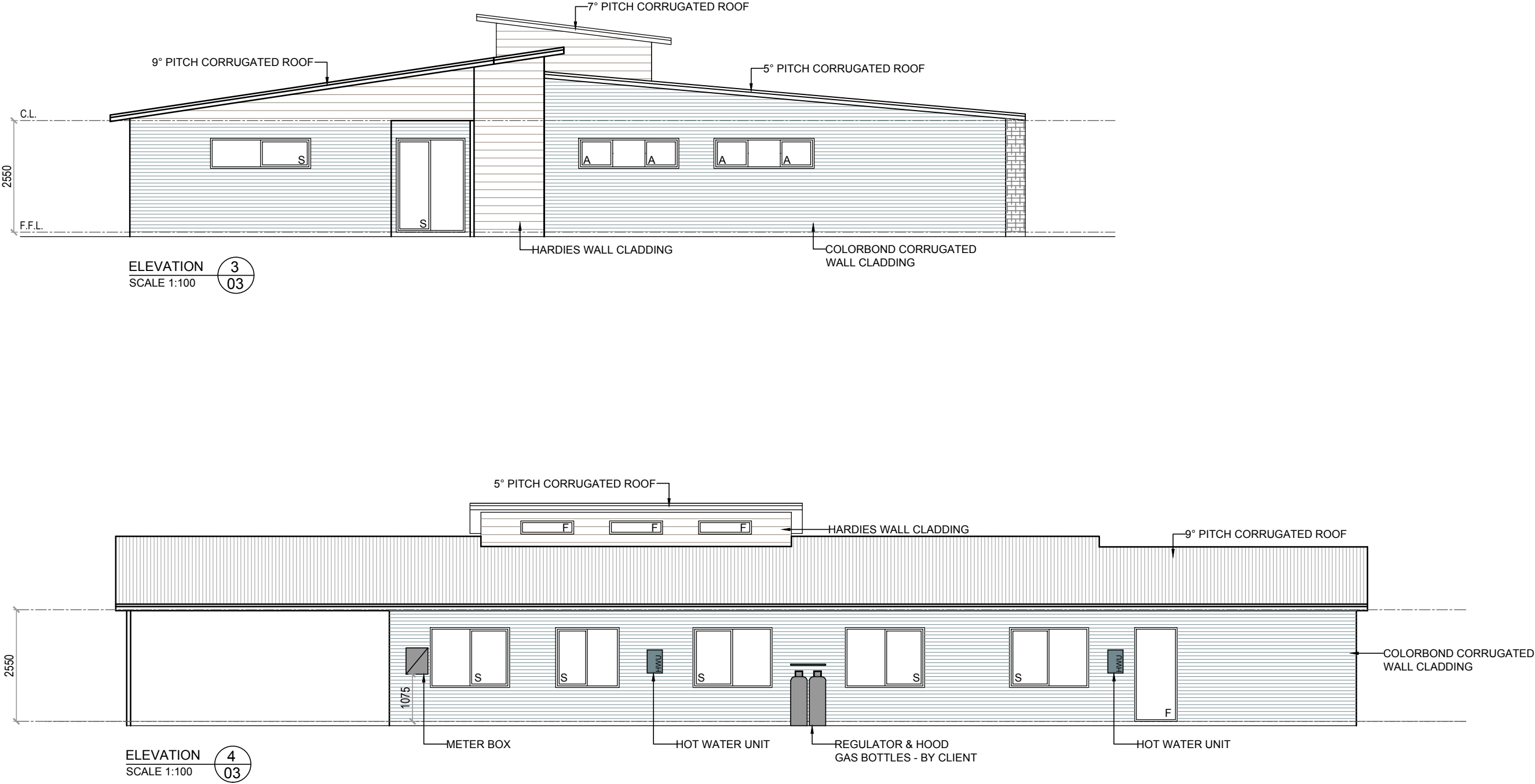
PRELIMINARY



REV	DESCRIPTION	INT	DATE
C	PPA	LD	20/09/17
B	ROOF DESIGN CHANGE	LD	11/08/17
A	SALES SKETCH	LD	08/08/17

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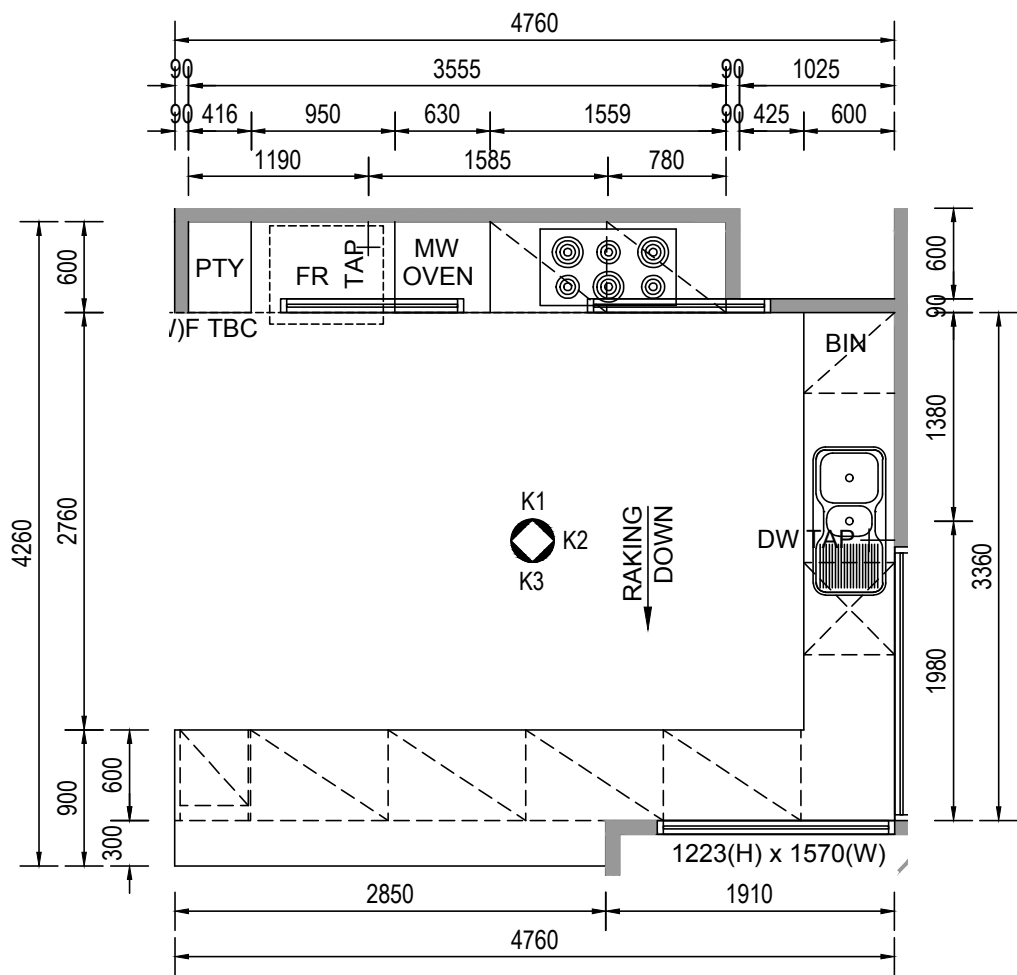
PRELIMINARY



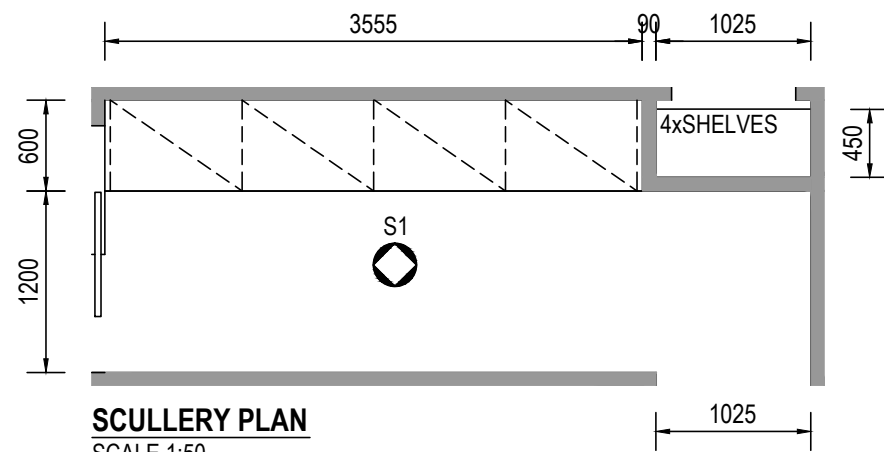
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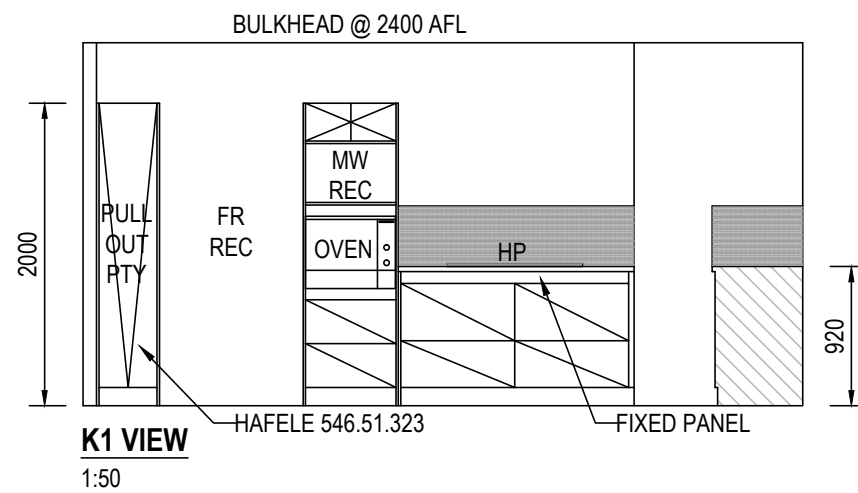
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ADDRESS: 610 NAMBLING NORTH ROAD				177	
NAMBLING 6461				REV: C	
DRAWING: ELEVATIONS		DWG#:		SCALE:	
SALES: MW	DRAWN: LD	SHEET: 5 OF 10		1:100	



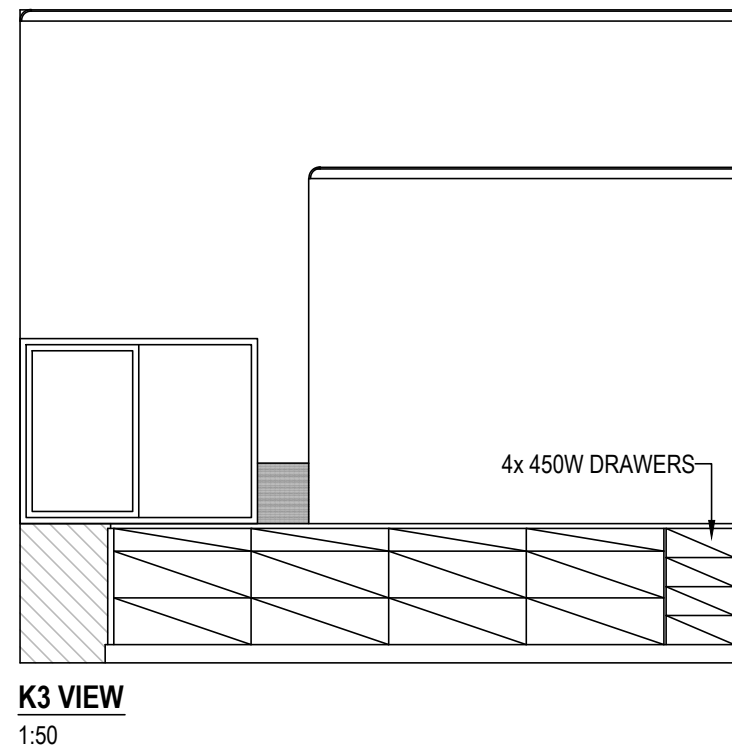
KITCHEN PLAN
SCALE 1:50



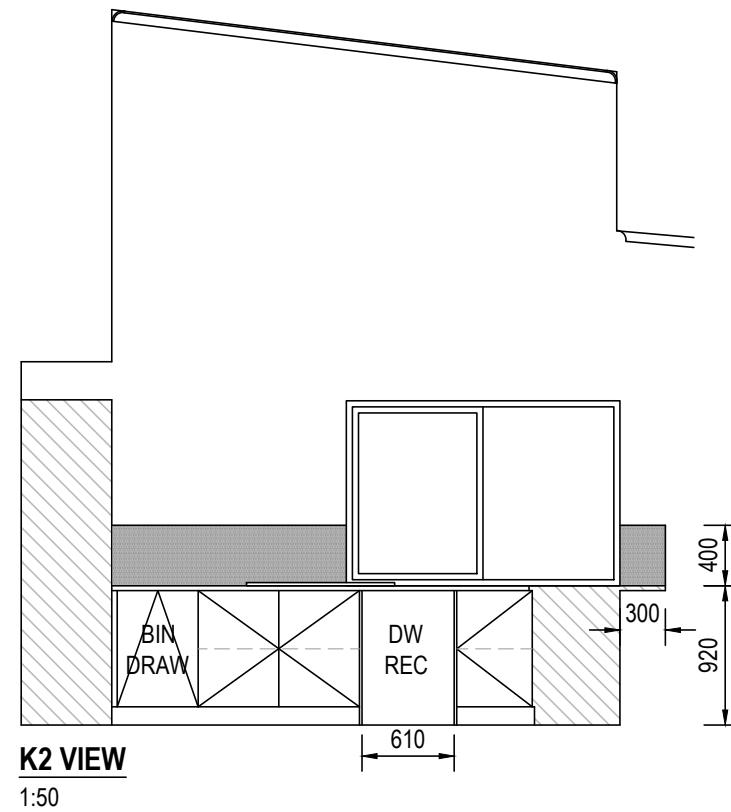
SCULLERY PLAN
SCALE 1:50



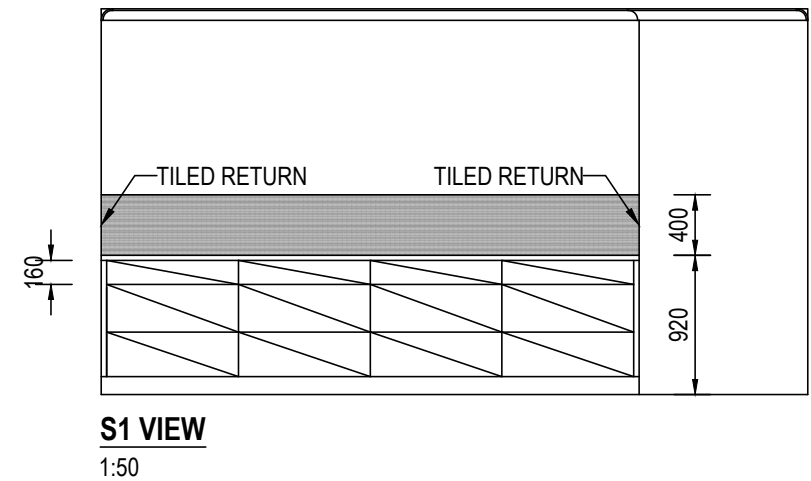
K1 VIEW
1:50



K3 VIEW
1:50



K2 VIEW
1:50

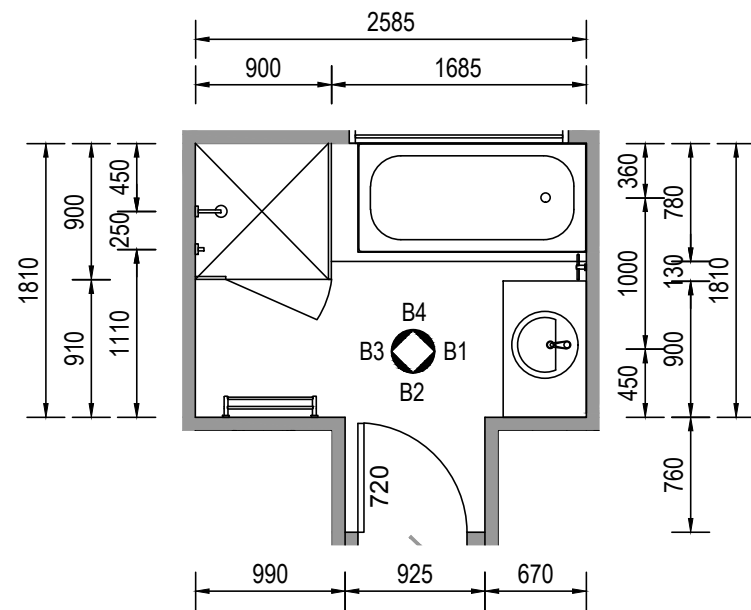


S1 VIEW
1:50

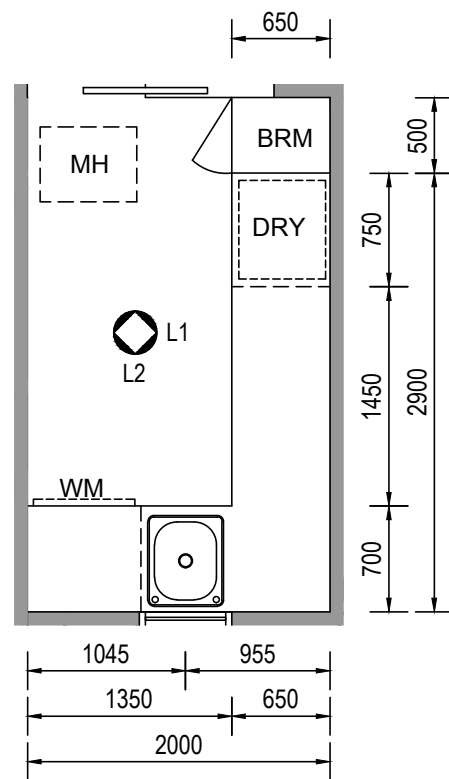
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A	SALES SKETCH	LD	08/08/17

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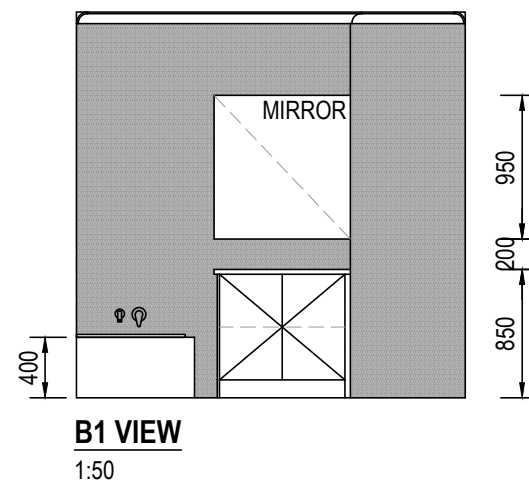
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ADDRESS: 610 NAMBLING NORTH ROAD			177
NAMBLING 6461			REV: C
DRAWING: INTERNALS		DWG#:	SCALE:
SALES: MW	DRAWN: LD	SHEET: 6 OF 10	SHOWN



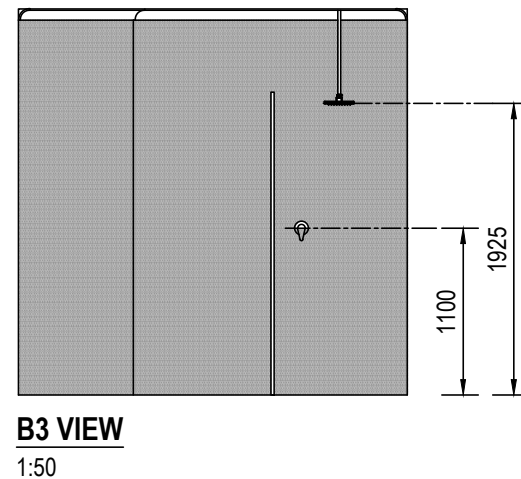
BATHROOM PLAN
SCALE 1:50



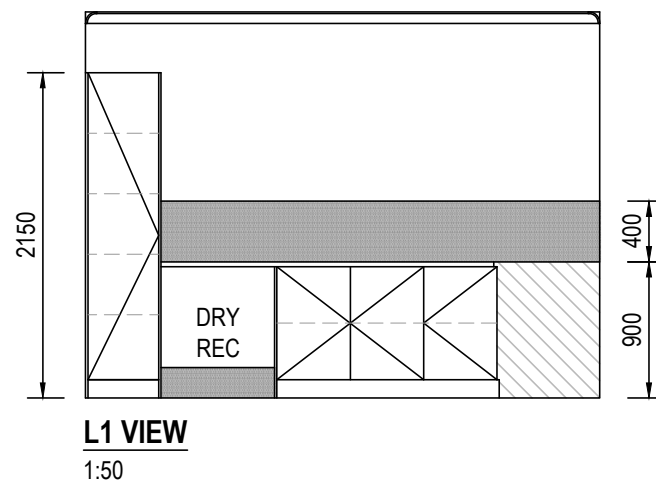
LAUNDRY PLAN
SCALE 1:50



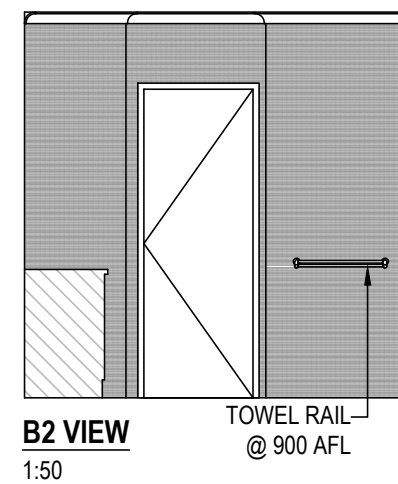
B1 VIEW
1:50



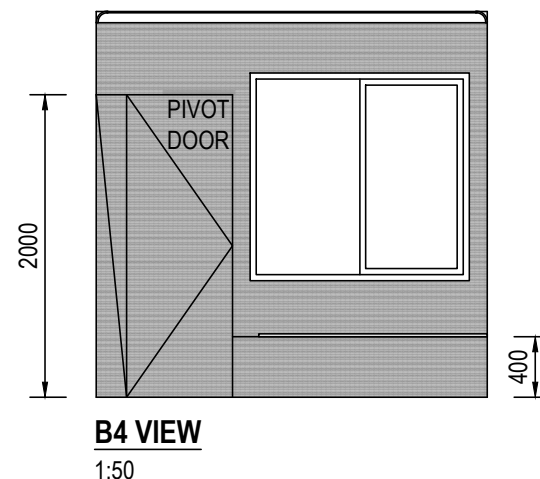
B3 VIEW
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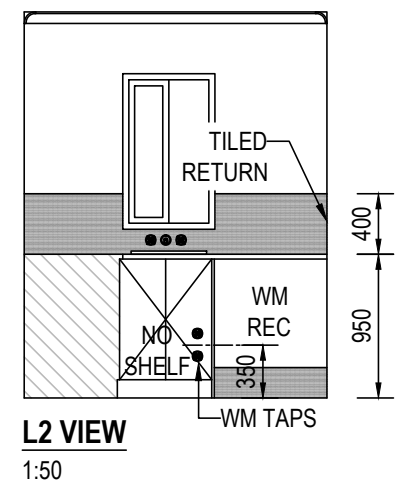
L1 VIEW
1:50



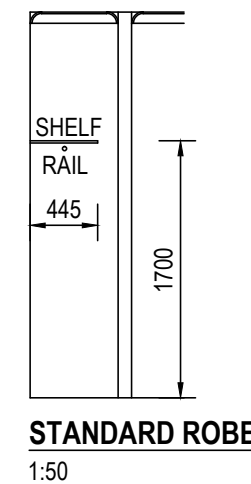
B2 VIEW
1:50



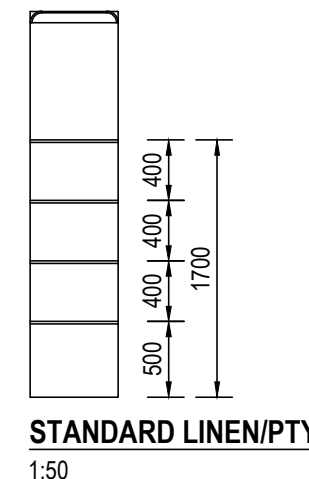
B4 VIEW
1:50



L2 VIEW
1:50



STANDARD ROBE
1:50



STANDARD LINEN/PTY
1:50

NOTE: FULL HEIGHT TILING
(TO CEILING) TO BATH/
BATH 2/WC & ENSUITE

CLIENT SIGN:

DATE:

CLIENT SIGN:

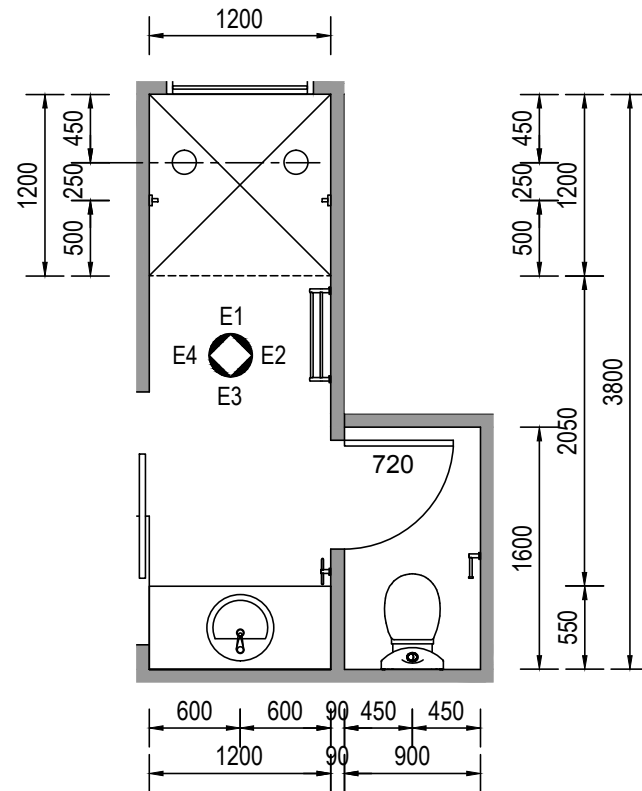
DATE:

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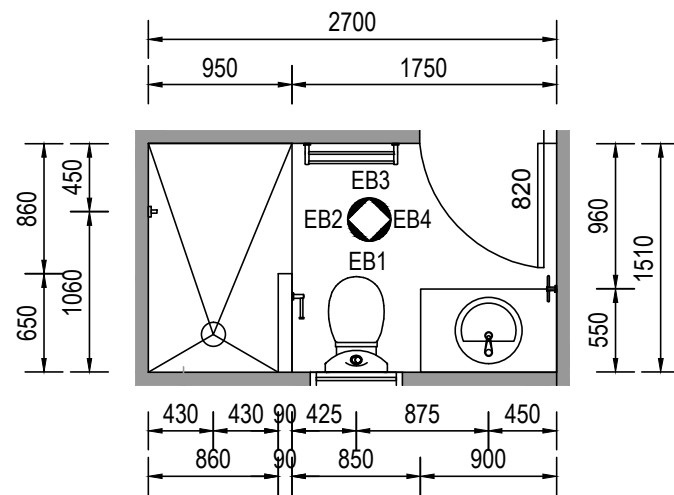
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A	SALES SKETCH	LD	08/08/17

CLIENT:	BRETT & KATHERINE SCOTT	JOB NO:	177
ADDRESS:	610 NAMBLING NORTH ROAD NAMBLING 6461	REV:	C
DRAWING:	INTERIALS	DWG#:	
SALES:	MW	DRAWN:	LD
SHEET:	7 OF 10	SCALE:	SHOWN

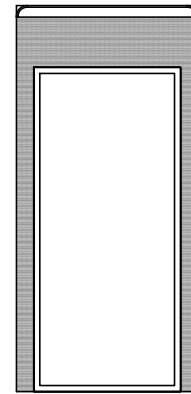
NOTE: FULL HEIGHT TILING
(TO CEILING) TO BATH/
BATH 2/WC & ENSUITE



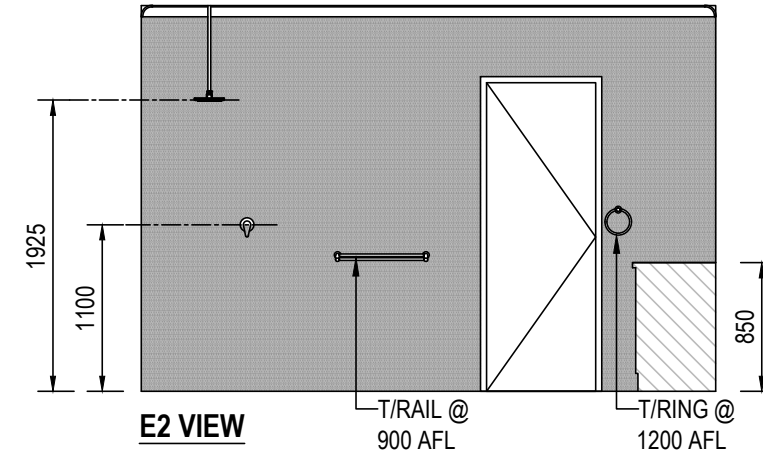
ENSUITE PLAN
SCALE 1:50



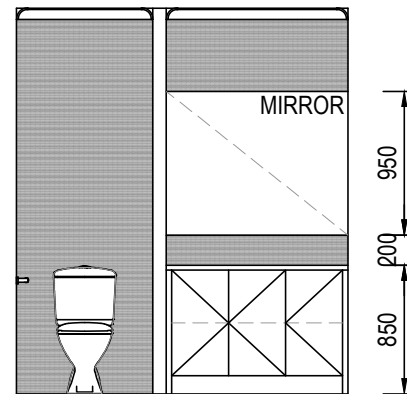
EXTERNAL BATH (2) PLAN
SCALE 1:50



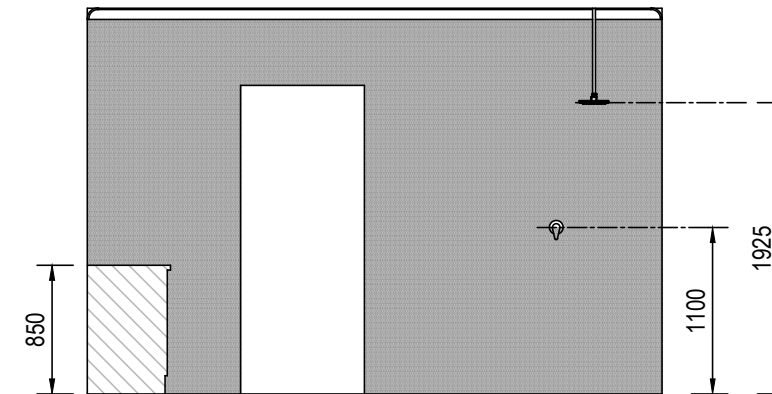
E1 VIEW
1:50



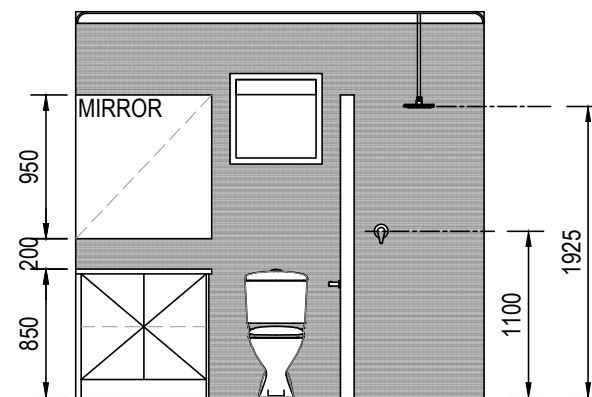
E2 VIEW
1:50



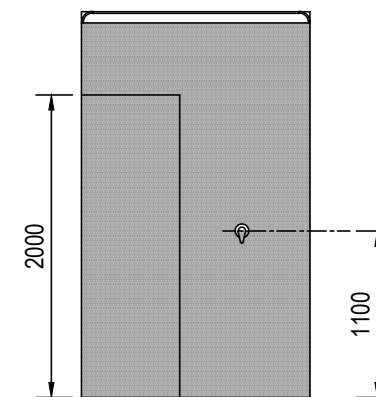
E3 VIEW
1:50



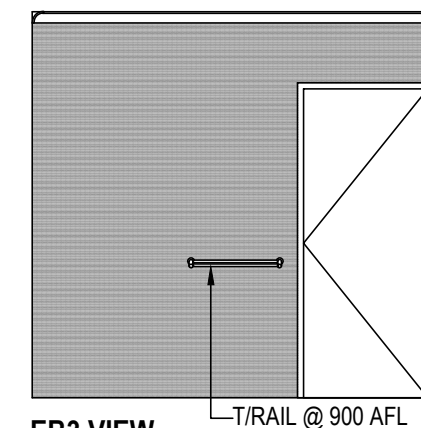
E4 VIEW
1:50



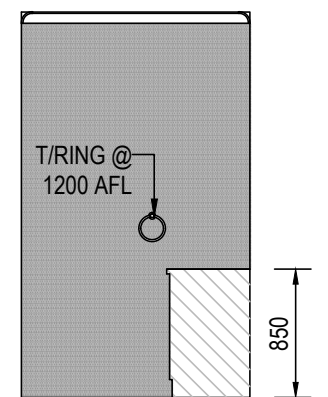
EB1 VIEW
1:50



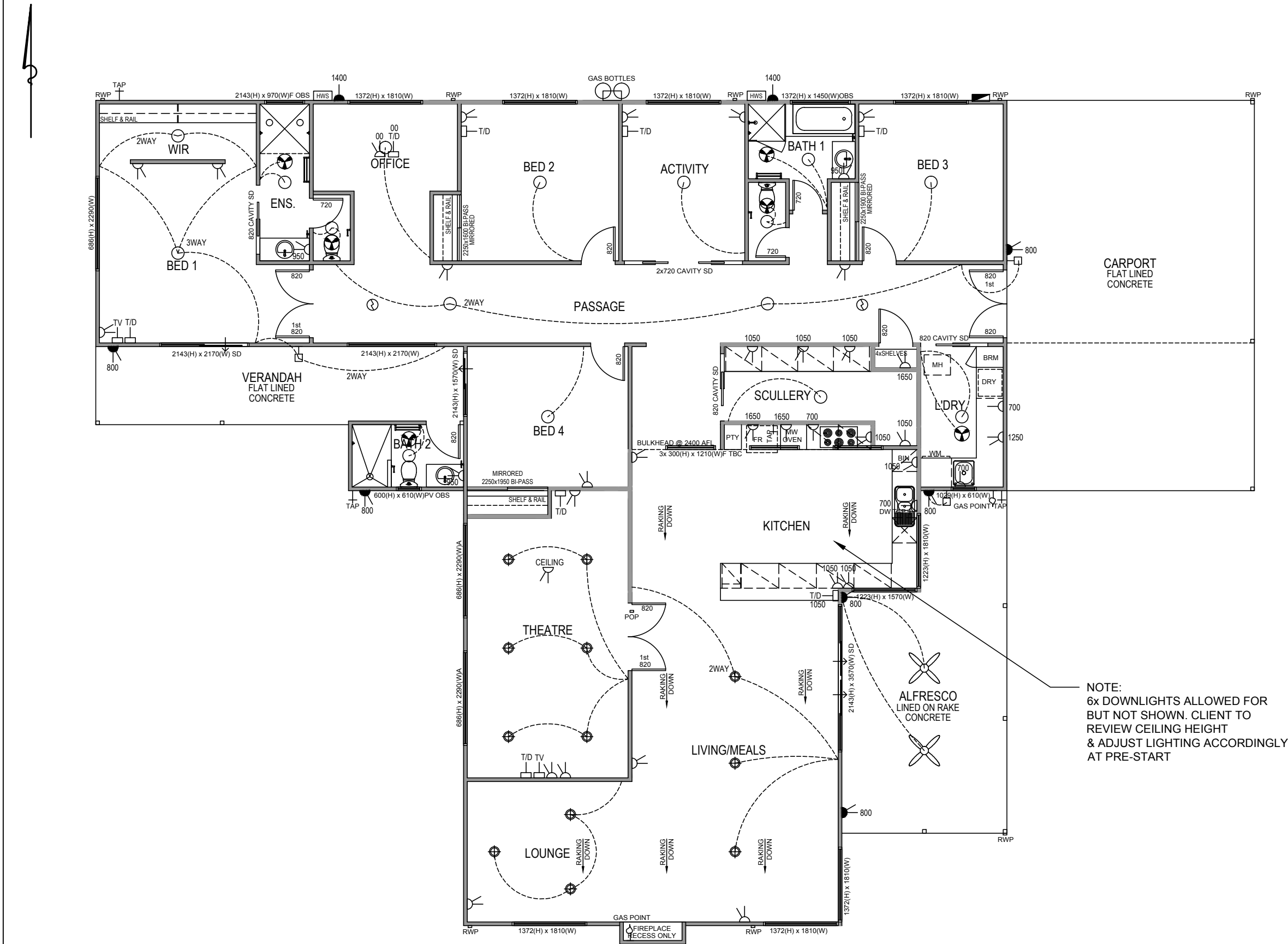
EB2 VIEW
1:50



EB3 VIEW
1:50




EB4 VIEW
1:50



ELECTRICAL LEGEND	
	FLURO - 40W
	BAYONET LIGHT FITTING
	DOWN LIGHT FITTING - 20W
	CABINET LIGHT
	WALL LIGHT
	FLURO TUBE
	CEILING FAN
	CEILING FAN WITH LIGHT
	ISOLATOR
	SINGLE GPO - HEIGHT NOTED
	DOUBLE GPO @ 300 AFL UNO
	QUAD GPO @ 300 AFL UNO
	EXTERNAL SINGLE GPO - HEIGHT NOTED
	EXTERNAL DOUBLE GPO - HEIGHT NOTED
	DOUBLE GPO WITH 1x USB POINT - HEIGHT NOTED
	PHONE/DATA POINT @ 300 AFL UNO
	TV POINT @ 300 AFL UNO
	CEILING EXHAUST FAN
	WALL EXHAUST FAN
	IXL - HEAT LIGHT COMBO
	HOT WATER UNIT
	AIR CONDITIONER INVERTER
	AIR CONDITIONER CONDENSOR
	CIRCUIT BREAKER BOARD (POINT OF ENTRY)
	SMOKE DETECTOR (HARDWIRED)
NOTE: ALL ELECTRICAL & PLUMBING LOCATIONS AT DISCRETION OF TRADE	

NOTE:
6x DOWNLIGHTS ALLOWED FOR
BUT NOT SHOWN. CLIENT TO
REVIEW CEILING HEIGHT
& ADJUST LIGHTING ACCORDINGLY
AT PRE-START



INSPIRE | BUILD | DELIVER

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THE WBS MODULAR

WBS Modular Pty Ltd

CLIENT SIGN:	REVISIONS:					REVISIONS:					CLIENT: BRETT & KATHERINE SCOTT			JOB NO:
DATE:		C	PPA	LD	20/09/17						ADDRESS: 610 NAMBLING NORTH ROAD			177
CLIENT SIGN:		B	ROOF DESIGN CHANGE	LD	11/08/17						NAMBLING 6461			REV: C
		A	SALES SKETCH	LD	08/08/17						DRAWING: ELECTRICAL		DWG#:	SCALE:
DATE:		REV	DESCRIPTION	INT	DATE		REV	DESCRIPTION	INT	DATE	SALES: MW	DRAWN: LD	SHEET: 9 OF 10	1:100

CONSTRUCTION NOTES:

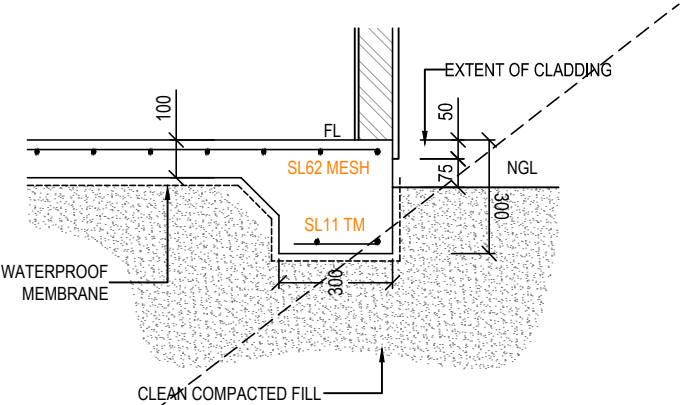
- WALL AND ROOF FRAME
- EXTERNAL WALL: 90mm STEEL FRAME
- INTERNAL WALL: 90mm STEEL FRAME
- ROOF FRAME: TIMBER TRUSS
- CEILING FRAME: 25mm STEEL CEILING BATTEN
- ROOF BATTEN: 40mm STEEL TOP HAT
- EXTERNAL CLADDING
- EXTERNAL WALL: CLADDING AS PER ELEVATIONS, BUILDERS WRAP WITH INSULATION BATTS. REFER TO ENERGY REPORT
- INTERNAL WALL: 10mm GYPROCK
- ROOF: COLORBOND CORRUGATED
- FASCIA: COLORBOND REBATE FASCIA
- GUTTER: COLORBOND ROOFLINE COLONIAL SLOTTED GUTTER

- GENERAL
- ROOF TRUSSES AND CONNECTION TO SUPPLIER'S DETAILS IN ACCORDANCE WITH THE SPECIFIED DESIGN CRITERIA.
- LIVE LOAD ASSUMPTION: 1.5 kPa.
- COMPACT SOIL TO ENSURE MIN. BEARING CAPACITY OF 150 kPa.
- NOTES
- ALL WORK TO CONFORM WITH THE PROVISIONS OF NCC.
- ALL WELDS TO BE MIN. 3mm GP CATEGORY E48XX/W50X TO AS1554
- ALL STEELWORK TO AS4100.
- ALL TIMBER WORK TO AS1684.4.2010
- ALL SHS/RHS TO BE MIN. G350.
- STEEL SURFACE TREATMENT TO THE CLIENTS REQUIREMENT. CONTACT ENGINEER FOR ADVICE IF UNSURE.
- ALL CONCRETE TO MIN. N20 / 20 / 80 TO AS3600.
- FOUNDATION SOIL TO BE CLEAN COMPACT NATURAL GROUND FREE OF EXCESSIVE MOISTURE.
- ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION.

- DESIGN CRITERIA IN ACCORDANCE WITH AS1170.4:
- Probability P=1 / 500 (TABLE 3.1)
- Kp=1.0 (TABLE 3.1)
- SITE HAZARD FACTOR Z ALLOWED=0.09(FIGURE 3.2(C))
- EARTHQUAKE DESIGN CATEGORY= DOMESTIC AS PER APPENDIX A

- SITE CLASSIFICATION
- EARTHWORKS
- 1) ALL VEGETATION AND DELETERIOUS MATTER IS TO BE REMOVED FOR THE BUILDING AREA.
- 2) FOUNDATION SOIL TO BE EITHER GRAVEL, FIRM CLAY OR CLEAN COMPACT SAND (MIN. COMPACTION TO MIN. 70% MODIFIED DRY DENSITY). CLASS A,S & M TO BE ON 600mm SAND PAD OR CLASS H TO BE ON 800mm SAND PAD.
- 3) SAND PAD COMPACTION MIN. 8 BLOWS PER 300mm WITH STANDARD PERTH SAND PENETROMETER.
- 4) PREPARE SITE SUCH THAT SURFACE RUNOFF CANNOT DRAIN OVER OR POND ADJACENT TO FOUNDATIONS.
- 5) SUBSOIL DRAINAGE TO BE DETERMINED FOLLOWING CUT INSPECTION.
- 5) ENSURE EXCAVATIONS FOR PLUMBING DO NOT UNDERMINE FOUNDATIONS. IF UNDERMINING IS LIKELY TO OCCUR CONTACT ENGINEER.
- 6) WHERE PLUMBING PIPES PASS THROUGH FOUNDATIONS OR GROUND SLAB, SPECIFIED DEPTH OF CONCRETE IS TO BE MAINTAINED.
- 7) THESE DETAILS SUITABLE FOR SITE CLASSIFICATIONS 'A', 'S' & 'M' AS PER AS2870.
- 8) MODULAR HOMES TO HAVE 150mm MIN. OF LIMESTONE/ROAD BASE ON THE TOP OF SURFACE COMPACTED TO ACCOMMODATE THE TRUCK INSTALLATION OF THE MODULES BEING OVER HOUSE PAD AREA & THE RAMP OFF THE ROAD TO THE HOUSE PAD FOR ALL SOIL CLASSES.

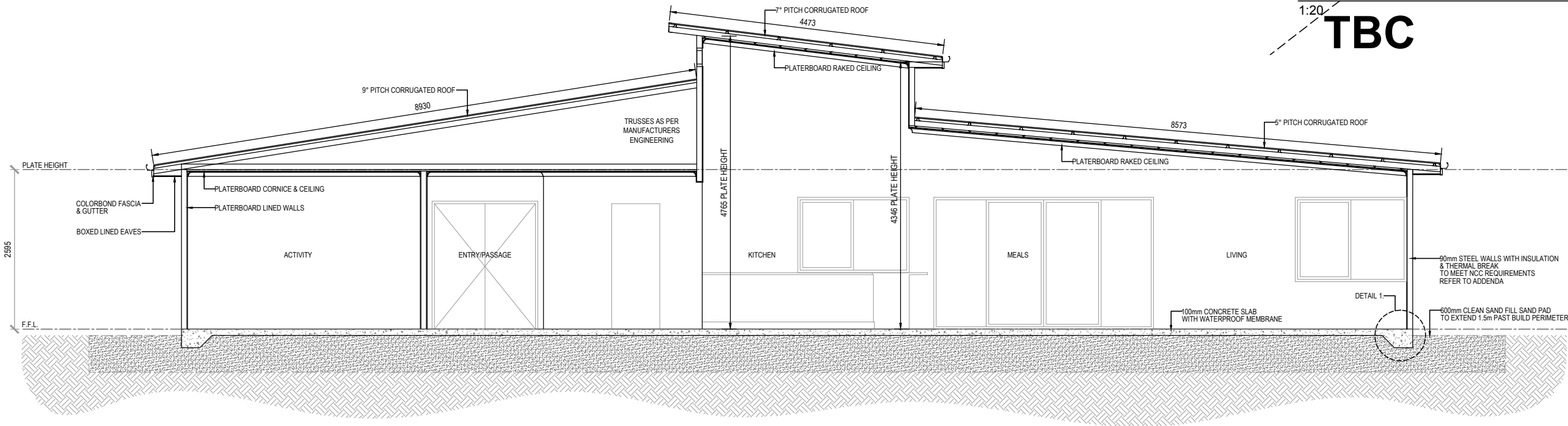
- DESIGN CRITERIA IN ACCORDANCE WITH AS1170.2:
- IMPORTANCE 2
- Vu=V 500=45 m/s
- Ms=1.0
- Mt=1.0
- Mzcat=0.91
- REGION A CAT 2.0
- V serviceability=37 m/s



DETAIL 1 - STANDARD FOOTING

1:20

TBC



SECTION A-A

SCALE 1:75



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WBS Modular Pty Ltd

CLIENT SIGN:

DATE:

CLIENT SIGN:

DATE:

REVISIONS:

C	PPA	LD	20/09/17
B	ROOF DESIGN CHANGE	LD	11/08/17
A	SALES SKETCH	LD	08/08/17
REV	DESCRIPTION	INT	DATE

REVISIONS:

REV	DESCRIPTION	INT	DATE
-----	-------------	-----	------

CLIENT: BRETT & KATHERINE SCOTT

ADDRESS: 610 NAMBLING NORTH ROAD

NAMBLING 6461

DRAWING: SECTION

DWG#:

SALES: MW

DRAWN: LD

SHEET: 10 OF 10

JOB NO:

177

REV: C

SCALE:

SHOWN

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 30 September 2017

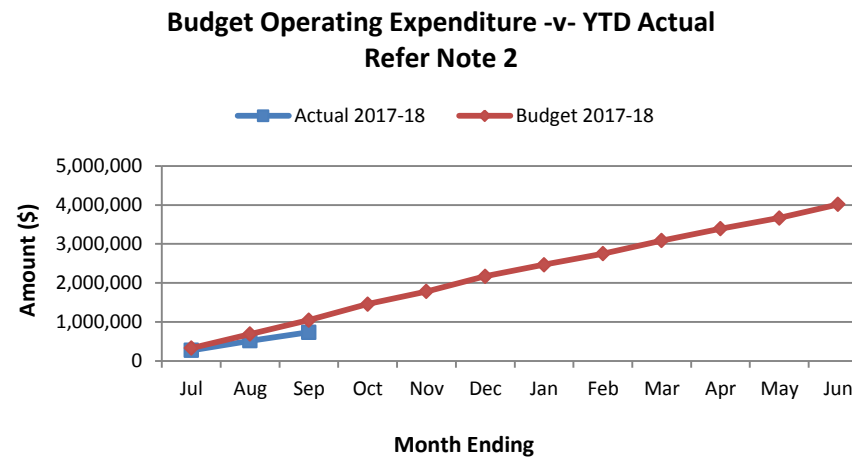
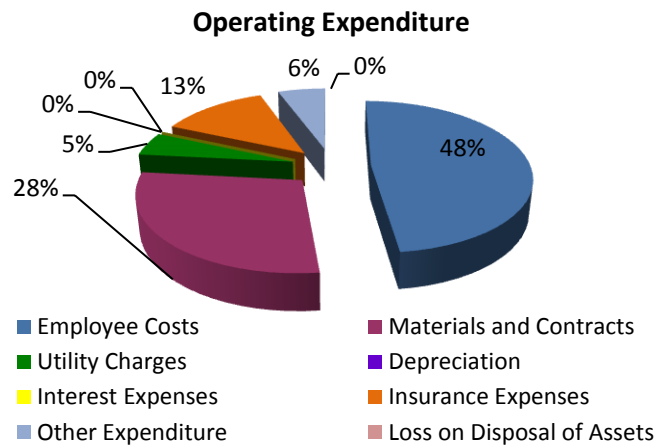
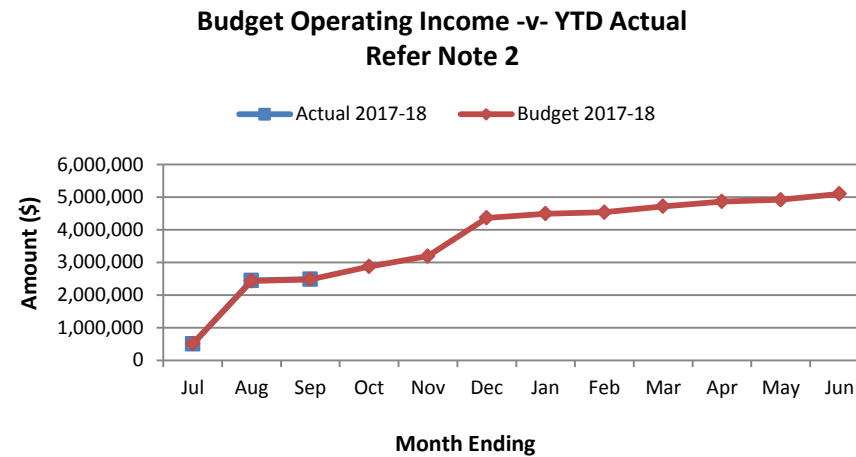
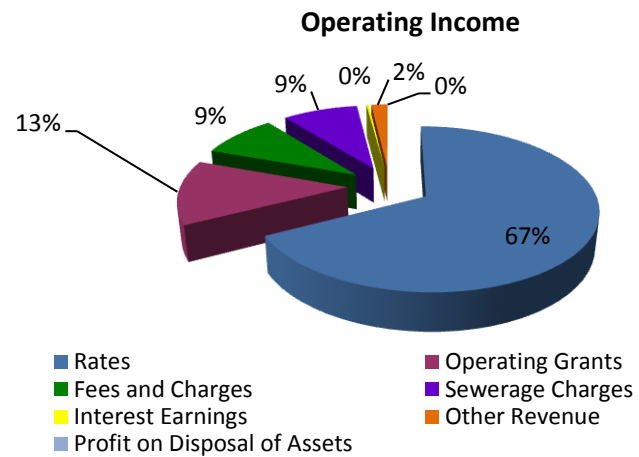
LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF DOWERIN
Information Summary
For the Period Ended 30 September 2017



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 30 September 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget	YTD Actual	(b)-(a)	(b)-	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,134,516	1,134,516	1,134,516	1,134,873	357	0%	
Revenue from operating activities								
Governance		7,530	7,530	3,979	7,466	3,487	88%	
General Purpose Funding - Rates	8	1,226,770	1,247,570	1,226,770	1,225,674	(1,096)	(0%)	
General Purpose Funding - Other		807,647	786,847	168,093	167,045	(1,048)	(1%)	
Law, Order and Public Safety		25,310	25,310	735	365	(370)	(50%)	
Health		267,152	267,152	78,831	77,639	(1,192)	(2%)	
Education and Welfare		132,510	132,510	29,129	16,467	(12,662)	(43%)	☹
Housing		142,590	142,590	35,643	29,734	(5,909)	(17%)	☹
Community Amenities		235,837	235,837	223,838	248,590	24,752	11%	😊
Recreation and Culture		81,840	81,840	8,718	3,917	(4,801)	(55%)	
Transport		185,630	185,630	5,538	3,816	(1,722)	(31%)	
Economic Services		137,866	137,866	28,763	33,696	4,933	17%	
Other Property and Services		10,710	10,710	2,677	1,598	(1,079)	(40%)	
		3,261,392	3,261,392	1,812,714	1,816,005			
Expenditure from operating activities								
Governance		(479,870)	(479,870)	(120,125)	(120,144)	(19)	(0%)	
General Purpose Funding		(142,710)	(142,710)	(31,796)	(26,819)	4,977	16%	
Law, Order and Public Safety		(68,680)	(68,680)	(17,157)	(16,087)	1,070	6%	
Health		(319,910)	(319,910)	(76,183)	(57,012)	19,171	25%	😊
Education and Welfare		(166,000)	(166,000)	(41,236)	(35,235)	6,001	15%	😊
Housing		(196,250)	(196,250)	(68,746)	(44,502)	24,244	35%	😊
Community Amenities		(295,770)	(295,770)	(73,884)	(51,404)	22,480	30%	😊
Recreation and Culture		(762,647)	(762,647)	(171,949)	(89,809)	82,140	48%	😊
Transport		(1,226,750)	(1,226,750)	(337,929)	(206,408)	131,521	39%	😊
Economic Services		(354,908)	(354,908)	(102,023)	(80,822)	21,201	21%	😊
Other Property and Services		(2,950)	(2,950)	(5,108)	(6,045)	(937)	(18%)	
		(4,016,445)	(4,016,445)	(1,046,136)	(734,288)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	279,266	0	(279,266)	(100%)	😊
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(2,700)	0	2,700	(100%)	
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	1,043,144	1,081,717			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	10	1,839,985	1,839,985	670,000	669,903	(97)	(0%)	
Proceeds from Disposal of Assets	8	155,500	155,500	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(826,153)	(826,153)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(27,138)	(27,661)	(524)	2%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	0	0	0		
Infrastructure Assets - Other	13	(257,000)	(257,000)	0	0	0		
Plant and Equipment	12	(411,737)	(411,737)	0	0	0		
Furniture and Equipment	12	(18,300)	(18,300)	(12,900)	(13,751)	(851)	7%	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(196,190)	(197,662)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	0	0	0		
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	0	0		
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	0	0			
Closing Funding Surplus(Deficit)	3	6,001	6,001	1,981,470	2,018,928			



More Revenue OR Less Expenditure
Less Revenue OR More Expenditure

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 30 September 2017

	Note	Original Annual Budget	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus (Deficit)	3	1,134,516	1,134,516	1,134,516	1,134,873	357	0%	
Revenue from operating activities								
Rates	8	1,247,570	1,247,570	1,226,770	1,225,674	(1,096)	(0%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	238,020	236,370	(1,650)	(1%)	
Fees and Charges		422,200	422,200	160,301	159,662	(639)	(0%)	
Sewerage Charges		137,807	137,807	137,807	155,716	17,909	13%	😊
Interest Earnings		57,740	57,740	4,590	5,349	759	17%	
Other Revenue		203,526	203,526	42,426	33,235	(9,192)	(22%)	😞
Profit on Disposal of Assets		40,800	40,800	2,800	0			
		3,261,392	3,261,392	1,812,714	1,816,005			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,553,120)	(416,016)	(353,399)	62,617	15%	😊
Materials and Contracts		(843,690)	(843,690)	(195,506)	(209,181)	(13,675)	(7%)	😞
Utility Charges		(177,710)	(177,710)	(45,654)	(36,440)	9,214	20%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(279,266)	0	279,266	100%	😊
Interest Expenses		(39,455)	(39,455)	0	0	0		
Insurance Expenses		(162,650)	(162,650)	(84,002)	(93,689)	(9,687)	(12%)	😞
Other Expenditure		(94,340)	(94,340)	(25,592)	(41,580)	(15,988)	(62%)	😞
Loss on Disposal of Assets		(7,200)	(7,200)	(100)	0	100	100%	
		(4,016,445)	(4,016,445)	(1,046,136)	(734,288)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	279,266	0	(279,266)	(100%)	😊
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	1,043,144	1,081,718			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	670,000	669,903	(97)	(0%)	
Proceeds from Disposal of Assets	8	155,500	155,500	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(826,153)	(826,153)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(27,138)	(27,661)	(524)	2%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	0	0	0		
Infrastructure Assets - Other	13	(257,000)	(257,000)	0	0	0		
Plant and Equipment	13	(411,737)	(411,737)	0	0	0		
Furniture and Equipment	13	(18,300)	(18,300)	(12,900)	(13,751)	(851)	7%	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(196,190)	(197,662)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	0	0	0		
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	0	0		
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	0	0			
Closing Funding Surplus (Deficit)	3	6,001	6,001	1,981,470	2,018,928	37,459	2%	

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 2 for an explanation of the reasons for the variance.

😊 More Revenue OR Less Expenditure
😞 Less Revenue OR More Expenditure

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 September 2017

Capital Acquisitions

	Note	Amended Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,308,700		826,153
Infrastructure Assets - Roads	12	1,213,927		27,661
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	257,000		0
Plant and Equipment	13	411,737		0
Furniture and Equipment	13	18,300		13,751
Capital Expenditure Totals		3,223,664		867,565
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,839,985	57%	669,903
Borrowings	9	0	0%	0
Other (Disposals & C/Fwd)		413,500	13%	0
Council contribution - Cash Backed Reserves	7	152,456	5%	0
Council contribution - operations		817,723	25%	\$197,662
Capital Funding Total		3,223,664		867,565

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 1: Significant Accounting Policies

(a) Basis of Accounting

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

Critical Accounting Estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement. In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

(c) Rounding Off Figures

All figures shown in this statement are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(f) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(g) Trade and Other Receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

(h) Inventories

General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Land Held for Resale

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed. Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point. Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

(i) Fixed Assets

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Asset	Years
Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Sealed roads and streets	
formation	not depreciated
pavement	50 years
seal	
bituminous seals	20 years
asphalt surfaces	25 years
Gravel Roads	
formation	not depreciated
pavement	50 years
gravel sheet	12 years
Formed roads	
formation	not depreciated
pavement	50 years
Footpaths - slab	40 years

(k) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(l) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) Annual Leave and Long Service Leave (Long-term Benefits)

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(m) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing Costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(n) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses. Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 1: Significant Accounting Policies

(o) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

(p) Nature or Type Classifications

Rates

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service

Operating Grants, Subsidies and Contributions

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Non-Operating Grants, Subsidies and Contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Profit on Asset Disposal

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

Service Charges

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Interest Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

Employee Costs

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water, etc.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on asset disposal

Loss on the disposal of fixed assets.

Depreciation on non-current assets

Depreciation expense raised on all classes of assets.

Interest expenses

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

Other expenditure

Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 1: Significant Accounting Policies

(r) Program Classifications (Function/Activity)

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

GOVERNANCE

GENERAL PURPOSE FUNDING

LAW, ORDER, PUBLIC SAFETY

HEALTH

EDUCATION AND WELFARE

HOUSING

COMMUNITY AMENITIES

RECREATION AND CULTURE

TRANSPORT

ECONOMIC SERVICES

OTHER PROPERTY AND SERVICES

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 2: Explanation of Material

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget or greater.

- ⊕ More Revenue OR Less Expenditure
⊗ Less Revenue OR More Expenditure

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	3,487	88%			Within Variance Threshold
General Purpose Funding - Rates	(1,096)	(0%)			Within Variance Threshold
General Purpose Funding - Other	(1,048)	(1%)			Within Variance Threshold
Law, Order and Public Safety	(370)	(50%)			Within Variance Threshold
Health	(1,192)	(2%)			Within Variance Threshold
Education and Welfare	(12,662)	(43%)	⊗	Timing	Reimbursement of Childcare wages is \$12K below TYD budget. This is a timing issue with the invoice being issued in October.
Housing	(5,909)	(17%)	⊗	Timing	Housing rental income is lower than YTD Budget. A Dept. Housing Independent living unit has been vacant that has reduced the income by approx. \$1K. Staff will review other rental budget allocations over the next couple of months and adjust if required at Budget Review.
Community Amenities	24,752	11%	⊕	Permanent	The sale of scrap metal following a clean up of the site has gained revenue of approx. \$6K which is \$4K more than budgeted. Commercial Sewerage levies are \$18K higher than budget. The actual levy data indicates that some properties were not included in the original budget modelling.
Recreation and Culture	(4,801)	(55%)			Within Variance Threshold
Transport	(1,722)	(31%)			Within Variance Threshold
Economic Services	4,933	17%			Within Variance Threshold
Other Property and Services	(1,079)	(40%)			Within Variance Threshold
Operating Expense	\$	%			
Governance	(19)	(0%)			Within Variance Threshold
General Purpose Funding	4,977	16%			Within Variance Threshold
Law, Order and Public Safety	1,070	6%			Within Variance Threshold
Health	19,171	25%	⊕	Timing	HACC expenditure is \$18 lower than YTD Budget. These may even out over the year.
Education and Welfare	6,001	15%	⊕	Timing	Wages are \$3K lower than YTD budget and YTD depreciation of \$4K has not yet been processed.
Housing	24,244	35%	⊕	Timing	YTD Depreciation budgeted at \$23K has not yet been processed, pending finalisation of revaluations as at 30 June 17.
Community Amenities	22,480	30%	⊕	Timing	Waste Charges are \$9K lower than YTD budget. This may even out over the year. YTD depreciation of \$8K has not been expensed.
Recreation and Culture	82,140	48%	⊕	Timing	YTD Depreciation budgeted at \$55K has not yet been processed, pending finalisation of revaluations as at 30 June 17. General parks and ovals maintenance and swimming pool budgets are \$26K lower than YTD budget, this is likely to even out over the warmer months.
Transport	131,521	39%	⊕	Timing	Depreciation budgeted at \$118K YTD has not yet been processed, pending finalisation of revaluations as at 30 June 17. Admin overheads are \$7K lower than YTD budget - this may even out over the year.
Economic Services	21,201	21%	⊕	Timing	Field day costs are \$6K lower than YTD budget, some costs may not yet have been processed to this area. YTD depreciation of \$12K has not yet been expensed.
Other Property and Services	(937)	(18%)			Within Variance Threshold
Operating activities excluded from budget					
Depreciation	279,266	(100%)	⊕	Timing	YTD Depreciation budgeted at \$183K has not yet been processed, pending finalisation of revaluations and audit as at 30 June 17.
Movement in Leave Reserve	0				Within Variance Threshold
Capital Revenues					
Grants, Subsidies and Contributions	(97)	(0)			Within Variance Threshold
Capital Expenses					<i>Refer to Note 12 for Capital expenditure detail</i>
Land and Buildings	0	0%			Within Variance Threshold
Infrastructure - Roads	(524)	2%			Within Variance Threshold
Infrastructure - Footpaths	0				Within Variance Threshold
Infrastructure Assets - Other	0	0%	⊖		Within Variance Threshold
Plant and Equipment	0				Within Variance Threshold
Furniture and Equipment	(851)	7%			Within Variance Threshold
Financing					
Proceeds from New Debentures	0				Within Variance Threshold
Self-Supporting Loan Principal	0				Within Variance Threshold
Transfer from Reserves	0				Within Variance Threshold
Opening Funding Surplus(Deficit)	357	0%			Within Variance Threshold

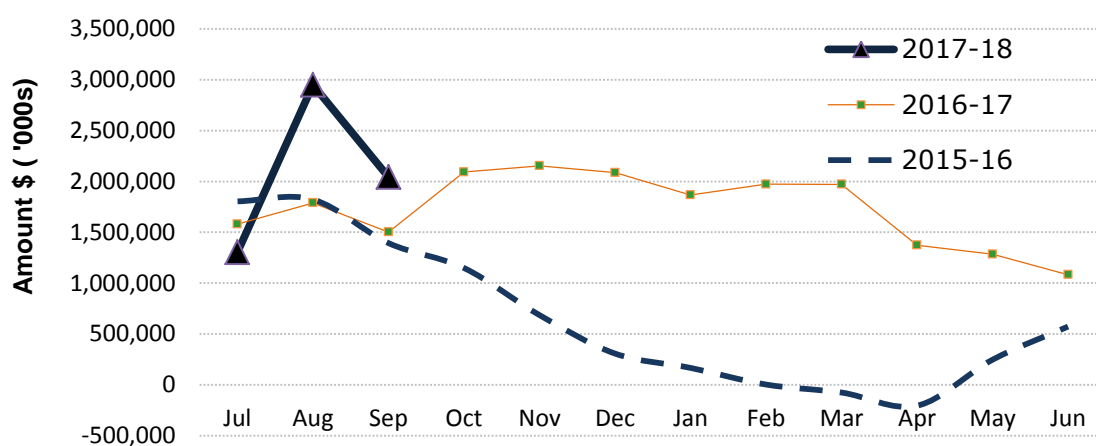
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	30 Sep 2017
		\$	\$
Current Assets			
Cash Unrestricted	4	1,639,654	1,746,397
Cash Restricted	4	1,787,396	1,828,722
Receivables - Rates		59,649	415,046
Receivables - Other		204,911	199,269
Interest / ATO Receivable/Trust		101,647	54,990
Inventories		6,635	30,887
		3,799,893	4,275,311
Less: Current Liabilities			
Payables		(722,249)	(313,612)
Current Borrowings		(117,509)	(117,509)
Provisions		(185,111)	(185,111)
		(1,024,870)	(616,233)
Net Current Assets		2,775,023	3,659,079
Less: Cash Reserves	7	(1,787,396)	(1,787,396)
Plus: Current Borrowings included in Budget		93,753	93,753
Plus : Liabilities funded by Cash Backed Reserves		53,493	53,493
Net Current Funding Position		1,134,873	2,018,928

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves and the STA Retention Bond.

Current Ratio equals 1:3.97

This means that for every \$1.00 of liability Council has \$3.97 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	946,828			946,828	NAB	Variable	At Call
Cash Maximiser	691,146			691,146	NAB	2.05%	At Call
Trust Bank Account			12,627	12,627	NAB	Variable	At Call
(b) Term Deposits							
TD2361911	1,899	888,352		890,251	Bendigo	Variable	17-Aug-18
Reserve Bank Account - Bendigo		899,044		899,044	Bendigo	2.70%	13-Dec-17
TD 2361913	162,611			162,611	Bendigo	2.70%	17-Aug-18
# STA Retention Bond		41,326		41,326	Bendigo	2.50%	24-Jul-18
	1,802,484	1,828,722	12,627	3,643,833			

Comments/Notes - Investments

The above balances are the funds held in bank accounts and on hand as at reporting date.

The Shire is holding Funds as a retention bond until the defects period for the STA is over.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 5: Budget Amendments

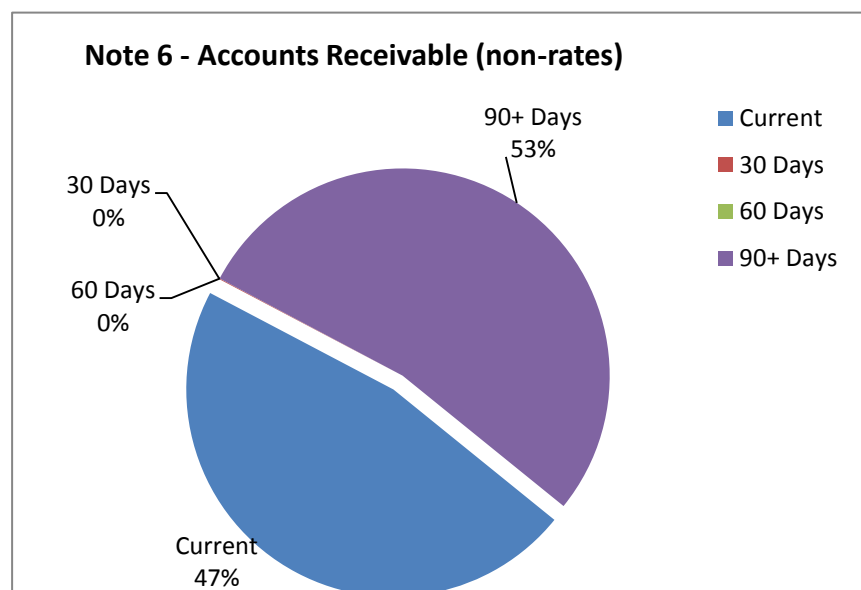
Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolutio n	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Closing Surplus(Deficit)			\$	\$	\$
	There have been no budget amendments to date							6,001
Amended Budget Cash Position as per Council Resolution						0	0	0

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	6,129	8	0	6,938	13,075
Balance per Trial Balance					
Sundry Debtors					13,075
Total Receivables General Outstanding					13,075



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 7: Cash Backed Reserve

Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	0	0	0	0	0	54,695	53,493
Plant Reserve	142,872	3,210	0	140,000	0	(120,000)	0	166,082	142,872
Sewerage Asset Preservation Reserve	1,043,357	23,429	0	71,000	0	0	0	1,137,786	1,043,357
Land & Building Reserve	146,594	3,293	0	42,000	0	0	0	191,887	146,594
Swimming Pool Reserve	32,456	0	0	0	0	(32,456)	0	(0)	32,456
Recreation Facilities Reserve	180,866	4,063	0	1,673	0	0	0	186,602	180,866
Community Housing Project Reserve	46,221	1,039	0	0	0	0	0	47,260	46,221
Community Bus Reserve	40,787	917	0	0	0	(41,704)	0	0	40,787
Economic Development Reserve	12,021	271	0	42,000	0	0	0	54,292	12,021
All Hours Gym Reserve	1,684	0	0	0	0	(1,684)	0	(0)	1,684
Bowling Green Replacement Reserve	61,461	1,381	0	10,000	0	0	0	72,842	61,461
Tennis Court Replacement Reserve	25,584	575	0	6,000	0	0	0	32,159	25,584
	1,787,396	39,380	0	312,673	0	(195,844)	0	1,943,605	1,787,396

Reserve funds are fully cash-backed in a term Deposit and Bank Account - Refer Note 4.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 8: Disposal of Assets

			YTD Actual				Amended Budget			
Asset Number	Asset Description	Program	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
D0	Ford Falcon	Governance					5,200	8,000	2,800	
D002	Ford Territory	Governance					5,600	5,500		(100)
	HACC Vehicle	Health					9,100	2,000		(7,100)
D007	Grader - ACT 12M	Transport					102,000	140,000	38,000	
			0	0	0	0	121,900	155,500	40,800	(7,200)

Comments

There have been no disposals to date

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 8: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Amended Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	9.2300	182	1,333,264	123,060	0	0	123,060	123,060	0	0	123,060
GRV - Commercial/Indust	9.2300	33	256,474	23,673	0	0	23,673	23,673	0	0	23,673
GRV - Town Rural	9.2300	27	133,530	12,325	0	0	12,325	12,325	0	0	12,325
GRV - Other Towns	9.2300	0	0	0	0	0	0	0	0	0	0
UV - Rural Farmland	0.7910	295	120,307,500	951,632	(1,096)	0	950,536	951,632	0	0	951,632
Sub-Totals		537	122,030,768	1,110,690	(1,096)	0	1,109,594	1,110,690	0	0	1,110,690
Minimum Payment	Minimum										
	\$						0				
GRV -Residential	706.00	48	260,468	33,888	0	0	33,888	33,888	0	0	33,888
GRV - Commercial/Industrial	706.00	18	66,871	12,708	0	0	12,708	12,708	0	0	12,708
GRV - Town Rural	706.00	16	41,551	11,296	0	0	11,296	11,296	0	0	11,296
GRV - Other Towns	206.00	19	7,659	3,914	0	0	3,914	3,914	0	0	3,914
UV - Rural Farmland	706.00	69	3,535,300	48,714	0	0	48,714	48,714	0	0	48,714
UV - Commercial/Industrial	706.00	4	400	2,824	0	0	2,824	2,824	0	0	2,824
UV - Town Rural	706.00	3	63,000	2,118	0	0	2,118	2,118	0	0	2,118
UV - Mining Tenement	206.00	3	5,867	618	0	0	618	618	0	0	618
Sub-Totals		180	3,981,116	116,080	0	0	116,080	116,080	0	0	116,080
		717	126,011,884	1,226,770	(1,096)	0	1,225,674	1,226,770	0	0	1,226,770
Concession							0				0
Amount from General Rates							1,225,674	1,226,770			1,226,770
Ex-Gratia Rates							0	20,800			20,800
Specified Area Rates							0	0			0
Totals							1,225,674	1,247,570			1,247,570

Comments - Rating Information

Rates were levied on 24th August 2017.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 9 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Amended		Amended		Amended	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	350,628		0	64,565	350,628	286,063	0	13,687
Economic Services								
Loan 99 - Short Term Accommodation Project	770,993		0	29,189	770,993	741,804	0	23,982
Self Supporting Loans								
Loan 98 - Dowerin Events	60,856		0	23,756	60,856	37,100	0	1,786
	1,182,477	0	0	117,510	1,182,477	1,064,967	0	39,455

(b) New Debentures

The Shire does not propose to raise any debt through the issue of debenture this financial year

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

Council has an overdraft facility of \$60,000 with NAB.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 10: Grants and Contributions

This note is under development and will be provided to Council in future months

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 11: Trust Fund

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

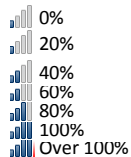
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 30 Sep 2017
	\$	\$	\$	\$
Housing Bonds	3,428	0	0	3,428
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	0	0	2,522
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	480	0	480
Yellow Ribbon	247	0	0	247
	12,307	480	0	12,787

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 September 2017

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			Amended Budget		
			New/Upgrade	Renewal	Total YTD	Annual Budget	YTD Budget	YTD Variance
			\$	\$	\$	\$	\$	\$
<i>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</i>								
LAND								
Land - Museum	3715	Governance			0	13,000	0	0
Land Total			0	0	0	13,000	0	0
Buildings								
Shire Office	0364	Governance		0	0	72,500	0	0
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	16,200	(16,200)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	131,936		131,936	264,000	164,000	(32,064)
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	0	0
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		1,772	1,772	0	0	1,772
SHORT TERM ACCOMMODATION	7145	Economic Services	692,445		692,445	837,430	809,360	(116,915)
Buildings Total			824,381	1,772	826,153	1,295,700	989,560	(163,407)
Furniture & Office Equip.								
FURN - PHOTOCOPIER	374	Governance		12,887	12,887	12,900	12,900	(13)
FURN - OFFICE EQUIPMENT	414	Governance		864	864	1,000	0	864
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	0	0
Furniture & Equipment Total			0	13,751	13,751	18,300	12,900	851
Plant , Equip. & Vehicles								
Admin Vehicles	394	Governance		0	0	29,660	0	0
HACC - VEHICLE PURCHASE	1604	Health		0	0	32,077	0	0
PLANT - GRADER	6254	Transport		0	0	350,000	0	0
Plant & Equipment Total			0	0	0	411,737	0	0
Infrastructure - Roads								
ROADS - ROADS TO RECOVERY	4184	Transport		9,903	9,903	520,776	9,903	0
ROADS - UNCLASSIFIED	4604	Transport		0	0	212,688	0	0
ROADS - STATE 20/20	4884	Transport		17,235	17,235	480,463	17,235	0
ROADS - SIGNS	4194	Transport		524	524	0	0	524
Roads Total			0	27,661	27,661	1,213,927	27,138	524
Infrastructure - Footpaths								
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	0	0
Infrastructure - Footpaths TOTAL			0	0	0	14,000	0	0
Infrastructure - Other								
Infrastructure Other - Environment	2910	Transport	0		0	250,000	0	0
Infrastructure - other	4195	Transport			0	7,000	0	0
Infrastructure -Other Total			0	0	0	257,000	0	0
Capital Expenditure Total			824,381	43,184	867,565	3,223,664	1,029,598	(162,033)

Level of Completion Indicators



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

NAB VISA Card Reconciliation

September Statement

Cardholder Name:

Ms Andrea Selvey

Card Number:

XXXX XXXX XXXX 1887

Prepared By:

Emma Hardy

Account Summary

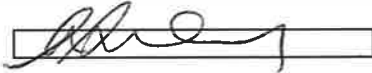
Previous Balance	\$2,582.50
Payments and Credits	\$2,582.50
Purchases and Advances	\$2,131.36
Interest, Fees and Charges	\$9.00
Closing Balance	\$2,140.36

Date	Receipt	Order Number	GL Account	Details	GST	Amount
31/07/2017	Y	16829	104120.01	EXPEDIA - ACCOMMODATION FOR WALGA AGM A.SELVEY	\$ ✓ 14.49	\$ ✓ 159.42
3/08/2017	N/A	N/A	103020	MICROSOFT RECURRING DIRECT DEBIT - SHAREPOINT	\$ -	\$ ✓ 443.85
4/08/2017	Y	16828	103220.05	ST JOHN OF GOD HOSPITAL - FLOWERS FOR Cr COOTE	\$ ✓ 10.00	\$ ✓ 110.00
23/08/2017	Y		168160.05	BINDERS COMPENDIUMS - SUPPLIES FOR STA ROOMS	\$ ✓ 34.95	\$ ✓ 384.48
24/08/2017	Y		105220.05	AUSTRALIA POST - POSTAGE	\$ ✓ 35.42	\$ ✓ 389.66
28/08/2017	N/A		103020	MICROSOFT RECURRING DIRECT DEBIT - SHAREPOINT	\$ -	\$ ✓ 443.85
28/08/2017	Y		105220.05	AUSTRALIA POST - POSTAGE	\$ ✓ 18.18	\$ ✓ 200.00
	NA	NA	105020.09	CARD FEE	\$ -	\$ ✓ 9.00
					Total	\$ 113.04 \$ 2,140.26

Employee Declaration

I verify that the above charges are a true and correct record in accordance with Council policy.

Cardholder Signature:



Date:

4-10-17

Checked By:

 WM	 ACTING Finance Manager	 Shire President
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Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Vic
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 5pm AEST & AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MS ANDREA JANINE SELVEY
Account No: 4557 0455 3744 1887
Statement Period: 29 July 2017 to 28 August 2017
Cardholder Limit: \$3,000

Transaction record for: MS ANDREA JANINE SELVEY

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
31 Jul 2017	\$159.42	EXPEDIA 7283771039173 EXPEDIACOMAU	PO 16829				74054927210
3 Aug 2017	\$443.85✓	MSFT *<E010046IDR> MSBILL.INFO RECURRING DIRECT DEBIT.					74798067214
4 Aug 2017	\$110.00	991Pin* St John of God HeAU	PO 16828				05120853924
23 Aug 2017	\$384.48 ✓	BINDERS COMPENDIUMS RINGWOOD					74940527234
24 Aug 2017	\$389.66✓	POST DOWERIN LPO DOWERIN	P				74813847235
28 Aug 2017	\$443.85✓	MSFT *<E01004C6R5> MSBILL.INFO RECURRING DIRECT DEBIT.					74798067237
28 Aug 2017	\$200.00 ✓	POST DOWERIN LPO DOWERIN					74813847237
28 Aug 2017	\$9.00✓	CARD FEE					74557047240
Total for this period	\$2,140.26		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: 

Date: 2/10/17

NAB VISA Card Reconciliation**September Statement****Cardholder Name:**

Mr Steven Geerdink

Card Number:

XXXXXXXXXXXX7475

Prepared By:

Emma Hardy

Account Summary

Previous Balance	\$1,331.84
Payments and Credits	\$1,331.84
Purchases and Advances	\$1,574.59
Interest, Fees and Charges	\$9.00
Closing Balance	\$1,583.59

Date	Receipt	Order Number	GL Account	Details	GST	Amount
31/07/2017	Y	16790	171450.05	TRADELINK - POLY PIPE AND TAPE FOR STA	\$ 117.55	\$ 1,292.94
2/08/2017	Y	16810	1010.001.595	BCF - PORTABLE TOILET FOR TIP	16.09	\$ 176.97
2/08/2017	N/A	N/A	171430.45	IP SUPPLIES - REFUND	47.75	-\$ 525.22
15/08/2017	Y	16889	176220.05	INVARION - RAPID PLAN LICENSE RENEWAL	37.50	\$ 412.50
28/08/2017	Y	17029	171450.05	METAL WORKS - 1 BOLLARD FOR STA	19.76	\$ 217.40
	NA	NA	105020.09	CARD FEE	-	\$ 9.00
Total					\$ 174.81	\$ 1,583.59

Employee Declaration

I verify that the above charges are a true and correct record in accordance with Council policy.

Cardholder Signature:**Date:**

4-10-17

Checked By:

CEO


ACTING Finance Manager



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR STEVEN FRANCIS GEERDINK
Account No: 4557 0455 3657 7475
Statement Period: 29 July 2017 to 28 August 2017
Cardholder Limit: \$6,000

Transaction record for: MR STEVEN FRANCIS GEERDINK

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
31 Jul 2017	\$1,292.94	TRADELINK MIDVALE					74564727209
2 Aug 2017	\$176.97	BCF Australia Stores Strathpine					74564457213
2 Aug 2017	\$525.22 CR	IP SUPPLIES GROUP WELSHPOOL					74940527213
15 Aug 2017	\$412.50	Invarion RapidPlan Pty LtAU					02171134502
28 Aug 2017	\$217.40	LIV*METAL WORKS PERTH WELSHPOOL					74564727237
28 Aug 2017	\$9.00	CARD FEE					74557047240
Total for this period	\$1,583.59		Totals				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: 

Date: 2/10/17



Shire of Dowerin

MINUTES

Finance Committee Meeting

16 October 2017 at 3.00pm

Committee Members

**Cr D.E. Metcalf
Cr D.P. Hudson
Cr R.I Trepp**

Observers

Andrea Selvey – CEO

SHIRE OF DOWERIN

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 16 OCTOBER 2017

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1. DECLARATION OF OPENING

The Chair, Cr DE Metcalf, declared the meeting open at 3.00PM.

2. ATTENDANCE

Committee Members
Cr D.E. Metcalf - Chair
Cr D.P. Hudson
Cr R.I Trepp

Observers
Andrea Selvey – CEO

3. DISCLOSURE OF INTEREST

IMPORTANT: Committee members to complete a “Disclosure of Interest” form for each item on the agenda in which they wish to disclose a financial/proximity/impartiality interest. They should give the form to the Presiding Member before the meeting commences. After the meeting, the form is to be forwarded to the Administration Office for inclusion in the Corporate Financial Disclosures Register.

Nil

4. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 4.1

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 18 SEPTEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COMMITTEE DECISION – ITEM 4.1

Moved: RI Trepp

Seconded: DP Hudson

Carried:3/0

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 18 SEPTEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

5. PRESENTATIONS

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – SEPTEMBER 2017

Date:	11 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	Megan Shirt, External Financial Consultant
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – September 2017

Summary

The financial statements for the period ending 30 September 2017 are presented for the Finance Committee review.

Background

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

Comment

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the Shire's overall financial performance on a year to date basis, the following financial reports are attached:

- Statements of Financial Activity – Statutory Reports by Program and Nature or Type

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position; which reconciles with that reflected in the associated Net Current Position note (Note 3).

- Capital Acquisitions

This report provides year to date budget performance in respect of the following capital expenditure activities and their funding sources. Individual project information can be found at Note 12.

- Note 1 – Significant Accounting Policies

This note provides details of the accounting policies relating to the Shire's accounts.

- Note 2 - Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 5% or \$5,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

- Note 3 - Net Current Funding Position - Statutory Requirement

This note provides details of the composition of the net current asset position on a year to date basis, and reconciles with the closing funding position as per the Statement of Financial Activity.

- Note 4 – Cash and Investments

This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or Investment accounts as at reporting date.

- Note 5 – Budget Amendments

This note provides council with a list of all budget amendments to date.

- Note 6 – Receivables

This note provides Council with the sundry debtors outstanding as at reporting date.

- Note 7 - Cash Backed Reserves

This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

This note shows the Shire's current debt position and lists all borrowings.

- Note 10 – Grants and Contributions received

This note is being redeveloped and will be provided as soon as possible.

- Note 11 – Trust Funds

This note shows the balance of funds held by the Shire in its Trust Fund on behalf of another person/entity.

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

The CEO offered the following observations on the Shire's Financial position:

Income: Overall income is tracking to budget with some variances within several program areas including \$6000 due to timing of payment of Childcare Payroll and invoicing; housing revenue under budget by approx. \$5000 YTD - requires further investigation; Sewerage charges over budget by \$18,000 due to error in modelling for the budget.

Expenditure: Budget shows underspend of \$311,000 YTD; however, depreciation costs of \$183,000 have not been expensed yet. It is likely expenditure in parks and swimming pool will increase in coming summer season. Wages are underspent by \$62,000 due to savings from several vacancies.

Overall – Liquidity is positive.

General – \$600,000 has been transferred from Municipal account to Cash Maximizer to improve interest earnings.

Consultation

N/A

Financial Implications

Any financial implications are detailed within the context of this report.

Policy Implications

Nil

Statutory Implications

Council is required to adopt monthly finance reports to comply with Reg 34(1) of the Local Government (Financial Management) Regulations 1996.

Strategic Implications

Nil

Voting Requirements

A Simple Majority will be required at the Ordinary Meeting of Council.

OFFICER RECOMMENDATION – ITEM 6.1

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COMMITTEE DECISION – ITEM 6.1

Moved: RI Trepp

Seconded: DP Hudson

Carried:3/0

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2017 PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

6.2 ACCOUNTS FOR PAYMENT – 4 SEPTEMBER 2017 TO 3 OCTOBER 2017

Date:	11 October 2017
Applicant:	Shire of Dowerin
Location:	Dowerin
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	E. Hardy – Finance Officer
Senior Officer:	A. Selvey – Chief Executive Officer
Attachments:	2. List of Accounts 3. Credit Card Summaries

Background

The attached schedules of cheques drawn and electronic payments that have been raised by delegated authority during the month since the last meeting, are presented to the Finance Committee before being presented to Council to be received.

The list as presented has been reviewed by Chief Executive Officer.

Comment

The Finance Committee queried the following payments:

- Two payments under Direct Debit 24 should be contra.
Response: Agreed – will be amended.
- EFT 5203 and EFT 5242 to Eastern Hills Saws and Mowers – payment has been made twice.
Response: Noted – will investigate and reverse one payment.
- EFT 5254 and EFT 5276 to Perth Laundry Equipment – why have two payments been made in one month?
One payment is for September and one for October.
- EFT 5261 to Kleenheat Gas – what is this for?
Response: Annual rental of Gas Bullets and cylinders at STA, Community Club and Shire Office and refills for Community Club and STA.
- Does the Community Club reimburse gas consumption?
Response: Yes

Statutory Implications

Reg 12 & 13 of the Local Government (Financial Management) Regulations 1996 requires that a separate list be prepared each month for adoption by Council showing:

- Creditors to be paid
- payments made from Municipal Fund, Trust Fund and Reserve Fund by Chief Executive Officer under delegated authority from Council

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds expended are in accordance with Council's adopted budget for the 2017/18 financial year.

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority will be required at the Ordinary Meeting of Council.

OFFICER RECOMMENDATION – ITEM 6.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 04 SEPTEMBER 2017 TO 03 OCTOBER 2017.

COMMITTEE RECOMMENDATION – ITEM 6.2

Moved: RI Trepp

Seconded: DP Hudson

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 4 SEPTEMBER 2017 TO 3 OCTOBER 2017.

6.3 DOWERIN COMMUNITY CHILDCARE INC. FINANCIAL STATEMENTS

Date:	11 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	4. Dowerin Community Childcare Inc. 2016 / 2017 Audited Financial Statement

Background

At the Ordinary Meeting of Council on 21 June 2016, Council resolved to enter into a formal funding agreement with Dowerin Community Childcare Inc. for the operation of Lil' Tigers Early Learning Centre. One of the conditions of the funding agreement was that the audited financial statement for the Childcare Centre is submitted to the Council.

Comment

The auditor found that the records are a true and fair representation of the organisation's financial affairs. The statement demonstrates that the Childcare centre is financial viable with a net profit of \$22,271 for the 2016/17 financial year.

The Shire's contribution to Dowerin Community Childcare Inc. is estimated at approx. \$25,000 per annum via rent free premises, maintenance and utilities and human resource and payroll administration. The financial statement shows that the Shire contribution is essential to ensure the Centre can continue to operate in a financially sustainable manner.

Statutory Implications

Nil

Policy Implications

Nil

Financial Implications

There are no direct financial implications associated with receiving this report.

Risk Implications

The Risk of the Shire supporting an insolvent community group is mitigated by receiving and reviewing the audited financial statements.

Strategic Implications

Community Strategic Plan:

Objective 1.6.4 - Continue to support the development of the Dowerin Community Child Care

Voting Requirements

N/A

OFFICER RECOMMENDATION – ITEM 6.3

THAT THE FINANCE COMMITTEE RECIEVES THE AUDITED FINANCIAL STATEMENT FOR DOWERIN COMMUNITY CHILDCARE INC. FOR 2016/17.

COMMITTEE RECOMMENDATION – ITEM 6.3

Moved: DP Hudson

Seconded: DE Metcalf

Carried: 3/0

THAT THE FINANCE COMMITTEE RECIEVES THE AUDITED FINANCIAL STATEMENT FOR DOWERIN COMMUNITY CHILDCARE INC. FOR 2016/17.

6.4 DRAFT FINANCIAL POLICIES

Date:	11 October 2017
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ADM
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	5 - 9. Draft Policies as follows: Bank Accounts Policy; Elected Member's Fees, Allowances, Reimbursements and Benefits Policy; Finance Authorisation Policy; Financial Management General Financial Transactions Policy; New Supplier Approval & Appointment Policy; Petty Cash Policy; Sundry Debt Collection Policy; Disposal of Property Policy.

Background

The attached policies were discussed informally as a preliminary at a previous Finance Committee meeting.

Comment

These draft policies have been further refined and are presented for review by the Finance Committee before being formally presented to Council. The intention was to wait until the new Finance and Corporate Manager had assumed the role to encourage input and ownership from that key management position; however the lack of policy direction from Council to guide actions will be questioned by the Auditor when they visit at the end of October. It is also felt that the Debt Collection Policy is critical given the large number of rates still outstanding requiring urgent action. The preference is to have Council Policy direction in this matter prior to any action to recover outstanding rates. It should also be noted that the Probity Audit by the Department of Local Government required the Shire to adopt a Disposal of Property Policy. This is the last outstanding action from the Probity Audit. Should Council adopt the draft policy, it will be provided to the Department of Local Government so recommendations in the Probity Audit so that the Department can officially sign off on their implementation.

Statutory Implications

Policies have been drafted to be consistent with various regulatory and legislative requirements. References to relevant legislation are provided in each policy.

Policy Implications

Should these policies be adopted by Council, they will be included in the Shire's Policy Manual and will be used to guide decisions and actions.

Financial Implications

There are no direct financial implications associated with receiving this report.

Risk Implications

A lack of policies carries the risk that decisions and actions are inconsistent with Council's preferred direction and of ad-hoc decision-making.

Strategic Implications

Community Strategic Plan:

Objective 4.1 – An efficient and informative organisation

Voting Requirements

N/A

OFFICER RECOMMENDATION – ITEM 6.4

THAT THE FINANCE COMMITTEE RECOMMENDS THE FOLLOWING DRAFT POLICIES TO COUNCIL:

- ***BANK ACCOUNTS POLICY;***
- ***ELECTED MEMBER’S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY;***
- ***FINANCE AUTHORISATION POLICY;***
- ***FINANCIAL MANAGEMENT***
- ***GENERAL FINANCIAL TRANSACTIONS POLICY;***
- ***NEW SUPPLIER APPROVAL & APPOINTMENT POLICY;***
- ***PETTY CASH POLICY;***
- ***SUNDRY DEBT COLLECTION POLICY; AND***
- ***DISPOSAL OF PROPERTY POLICY***

COMMITTEE RECOMMENDATION – ITEM 6.4

Moved: DP Hudson

Seconded: RI Trepp

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMENDS THAT COUNCIL ADOPTS THE FOLLOWING DRAFT POLICIES:

- ***BANK ACCOUNTS POLICY;***
- ***ELECTED MEMBER’S FEES, ALLOWANCES, REIMBURSEMENTS AND BENEFITS POLICY;***
- ***FINANCE AUTHORISATION POLICY;***
- ***FINANCIAL MANAGEMENT***
- ***GENERAL FINANCIAL TRANSACTIONS POLICY;***
- ***NEW SUPPLIER APPROVAL & APPOINTMENT POLICY;***
- ***PETTY CASH POLICY;***
- ***SUNDRY DEBT COLLECTION POLICY; AND***
- ***DISPOSAL OF PROPERTY POLICY***

7. QUESTIONS FROM MEMBERS

Nil

8. URGENT BUSINESS

An opportunity has arisen to apply for grant funding of \$20,000 to employ a trainee. The Shire would be required to make a co-contribution of approximately \$22,000. The CEO discussed using the funding to engage a Finance and Administration Trainee. The Shire's year to date salaries and wages budget is approximately \$62,000 underspent due several vacancies for the first quarter of the financial year. As a result, the application would not require a further allocation in the budget to fund the trainee.

COMMITTEE RECOMMENDATION – URGENT BUSINESS ITEM 8.1

Moved: P Hudson

Seconded: RI Trepp

Carried: 3/0

THAT THE FINANCE COMMITTEE RECOMMENDS THAT COUNCIL ENDORSE AN APPLICATION FOR COUNTRY LOCAL GOVERNMENT FUND YOUTH TRAINEESHIP PROGRAM FUNDING.

9. DATE OF NEXT MEETING

Date:

Items for next meeting:

10. CLOSURE OF MEETING

The presiding member closed the meeting at 4.55PM.