



AGENDA

OF MEETING

HELD ON

27 FEBRUARY 2018

3.00PM

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1. OPENING, OBITUARIES, VISITORS

1.1 OPENING

1.2 OBITUARIES

2. RECORD OF ATTENDANCE/APOLOGIES

2.1 RECORD OF ATTENDANCE

Cr D.P. Hudson	President
Cr A.J. Metcalf	Deputy President
Cr R.I. Trepp	
Cr L.G. Hagboom	
Cr B.A. Ward	
Cr B.N. Walsh	
Cr J.C. Chatfield	
Cr L.H. Holberton	
A.J. Selvey	Chief Executive Officer
S.G. Fitchat	Finance Manager
G.C. Brigg	Assets & Works Manager
E.L. Richards	Council Liaison/Minutes

2.2 LEAVE OF ABSENCE

2.3 APOLOGIES

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4. DECLARATION OF ELECTED MEMBERS

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 19 DECEMBER 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. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 ANNUAL ELECTORS MEETING

Date:	15 February 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	2. Minutes of the Annual Meeting of Electors held on 19 December 2017.

Summary

Report recommends Council considers the decisions made at the Annual Electors Meeting held on 7 February 2017.

Background

Council held its general meeting of electors (Annual Meeting of Electors) on Tuesday 12 December 2017. 19 people attended the meeting. The minutes from that meeting have been included as an attachment. See Attachment 2.

In accordance with the section 5.33 (1) of Local Government Act, any decisions made at electors' meetings are to be considered at the next ordinary council meeting. If that is not practicable, they should be considered at the first ordinary council meeting after that meeting or at a special meeting called for that purpose.

Comment

At the Annual Electors Meeting held on Tuesday 12 December 2017 the Shire of Dowerin 2016/17 Annual Report which included Financial Statements for 2016/17, the Auditor's Report, the President's Report and the CEO's Report, was accepted as presented.

Three actions are arising from decisions made at the meeting as follows:

1. MOTION OF THANKS TO MR P MUNYARD AND MEMBERS OF THE MENSHEID FOR THE CHRISTMAS DECORATIONS.
2. MOTION OF THANKS TO THE WORKCAMP FOR THE WORK THEY DO IN OUR COMMUNITY.
3. MOTION OF THANKS TO MR STEVEN GEERDINK AND MS TAMMY MANN FOR ALL THEIR WORK IN OUR COMMUNITY AND WISH THEM THE BEST FOR THE FUTURE.

Financial Implications

There are no financial implications arising from the Officer's Recommendation to receive the minutes and progress the decisions made at the meeting.

Risk Implications

Nil

Consultation

As required by legislation the meeting minutes (unconfirmed) have been made available to the public via the Shire's website prior to being presented to Council.

Policy Implications

Nil

Statutory Implications

The *Local Government Act 1995 - SECT 5.32 And 5.33* detail the manner in which minutes and decisions of Annual Electors Meetings are to be treated. This process is consistent with statutory requirements.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO SECT. 5.33 OF THE LOCAL GOVERNMENT ACT RESOLVES T:

- 1. RECEIVE THE MINUTES OF THE ANNUAL MEETING OF ELECTORS HELD ON TUESDAY 12 DECEMBER 2017; AND***
- 2. TO PROGRESS THE FOLLOWING ACTIONS:***
 - I. NOTIFY MR MUNYARD OF THE FOLLOWING: MOTION OF THANKS TO MR P MUNYARD AND MEMBERS OF THE MENSHEDE FOR THE CHRISTMAS DECORATIONS.***
 - II. PLACE A LETTER OF THANKS IN THE DESPATCH REGARDING THE FOLLOWING: MOTION OF THANKS TO THE WORKCAMP FOR THE WORK THEY DO IN OUR COMMUNITY.***
 - III. NOTIFY MR GEERDINK AND MS MANN OF THE FOLLOWING: MOTION OF THANKS TO MR STEVEN GEERDINK AND MS TAMMY MANN FOR ALL THEIR WORK IN OUR COMMUNITY AND WISH THEM THE BEST FOR THE FUTURE.***

10.1.2 COMPLIANCE AUDIT RETURN

Date:	15 February 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	L. Valentine, GODC
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	3. Report on the Compliance Audit Return by Mr G Martin 4. Shire of Dowerin 2017 Compliance Audit Return

Summary

This item brings the Shire of Dowerin Compliance Audit Return (CAR) for 2017 before Council and seeks Council's adoption of the CAR prior to it being submitted to the Department of Local Government by the deadline of 31 March 2018.

Background

The CAR is a process for local governments to self-audit their compliance. The template/questionnaire is developed by the Department and covers the following areas:

- Commercial Enterprises
- Delegations of Power / Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

Comment

The 2017 CAR was completed by the Chief Executive Officer, with support and input from the Coordinator of Governance and Organisational Development and the Governance Officer. An external consultant, Gary Martin, was engaged to conduct an independent review of the CAR and professional development where required to improve compliance.

The report by Mr Martin on this most recent CAR (i.e. 2017) states that “...the standard of compliance is excellent. It is apparent that the Shire has developed a strong culture of awareness of compliance requirements since the damning review in February 2016”.

Out of the 94 areas audited one item of non-compliance was found giving an achievement rate of 98.9%. The item of non-compliance relates to item 14 of the Finance section which requires that the agreement between the Shire and its External Auditor includes the method by which the Shire is to communicate with and supply information to the External Auditor. This information was not included in the agreement. The agreement will be amended accordingly for the 2017/18 audit.

The Audit Committee reviewed the CAR at its meeting on 16 February 2018. At the meeting the Audit Committee made the following recommendation:

1. *RECEIVE THE REPORT ON THE COMPLIANCE AUDIT RETURN FROM MR GARY MARTIN;*
2. *ADOPT THE SHIRE OF DOWERIN 2017 COMPLIANCE AUDIT RETURN AND AUTHORISES THE CEO TO LODGE THE RETURN WITH THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES WITH THE FOLLOWING AMENDMENTS;*
 - i. *UPDATE THE COMPLIANCE AUDIT RETURN TO REFLECT THE CURRENT STATUS OF THE INTEGRATED PLANNING AND REPORTING FRAMEWORK DOCUMENTS;*
3. *UNDERTAKE THE 2018 COMPLIANCE AUDIT RETURN INTERNALLY AND ENGAGE AN EXTERNAL CONSULTANT ON A BIENNIAL BASIS.*

The CAR has been updated to reflect the Audit Committee recommendation regarding the status of the Integrated Planning and Reporting Framework documents.

Financial Implications

It is noted that compliance does require significant resourcing. This has been considered by Council in the 2017/18 budget with a \$30,000 budget for compliance in addition to significant on-going staff resources.

Risk Implications

The CAR is self-auditing process that assists Councils to manage the risk of legislative non-compliance.

Consultation

Mr Gary Martin

Shire office team

Shire of Dowerin Audit Committee

Policy Implications

Nil

Statutory Implications

The CAR relates to Reg 13 of the *Local Government (Audit) Regulations 1996*.

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

Voting Requirements

Simple majority required.

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.1.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REG. 13 OF THE LOCAL GOVERNMENT (AUDIT) REGULATIONS 1996 RESOLVES TO:

- 1. RECEIVE THE REPORT ON THE COMPLIANCE AUDIT RETURN FROM MR GARY MARTIN;***
- 2. ADOPT THE SHIRE OF DOWERIN 2017 COMPLIANCE AUDIT RETURN AND AUTHORISES THE CEO TO LODGE THE RETURN WITH THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES; AND***
- 3. UNDERTAKE THE 2018 COMPLIANCE AUDIT RETURN INTERNALLY AND ENGAGE AN EXTERNAL CONSULTANT TO PROVIDE INDEPENDENT REVIEW OF THE COMPLIANCE AUDIT RETURN ON A BIENNIAL BASIS.***

10.1.3 ROAD VERGE MANAGEMENT ADVISORY COMMITTEE

Date:	15 February 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	5. Draft Terms of Reference Road Verge Management Advisory Committee

Summary

This item recommends that Council forms a road verge management advisory committee and provides background information in support of the officer's recommendation.

Background

On Thursday 4 January 2018 representatives from the Shire of Dowerin met with Mal Wright, Senior Investigator, Environmental Enforcement from the Department of Water and Environmental Management (DWER) and community members to discuss a complaint about clearing of road verges undertaken by the Shire.

The purpose of the meeting was to be proactive in dealing with the complaint before it was escalated and triggered a formal investigation.

Comment

Representatives at the meeting felt that the Shire should take a more consultative approach to planning and executing road verge clearing. The meeting noted that the Shire has a responsibility to balance road safety, conservation, aesthetic and economic drivers and could take a more consultative approach to this function in future.

In balancing those multiple drivers and approaching this function in a more consultative manner, Shire representatives at the meeting committed to recommending to Council that the Shire re-forms the Roadside Advisory Committee.

It is proposed that the Committee is formed as a formal committee that will make recommendations to Council.

Based on this commitment and discussions at the meeting, a Draft Terms of Reference (ToRs) is presented to Council with an officer's recommendation to establish a Road Verge Management Advisory Committee.

As will be noted in the attached ToRs nominations to the Committee will be open to all members of the Community with an interest in all aspects of road verge management.

It is not proposed to give the Committee any delegated authority; therefore, any recommendations requiring a decision, action or resourcing would be presented for Council consideration and a decision.

Financial Implications

There are no direct financial implications.

The indirect financial implications are difficult to accurately quantify however it is likely that there will be an additional administrative responsibility for the CEO and AWM. This increase is likely to be offset by a reduction in time required to respond to complaints and investigations.

Risk Implication

Risks identified in the officer's recommendation to establish a Committee:

1. That the Committee does not understand its role and responsibilities and has expectations that cannot be met.
This risk is mitigated by clearly defined Terms of Reference that includes the requirement for adherence to the Code of Conduct.
2. The Committee does not reflect a balance community view.
This risk is mitigated by having a recruitment process that is open to all members of the community and by having nominations considered by Council.

Risks identified in not establishing a Committee:

1. Reputational risk: A likelihood of ongoing reports and complaints to DWER and negative publicity.
2. Financial risk: The cost of responding to complaints and investigations, including the possibility of fines.

Consultation

This matter was subject of a meeting with community members, a Senior Investigator with DWER, the Shire President and Works Supervisor.

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; the officer's recommendation is that this Committee is not established under this section of the Act and therefore has no delegated authority. As a result, all recommendations of this Committee must be brought before Council for consideration.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 10.1.3

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

- 1. ESTABLISH THE SHIRE OF DOWERIN ROAD VERGE MANAGEMENT ADVISORY COMMITTEE;***
- 2. CONFIRM THE TERMS OF REFERENCE FOR THE COMMITTEE;***

3. ***APPOINT THE FOLLOWING ELECTED MEMBERS AS REPRESENTATIVES TO THE COMMITTEE:***
 - a. ***Cr _____; and***
 - b. ***Cr _____.***
4. ***CALL FOR NOMINATIONS FOR THE COMMITTEE FROM INTERESTED MEMBERS OF THE COMMUNITY FOR CONSIDERATION BY COUNCIL.***

10.1.4 WASTE MANAGEMENT CONTRACT

Date: 15 February 2018
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: A. Selvey, Chief Executive Officer
Attachments: Nil

Summary

This item seeks a Council resolution to offer a one-year waste contract to Avon Waste and provides background information in support of the officer's recommendation for Council consideration.

Background

On 3 July 2017 the AROC waste committee met to discuss options for implementing the AROC Waste Strategy and greater inter-shire collaboration. Waste management contracts were discussed with several of the member councils nearing the end of their current contracts. Discussion on this matter highlighted that Avon Waste has the current contracts for all AROC councils. The view was put forward that a joint procurement process for waste management be considered by AROC, with each Council forwarding the relevant information as to what would be required for waste collection and management needs.

As each council has different needs and different quantities of service required there is no sure outcome as to cost saving being achieved until procurement process has been completed. The possibility of lower cost may come about as an aggregate contract may entice new contractors which could lead to a more competitive market.

This concept was presented to Council the Ordinary Meeting of Council on 15 August 2017 and Council resolved to enter into a joint tender with the AROC member Councils for waste management services whilst retaining the option to undertake its own tender for waste management services if joint tender was unacceptable.

Comment

The Shire of Dowerin currently has a contract with Avon Waste which expires in June 2018, while several other AROC members have contracts that expire in June 2019. Therefore the recommendation from AROC is that all Shires attempt to align their contract expiry dates – i.e. to expire in July 2019 and to progress a joint procurement process in early 2019.

The Shire of Dowerin would therefore need a twelve month contract for waste management i.e. from July 2018 to June 2019. Given that Avon Waste is a WALGA preferred supplier, legislation allows the Shire to contract to Avon Waste without seeking quotes. While a single quote for a contract of this value is outside the Shire's purchasing policy, Council approval is sought to depart for reasons outlined in this report. The officer's recommendation is also based on the satisfactory performance of Avon Waste in managing the Shire's waste and recycling collection over several years. A new contract is required as the current contract does not have a provision for extension.

Financial Implications

The 2017-18 budget allows \$28,100 for the waste contract and \$28,100 for the recycling contract. It is anticipated that the contract for 2018-19 would be a similar amount plus CPI.

Risk Implications

Contracting Avon Waste for a new 12-month contract offers the least risk as the company is familiar with the Shire and transition to a new contract would be seamless and allow for continuity of service. To engage a new contractor for 12 months could entail greater risk in the transition and would be likely to be more resource intensive to facilitate and may also result in increased pricing.

Consultation

Procurement and Category Manager at WALGA

Policy Implications

Council's Purchasing Policy requires the Shire to obtain three written quotes via a formal Request for Quotation process for purchases of over \$50,000. However, given the circumstances, the administration is seeking Council authorisation to remain with the current provider based on the policy principle of comparing the cost and benefits of running an RFQ process (i.e. going to multiple providers for a quote). The compliance requirements, time constraints, costs and risks associated with a RFQ process should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Statutory Implications

The *Local Government (Functions and General) Regulations 1996* which regulates procurement has been considered; and as the Shire has used the Tender exempt WALGA preferred supplier program, the recommended process is compliant.

Strategic Implications

Aligns with Community Strategic Plan – Theme 3 – Caring for the Environment 3.1.2 "Promote waste minimization and sustainable waste disposal".

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.4

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 RESOLVES TO:

- 1. AWARD AVON WASTE WITH A 12 MONTH CONTRACT COMMENCING ON 1 JULY 2018 AND EXPIRING ON 30 JUNE 2019 FOR THE PROVISION OF KERBSIDE COLLECTION AND DISPOSAL OF WASTE AND FOR COLLECTION AND MANAGEMENT OF KERBSIDE RECYCLING; AND***
- 2. CONTINUE TO WORK WITH AROC MEMBERS COUNCILS TO PROGRESS A JOINT PROCUREMENT PROCESS IN EARLY 2019.***

10.1.5 RESIDENTIAL PROPERTY REPORT

Date: 19 February 2018
Applicant: The Shire of Dowerin
Location: Lot 13 (13 Maisey Street, Dowerin); and Lot 187 (43 Stacy Street, Dowerin)
File Ref: TECH-446439426-43
Disclosure of Interest: A. Selvey, Chief Executive Officer
(The author is a tenant in one of the properties listed in the Residential Property Portfolio Report)
Author: A. Selvey, Chief Executive Officer
Attachments: 6. Residential Property Portfolio Report February 2018.

Summary

This item formally presents version 2 of 2018 Residential Property Report to Council. The officer's recommendation is that Council receives the report as a guide for future residential property decisions and progresses the disposal of two properties being 13 Maisey Street and 43 Stacy Street.

Background

Councillors have had several discussions regarding the size, age and return on investment of the Shire's residential properties portfolio. To better inform their discussions and future decisions regarding retention or disposal of property, Councillors requested that the CEO prepare a report listing all properties with key information about each property. A report was prepared in response to that request and adopted by Council at the Ordinary Meeting of Council in May 2017. This report brings an update on actions arising from that report before Council.

Comment

The Shire of Dowerin currently owns 26 residential properties, being 22 houses and 4 vacant blocks within the Shire townsite. All houses are currently tenanted and as of February 2018, 15 people have registered for housing – i.e. put their names on a waiting list for housing.

In 2015, the Shire was required under legislation to carry out valuations on each property. This information has been included in the report. In addition, Shire staff sought the assistance of a local real estate agent in arriving at current market valuations for each property. The Shire is required under legislation to carry out revaluations on land and buildings in the 2017/18 financial year and will update this report when revaluations have been finalised.

The Property Report presented to Council in May 2017 was discussed with a real estate agent and his advice on the market environment and recommendation to get the best outcome from sales was discussed with Council at a workshop on 19 December 2017. The report has been updated to reflect workshop discussions and the report and actions arising are now presented for formal consideration by Council.

Action: Rezoning 59 Goldfields Road.

Update: The CEO and CEDC met with the current tenant to advise that the land was being rezoned to allow Council to consider options for landuse in the future. The tenant was advised that the process would take many months and would not necessarily trigger any immediate action from Council. The rezoning has commenced with Hinterland Planning Consultants engaged to prepare the Scheme

Amendment Documents. The report to Council to initiate the Scheme amendment will be included in the Agenda for the Ordinary Meeting of Council on 27 March 2018.

Action: Sale of Lot 13, 13 Maisey Street, Dowerin.

The CEO has met with local real estate agent who has valued the property at the current market price of \$135,000.

Action: Sale of Lot 187, 43 Stacy Street, Dowerin.

The CEO has met with local real estate agent who has valued the property at the current market price of \$230,000.

Both sales will be progressed by the CEO under delegated authority - Delegation 1.3 – Property Disposal.

Financial Implications

The sale of both properties at market value would provide revenue of \$365,000. This revenue has been factored into the 2017-18 budget as part of the Mid Year Budget Review.

Financial Position 2017-2018:

There will be a reduction in the, Non current assets, Property, plant and equipment (Land and buildings) . The restricted cash reserves shall increase by \$365,000. The implication will be nil on the Total Assets position.

Net Current Funding Position 2017-2018:

The cash once received will effect liquidity on the Net Current Funding Position as follows.
Increase Current Assets Restricted cash by \$365,000;
less a corresponding decrease of this amount transferred to the Land and Building Reserves.

At the end of the financial year 2017- 2018 there shall be nil affect.

The liquidity ratio will have nil affect as it quantifies the current assets and current liabilities.

(land is non current and restricted cash is excluded from this ratio calculation)

The Statement of Financial Activity 2017-2018:

The proceeds of the sale shall be presented in the Proceeds from Disposal of Assets \$365,000; under Investing Activities.

The transfer to Reserves shall reflect the transfer to Land and Buildings reserve of (\$365,000), under Financing Activities.

Long Term Financial Plan 2019 - 2029.

The outyear implications of the above transaction will be factored into the Long Term Financial Plan.

Councillors will be aware that the Shire has only just begun looking at asset management in a systematic manner and at this stage asset management plans are not available for any of the residential properties. Therefore, it cannot be determined what costs/major maintenance issues and costs are likely in the future. As asset management plans for each property are developed, Shire staff will be able to recommend expenditure required for maintaining each property and update the Property Report to inform long term financial planning and Council decisions.

Risk Implications

There is a risk that the properties will not sell or that they may not sell for the anticipated price. This risk is managed by not tying the funds to specific expenditure.

Consultation

This version of the property report and associated actions was the subject of workshops with Council on 19 December 2017.

Officers have met with tenants of 59 Goldfields Road to advise of the rezoning.

Tenants of 13 Maisey Street and 43 Stacy Street have been formally advised of the officer's recommendation to Council to dispose of the properties.

Policy Implications

Nil

Statutory Implications

Local Government (Functions and General) Regulations 1996 stipulates the process for the disposal of property that is surplus to the requirement. The process for the disposal of both properties will comply with statutory requirements.

Strategic Implications

Aligns with Community Strategic Plan – Theme 1 – Community; Objective 1.5.2 “Conduct a review of the Shire’s property assets”.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.5

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT (FUNCTIONS AND GENERAL) REGULATIONS 1996 RESOLVES TO:

- 1. RECEIVE THE RESIDENTIAL PROPERTY PORTFOLIO REPORT (FEBRUARY 2018);***
- 2. CONSIDER THE INCLUSION OF THE ANTICIPATED REVENUE FROM THE SALE OF TWO PROPERTIES (I.E. LOT 13 (13 MAISEY STREET, DOWERIN); AND LOT 187 (43 STACY STREET, DOWERIN) AND THE TRANSFER OF ANY PROCEEDS TO THE LAND AND BUILDING RESERVE AS PART OF THE MID YEAR BUDGET REVIEW.***

10.1.6 AROC HOUSING PROJECT

Date: 17 February 2018
Applicant: The Shire of Dowerin
Location: 11 Hilda Street, Dowerin
File Ref:
Disclosure of Interest: Nil
Author: A. Selvey, Chief Executive Officer
Attachments: 7. Draft Business Case

Summary

An opportunity to resubmit a joint funding application / business case with three AROC members for aged appropriate housing units has arisen. This item brings the item to Council for formal consideration and the officer's recommendation is to progress with the application.

Background

In March 2016, Council resolved to enter into an MoU with the Shires of Dowerin, Goomalling, Victoria Plains and Toodyay for a joint funding application with the Mortlock Aged Housing Alliance and to provide land for aged housing, earthworks and landscaping at an estimated cost of \$100,000 (based on \$25,000 per unit x 4) as the Shire's co-contribution to a grant application.

The Avon Aged Housing Project business case was submitted in 2016 (authorised by all four Councils) for a total funding amount of \$6,004,014 which was approved by the then government. An election was held soon after and the change of Government resulted in the funding for the program being discontinued.

Comment

In early February 2018 the Alliance was advised that the Regional Aged Accommodation Program (a Royalties for Regions initiative) had been re-instated with a reduced allocation of \$22.7 million (approx. 50% of the original funding). The objective of the Program is to provide grant funding for eligible residential age car or aged accommodation projects in regional areas.

The opportunity was discussed at the AROC meeting on 12 February and the original alliance members agreed to present an updated report to their Councils and seek a commitment to submit a business case with the scope reduced by 50%.

Under this proposal, funding would be sought for the construction of 11 units (instead of 22) across the four local governments. The local governments would supply the land, landscaping and site works. Details are as follows:

LOCALITY	NO. UNITS	FINANCIAL YEAR
Dowerin	2	2019/20
Goomalling	2	2018/19
Toodyay	5	2019/20
Yerecoin	2	2018/19

Financial Implications

The project is not scheduled to commence in Dowerin until the 2019/20 Financial Year. Therefore, Council will be required to consider budget allocations for that year as follows:

Capital Contribution:

- The land value is estimated at \$20,000;
- The value of site works, landscaping and fencing is estimated at \$30,000 for both units.

Balance Sheet and Depreciation Impacts:

The total value of the asset when completed is anticipated to be \$150,000 x 2 – resulting in a corresponding increase in our non-current assets of \$300,000. The cost of depreciation would increase (at 2.5%) by \$7,500.

Operational Budget Impact:

Anticipated operational budget impacts are anticipated to be as follows:

- Expenses (pest control, gutters, gardening, preventative maintenance) \$6000 per annum
- Revenue (2 units x \$115 per week each x 52 weeks = \$11,960

Risk Implications

There is little risk in progressing with the project as per the officer's recommendation.

Not progressing with the project poses the risk that we may not get another opportunity for many years and a lack of suitable housing may result in seniors seeking to stay in, or relocate to Dowerin, not being able to find appropriate housing.

Consultation

AROC

Policy Implications

Nil

Statutory Implications

The decision to progress with the business case can be made by Council under *S.3.1 of the Local Government Act 1995*.

The units will be owned and managed by Council on freehold land under the *Residential Tenancies Act 1987*.

Strategic Implications:

Aligns with Community Strategic Plan – Theme 1 – Community; Objective 1.5.1 “Investigate options to expand the number of independent living units at Goldfields Road”.

Voting Requirements

Simple majority required.

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. SUPPORT A REGIONAL APPROACH TO CONSTRUCT DEDICATED AGED PERSON INDEPENDENT LIVING UNITS FOR THE SHIRES OF DOWERIN, GOOMALLING, TOODYAY AND VICTORIA PLAINS AS PART OF THE ROYALTIES FOR REGIONS REGIONAL AGED ACCOMMODATION PROGRAM TO BE SUBMITTED BY 9 MARCH 2018; AND**
- 2. CONSIDER THE CONTRIBUTION LAND, EARTHWORKS AND LANDSCAPING TO THE VALUE OF \$50,000 FOR THE TWO UNITS PROPOSED TO BE LOCATED IN SHIRE OF DOWERIN IN ORDER TO LEVERAGE STATE AND/OR FEDERAL FUNDING TO CONSTRUCT 11 AGED PERSON INDEPENDENT LIVING UNITS IN THE FOUR PARTICIPATING COUNCILS AS PART OF THE 2019/20.**

10.1.7 DOWERIN DISTRICT HIGH SCHOOL REQUEST FOR SUPPORT/FEES WAIVER

Date: 21 February 2018
Applicant: Dowerin District High School
Location: N/A
File Ref: COMM-1436413546-21
Disclosure of Interest: E. Richards, Governance Officer and Leadership Event Organising Committee Member.
Author: E. Richards, Governance Officer
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: 8. Letter from Dowerin District High School

Summary

This item seeks a resolution of Council in relation to a request from Dowerin District High School to waive or minimise fees for the use of Shire facilities for various events and activities in 2018.

Background

The Shire received a letter from Dowerin District High School on 7 February 2018 (see Attachment 8) requesting complementary or reduced fee for use of Shire facilities for the following events in 2018:

- Use of the swimming pool for in-term swimming, faction carnivals and practice.
- Use of the recreational facilities adjacent to the school for:
 - Physical education lessons as required;
 - Faction and Interschool Athletics Carnivals;
 - Cross Country Training;
 - The Regional Inland Lighthouse Network Student Leadership Event;
 - Regional Robotics Day; and
 - Other interschool academic days in our role as a Regional Teacher Development School for Mathematics and Science.
- Use of the Town Hall for a school production in Term 4.
- Use of the above facilities and local nature reserves for the Dowerin DHS Emergency Services Cadet Unit to engage in training.

The Shire has allowed free access to the Pool in previous years. Current Fees & Charges have no charge to the use of the Town Hall or Lesser Hall for School events.

Comment

This item is being brought before Council as the value of the sponsorship support is substantial and the 2017/18 Fees and Charges adopted by Council does not include this sponsorship. While the CEO supports this request, the CEO's delegated authority – 2.3 Community Funding, to waive Council adopted fees and charges, is set by Council to the value of \$100 per application.

Financial Implications

The monetary value in foregone revenue is estimated at approximately \$2800.

For the use of the pool, this is calculated by multiplying the cost of entry for a child & adult (i.e. \$4) by anticipated numbers for each event and deducting approximately 50% to allow for families who have season passes and would therefore be eligible for entry for these events at no additional cost.

For the use of Recreation facilities, the charges are based on either day hire rates or physical education lessons running for approx. two terms for 2 days per week and 1-hour sessions. No charges are applicable for the use of sporting ovals only the ablution areas (however booking forms must still be completed to ensure no maintenance is being conducted during the time of use on the area).

Risk Implications

Nil

Consultation

Andrea Selvey, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

LOCAL GOVERNMENT ACT 1995 - SECT 6.12 refers to the Power to defer, grant discounts, waive or write off debts.

(1) Subject to subsection (2) and any other written law, a local government may —

(b) waive or grant concessions in relation to any amount of money;

Strategic Implications

Strategic Community Plan

Objective 1.2 - Pride and Participation in our Community.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL BY SIMPLE MAJORITY PURSUANT TO S.6.12 OF THE LOCAL GOVERNMENT ACT RESOLVES TO SUPPORT THE DOWERIN DISTRICT HIGH SCHOOL EVENTS AND ACTIVITIES BY ALLOWING FREE ENTRY FOR PARTICIPANTS AND SPECTATORS AT THE FOLLOWING ACTIVITIES AND EVENTS NOTING FOREGONE REVENUE IS ESTIMATED AT APPROXIMATELY \$2800:

- ***USE OF THE SWIMMING POOL FOR IN-TERM SWIMMING, FACTION CARNIVALS AND PRACTICE.***
- ***USE OF THE RECREATIONAL FACILITIES ADJACENT TO THE SCHOOL FOR:***
 - ***PHYSICAL EDUCATION LESSONS AS REQUIRED;***
 - ***FACTION AND INTERSCHOOL ATHLETICS CARNIVALS;***
 - ***CROSS COUNTRY TRAINING;***

- ***THE REGIONAL INLAND LIGHTHOUSE NETWORK STUDENT LEADERSHIP EVENT;***
- ***REGIONAL ROBOTICS DAY;***
- ***POSSIBLY OTHER INTERSCHOOL ACADEMIC DAYS IN OUR ROLE AS A REGIONAL TEACHER DEVELOPMENT SCHOOL FOR MATHEMATICS AND SCIENCE;***
- ***USE OF THE TOWN HALL FOR A SCHOOL PRODUCTION IN TERM 4.***
- ***USE OF THE ABOVE FACILITIES AND LOCAL NATURE RESERVES FOR THE DOWERIN DHS EMERGENCY SERVICES CADET UNIT TO ENGAGE IN TRAINING.***

10.1.8 LOCAL GOVERNMENT ACT REVIEW CONSULTATION - PHASE 1

Date:	15 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	ORGN-1448149599-344
Disclosure of Interest:	Nil
Author:	Lisa Valentine – Coordinator Governance & Organisational Development
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	9. Local Government Act 1995 – Phase 1 Consultation Paper 10. Local Government Act Review Consultation – Feedback from Shire of Dowerin

Summary

This item formally seeks consideration to the responses prepared by the Shire of Dowerin Councillors and staff for submission for the Local Government Act Review – Phase 1 Consultation Paper.

Background

On 20 June 2017, the Local Government Minister announced that the Department of Local Government and Communities commence a review of the *Local Government Act 1995* (the Act). This is the first major review since the Act was introduced more than 20 years ago.

The review will introduce changes that will modernise the Act and identify ways to reduce red tape to ensure WA communities benefit from efficient and effective councils now and into the future.

Local Governments and the community have been invited to have their say throughout the consultation period. The Phase one discussion paper was released on 8 November 2017 and is open for comment until 9 March 2018.

The review is being conducted in two phases as there are some aspects of the Act that are clearly outdated and need to be prioritised. Conducting the review in two phases will ensure that priority areas are addressed as quickly as possible.

Phase one of the review focusses on four key areas:

- Electronic availability of information
- Meeting public expectations for accountability, including gift disclosures
- Meeting community expectations of standards, ethics and performance
- Building capacity.

Phase two will ensure local governments are positioned to deliver to the community and will commence in 2018.

Comment

The feedback from the Shire of Dowerin in the attached paper will be submitted to the Department of Local Government and Communities as part of the Phase 1 Review.

Financial Implications

Nil

Risk Implications

Nil

Consultation

This matter was a subject for discussion at the Councillor Workshop on 26 September 2017. A second workshop was conducted in January 2018. The paper was discussed in detail and the feedback was captured in the attached paper. The proposed responses were distributed to Councillors for comment on 19 January 2018.

Policy Implications

Nil

Statutory Implications

Local Government Act 1995

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.8

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.1 OF THE LOCAL GOVERNMENT ACT SUBMITS COLLATED FEEDBACK FROM COUNCILLORS AT THE WORKSHOP ON 16 JANUARY 2018 ON THE REVIEW OF THE LOCAL GOVERNMENT ACT TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES.

10.1.9 REVIEW - PUBLIC INTEREST DISCLOSURE POLICY

Date: 8 February 2018
Applicant: Shire of Dowerin
Location: N/A
File Ref: ORGN-1017121432-85
Disclosure of Interest: Nil
Author: Lisa Valentine – Coordinator Governance & Organisational Development
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: 11. Public Interest Disclosure Policy

Summary

The Public Interest Disclosure Policy was adopted by Council on 19 July 2016. A review of the Shire's Public Interest Disclosure Policy has been completed after seeking advice during a presentation by the Public Sector Commission in 2017. This policy is presented for Council's consideration and, if acceptable, adoption.

Background

The Public Interest Disclosure Act 2003 (PID) provides the legislative framework for the disclosure of information in the public good or interest. The Act also provides protection for individuals who make such disclosures and those who are subject of disclosures. The Act provides a process for investigation and for relevant action to be taken.

Comment

The revised policy includes additional information about the process to assist and process a public interest disclosure claim to ensure all parties understand their rights and responsibilities prior to making a disclosure.

Financial Implications

Nil

Risk Implications

Nil

Consultation

The Shire has consulted the Public Sector Commission, the agency responsible for arrangements made under the Public Interest Disclosure Act 2003. The following agencies will receive an updated copy of the policy once adopted:

- WALGA;
- Department of Local Government Sport and Culture; and
- Public Sector Commission

Policy Implications

Should Council adopt the reviewed policy, it will be amended in the Shire's Policy Manual.

Statutory Implications

Section 23 of the PID Act outlines the obligations of principal executive officers of public authorities which include:

- 1) The principal executive officer of a public authority must –
 - a. Designate the occupant of a specified position with the authority as the person responsible for receiving disclosures of public interest information;
 - b. Provide protection from detrimental action or the threat of detrimental action for any employee of the public authority who makes an appropriate disclosure of public interest information;
 - c. Ensure that his or her public authority complies with this Act;
 - d. Ensure that his or her public authority complies with the code established by the Commissioner under section 20;
 - e. Prepare and public internal procedures relating to the authority's obligations under this Act.

The revised policy complies with these requirements.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.23 OF THE PUBLIC INTEREST DISCLOSURE ACT RESOLVES TO ADOPT THE REVISED PUBLIC INTEREST DISCLOSURE POLICY.

10.1.10 DRAFT MAIN STREET ACTIVATION PLAN

Date: 22 February 2018
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: A. Selvey, Chief Executive Officer
Attachments: 12. Draft Dowerin Main Street Activation Plan 2018

Summary

This report formally presented the Draft Dowerin Main Street Activation Plan for Council consideration and, if acceptable, adoption.

Background

The CEO was tasked with investigating options to activate Stewart Street as it is listed as a priority in the Strategic Community Plan. The main street activation plan is in response to that priority and forms a part of the economic development initiatives of the Shire of Dowerin.

The CEO sought a partnership with the Wheatbelt Business Network (WBN) as many local businesses are members of the WBN and given that the organisation has the business credentials and expertise to advise on business growth.

The Wheatbelt Business Network worked with the Shire of Dowerin to develop the Main Street Pop Up Shop; therefore, this project was also seen as a natural extension of that project to engage and improve the main street.

The Plan has gradually emerged over a 12 month period that has involved a great deal of engagement and consultation with business owners, Councillors and technical experts in the areas of planning, landscape architecture and successful business owners/entrepreneurs in the Wheatbelt.

Comment

The plan provides a list of 35 actions that range from improved signage to art work, window treatments to more 'al fresco' approaches. Not all actions are the responsibility of the Shire. The purpose of the plan is to encourage community ownership of activating our main street. The Streetscape Committee is an example of community ownership and action.

Financial Implications

There are no financial implications arising from the officer's recommendation to adopt the Plan.

Council has allocated \$10,000 in the 2017/18 budget for Main Street Activation. This funding will be used to progress actions in the Plan. Any further resource requests will be presented to Council as part of the annual budget process.

Risk Implications

The Plan could result in expectations being raised beyond the Shire's capacity to deliver. Therefore, careful management of expectations and resource constraints will be needed.

Consultation

WBN representatives and Shire of Dowerin representatives have visited most businesses in the area covered by the Plan to discuss their ideas and concerns. These have been informal discussions that have gradually informed the Plan.

More formally, the Plan has been mailed to 54 businesses in January and advertised twice in the Despatch.

The Plan has also been:

- workshopped with the Streetscape Committee;
- workshopped with Councillors; and
- been a topic at two Business After Hours events in Dowerin.

Policy Implications

Nil

Statutory Implications

There are no direct statutory implications from the officer's recommendation to adopt the Plan.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.10

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. ADOPT THE DOWERIN MAIN STREET ACTIVATION PLAN TO GUIDE ACTIONS IN STEWART STREET;***
- 2. ACKNOWLEDGE THE SUPPORT OF THE WHEATBELT BUSINESS NETWORK IN DEVELOPING THE PLAN.***

10.1.11 RIDE ON MOWER – URGENT UNBUDGETED PURCHASE

Date: 22 February 2018
Applicant: The Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: G. Southey, Community Economic & Development Coordinator
Senior Officer: A. Selvey, Chief Executive Officer

Summary

This item seeks Council consideration of a request for unbudgeted expenditure for the purchase for a lawn mower suited to operational requirements to replace the 3-point linkage Boya Blade Runner slasher.

Background

The 3-point linkage Blade Runner slasher deck used by Parks & Gardens for maintaining the sports ovals is over 20 years old and beyond is expected useful life; unfortunately, replacement parts are no longer available for this machine. The slasher is also not a finishing mower and is designed for rough cut mowing like road verges, weed clearing and fire breaks. Three weeks ago, the slasher deck broke down, when the clutch assembly and housing shattered whilst mowing the Oval. With no replacement parts available it was taken to Dowerin Engineering to see if it could be repaired; it has since been given a temporary fix with no guarantee on the repair.

Comment

Ride on mowers are the preferred options as they are the industry standard for maintaining sports ovals and public open spaces and will increase the efficiency and flexibility of the Parks and Gardens team because they can be used to maintain other council sites such as the STA, Old Bowling Club, Civic Area and the Main St which a slashing deck mower cannot complete. These areas are currently mowed by the slasher and a traditional push mower.

Financial Implications

Based on enquiries, the cost of a fit-for-purpose mower is anticipated to be approximately \$50,000.

There is no allocation of funds for the purchase of a new mower in the 2017/18 budget therefore Council is being requested to consider this matter as an out of budget expenditure item.

Risk Implications

The Parks & Gardens team has no other machinery to maintain the sports precinct which is utilised by various sports groups throughout the year. Without reliable and appropriate equipment, there is a high risk that the football ground maintenance may be impacted during the football season.

Consultation

Assets and Works Manager

Policy Implications

Nil

Statutory Implications

Section 6.8 of the Local Government Act 1995 states: “(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (b) is authorised in advance by resolution*; or
- (c) is authorised in advance by the mayor or president in an emergency.

* Absolute majority required.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 10.1.11

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO SECT. 6.8 OF THE LOCAL GOVERNMENT ACT RESOLVES TO ALLOCATE \$50,000 FOR THE PURCHASE OF RIDE ON MOWER TO MEET OPERATIONAL REQUIREMENTS.

10.1.12 OCCUPATIONAL SAFETY HEALTH AND ENVIRONMENT POLICY

Date: 27 February 2018
Applicant: Shire of Dowerin
Location: N/A
File Ref:
Disclosure of Interest: Nil
Author: Misty Richards
Senior Officer: A. Selvey, Chief
Attachment: 13. Occupational Safety, Health & Environmental Policy – 1.1

Summary

This item seeks council endorsement of the Dowerin Occupational Safety, Health and Environmental Policy to comply with current legislative requirements. The Policy is recognition by the Council of its obligation and responsibilities in accordance with the OHS Act 1984 and OHS Regulations 1996.

Background

The Occupational Safety, Health & Environmental Policy (OSEH Policy) is a cornerstone of an effective Occupational Safety, Health & Environmental Management System and sets out overall OSEH objectives, principles and procedures the Shire of Dowerin will observe in relation to the management of occupational safety and health.

The previous OSEH Policy was adopted by Council in March 2017. As the OSEH Policy is required to be reviewed and endorsed on an annual basis it is due for adoption now.

Comment

This Policy was developed by LGIS to ensure Council's compliance with the requirements of the Occupational Safety and Health Act and Regulations. Having a clear policy will provide Councillors, the CEO, all staff and contractors with clear direction and understanding of the Shire of Dowerin's responsibilities in terms of implementing an effective Occupational Health and Safety Management System.

The OSEH Policy should be authorised by top management annually and having this policy it demonstrates a commitment to continually improving OSEH performance.

Consultation

LGIS Regional Risk Coordinator – Chris Gilmour

Safety Committee

Shire Employees

Financial Implications

Nil

Risk Implications

Nil

Policy Implications

Any previous OSEH policy would be replaced by this one.

Policy 1.1 Occupational Safety, Health & Environmental to be replaced

Statutory Implications

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Strategic Implications

Strategic Community Plan

Theme 1 - Community

Goal: A strong, healthy and safe community.

Objective 1.1 – Maintain a liveable and safe environment for all.

Theme 4 - Local Government Leadership

Goal: A vibrant and progressive community lead by an innovative Council.

Objective 4.2 – Strong leadership and Governance

Voting Requirements

Simple Majority

OFFICER RECOMMENDATION – ITEM 10.1.12

THAT THE REVISED OCCUPATIONAL SAFETY, HEALTH AND ENVIRONMENTAL POLICY 1.1 BE ADOPTED AND ENDORSED BY COUNCIL FOR 2017.

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – DECEMBER 2017 AND JANUARY 2018

Date:	19 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	14. Monthly Financial Activity Statements – DECEMBER 2017 15. Monthly Financial Activity Statements – JANUARY 2018

Summary

The financial statements for the period ending 31 December 2017 and 31 January 2018 are presented for the Council review. See Attachments 14 & 15.

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:

Please note: an issue regarding the correlation between the Net Current Funding Position on Note 3 and the Closing Funding Surplus/Deficit on the Statement of Financial Activity has been brought to our attention. The formulas in the spreadsheet are being investigated and January 2018 statements have been reviewed by our professional services consultant and tabled as correct.

- 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.

Comment:

At the Finance Committee meeting the Manager Finance and Corporate Services noted the following:

Income reduction for the 2017-2018:

There has been a reduction in Financial Assistance Grants Funding (general purpose) and Roads funding. The original budget was calculated at \$1,419,381 for 2017-18 and was reduced to \$1,366,384,

due to reduced Commonwealth funding being received by the State. An advance payment of \$723,087 was received in June 2017. The balance for this year is a total of \$643,297

The Main Roads Direct Grant of \$125,640 has been reduced to \$52,768.

Grant funding to be received:

The following grant funding revenue will be received within the next one to two months: \$200,000 for the completed Short-Term Accommodation; \$250,000 Bush Fire shed grant; and \$354,000 for Roads from the Roads to Recovery program.

Cash flow forecast and liquidity statement:

A cash flow forecast for the period February to March 2018 was tabled forecasting an upturn in revenue due to the completion of the Bush Fire Shed, the Short Stay Accommodation and the funding to be received for the WANDRRA Road project, expected during March 2018.

Other financial implications are detailed within the context of the attached reports.

Risk Implications

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government act and Financial Management regulations.

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies.

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

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

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 34(1) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING:

1. 31 DECEMBER 2017; AND

2. 31 JANUARY 2018

10.2.2 ACCOUNTS FOR PAYMENT – 1 DECEMBER 2017 TO 31 JANUARY 2018

Date:	14 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Susan Fitchat – Finance and Corporate Services Manager
Attachments:	16. List of accounts for December 2017 17. List of accounts for January 2018 18. List of credit card summary for December 2017 19. List of credit card summary for January 2018

Background

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

Comment

The list as presented has been reviewed by the Finance and Corporate Services Manager and Chief Executive Officer.

The Finance Committee reviewed accounts at the meeting on 19 February and required further details of the following payments:

December 2017

1. EFT 5493 – Rural Ranger services – animal control.

Response: Some of the ranger costs will be recovered from the owners of offending animals.

2. EFT 5496 – Ralph Thaxter – Minnivale Fire Truck and Street Sweeper repairs.

Response: The fire truck repairs are covered by the grant received from Fire and Emergency Services. Therefore, this is a contra.

Action: The Street Sweeper maintenance costs are high, and a request should be put forward to AROC of the possibility of obtaining a larger more cost-effective resource sharing between the member shires of AROC.

3. EFT 5527 – Skill Hire Northam. STA Labour hire.

Response: these costs are covered by income received for the Short Term Accommodation facility therefore it is a contra.

4. EFT 5517 – LGIS Liability. Why have we received another Wheatbelt Heritage Rail invoice for insurance for the locomotives, bogies and other equipment.

Response: The invoice was an adjustment for insurance of rolling stock.

Action: Write to Heritage Rail to see whether they can contribute to the insurance cost.

5. EFT 5516 - Christmas event generator costs.

Action: Costs to be analyzed for next year's event for the community's interest.

6. Cheque 10440 – Social wages payout.

Response: This is a contra amount as the funds have been paid by staff into a social pool and then reimbursed at the end of the year.

7. EFT 5503 – Commercial Hotel Dowerin.

Response: Staff and Council end of year Christmas function and meals for the band members that participated at the Christmas event.

8. Cheque 10434 – Wheatbelt Heritage Rail lifting jacks.

Response: Outstanding invoice from 2014. Unsure why it was not paid in 2014. Confirmed goods were received with Chris LeMarshall, the then project manager and Rail Heritage WA.

January 2018

1. EFT 5549 – Sonya Ralph Catering – Christmas Dinner for Councilors and Staff.

Information required of the actual cost per head.

Response: Catered for 60 adults and 10 children; which is \$27.14 per head.

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.

COMMITTEE AND OFFICER RECOMMENDATION – ITEM 10.2.2

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO REGULATION 12 & 13 OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RECEIVES THE REPORTS FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIODS;

- 1. 1 DECEMBER 2017 TO 31 DECEMBER 2017; AND***
- 2. 1 JANUARY 2018 TO 31 JANUARY 2018.***

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	23 February 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	20. LEMC Meeting Minutes (Unconfirmed), 29 January 2018 21. Audit Committee Meeting Minutes (Unconfirmed), 16 February 2018 22. Finance Committee Meeting Minutes (Unconfirmed), 19 February 2018

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;

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. LEMC MEETING MINUTES (UNCONFIRMED), 29 JANUARY 2018,***
 - b. AUDIT COMMITTEE MEETING MINUTES (UNCONFIRMED), 16 FEBRUARY 2018,***
 - c. FINANCE COMMITTEE MEETING MINUTES (UNCONFIRMED), 19 FEBRUARY 2018.***

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

WALGA Quarterly Overview Report

Q4 October – December 2017



Shire of Dowerin

This is your Council's WALGA Quarterly Report for the December 2017 quarter.

2017 saw WALGA embark upon a Members First initiative, seeking to revitalise how we engage with our Members through partnership, collaboration and conversation.

One part of that strategy are the individualised quarterly reports, outlining the interactions and activities of the Association relevant to your specific Council. These reports are intended to share with Councils what the Association is doing in areas of advocacy, policy development and service delivery.

We are continually looking for ways to improve the reporting metrics and we welcome any feedback you may have.

MEMBER SERVICES



1
Number of times Governance advice was provided to the Shire of Dowerin.



18
Number of times Employee Relations advice was provided to the Shire of Dowerin.



19
Number of times Recruitment advice was provided to the Shire of Dowerin.



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



1
Number of times Procurement advice was provided to the Shire of Dowerin.

SECTOR ADVOCACY

DRIVER FATIGUE CAMPAIGN

Aiming to raise awareness about driver fatigue in WA, WALGA commissioned a special mobile facility to visit hot spots and assist in keeping motorists moving over the holiday period. The campaign is supporting the Driver Reviver program, which is coordinated by WALGA's RoadWise program. The Driver Reviver program sees up to 70 volunteers at locations across the State during the festive season, offering free tea and coffee to drivers who need a break, and raising awareness about driver fatigue and the positive impact exercise has when tired.

LOCAL GOVERNMENT ROAD ASSET AND EXPENDITURE REPORT 2016-17

WALGA's annual Local Government Road Asset and Expenditure Report provides a comprehensive analysis of the investment in WA roads and acts as a supporting document, useful in inter-governmental negotiations on the allocation of road funds. WALGA sought information from all Local Governments on their road expenditure information for the financial year. The Shire of Dowerin has not as yet contributed road data to the report.

ROAD SAFETY FUNDING

WALGA developed and submitted an application to the Road Safety Council for Road Trauma Trust Account (RTTA) funding from 2019/20 to enable regional Local Governments to address run-off road crashes, which are the most common type of serious road crashes in regional WA. An outcome from the application is anticipated in May 2018.

SECONDARY FREIGHT ROUTES

WALGA is supporting Local Governments in the Wheatbelt North and Wheatbelt South Regional Road Groups to define freight routes in the region, identify the investment required to upgrade and provide the desired levels of

service, and develop and advocate a business case for Federal funding.

CLIMATE CHANGE POLICY STATEMENT REVIEW

WALGA is reviewing the existing policy statement on climate change to ensure it reflects the contemporary views of the sector and takes into account the significant scientific, technological and political developments that have occurred.

WALGA released a discussion paper and has sought input from Local Government on key advocacy priorities for Local Government and the preferred content of the policy statement.

The Shire of Dowerin has not yet provided feedback on the discussion paper. Submissions are open until Tuesday, 16 January 2018.

WESTERN AUSTRALIA NATIONAL DISASTER RELIEF AND RECOVERY ARRANGEMENTS (WANDRRA)

On behalf of Local Government, WALGA continues to conduct ongoing advocacy to the Office of Emergency Management and other stakeholders regarding opportunities to improve natural disaster recovery and relief funding arrangements. New arrangements are expected to apply from mid 2018 and will

WALGA Quarterly Overview Report

Q4 October – December 2017



impact the financial support available to the Shire of Dowerin.

ROADWISE ACTIVITIES



5

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

MEETINGS AND EVENTS

NEW COUNCILLOR SEMINAR 2017

Following the October Local Government Elections, WALGA held a New Councillor Seminar which saw new and existing Elected Members attend.

The Seminar focused on the essential elements of good governance and professional development, the role of the Department of Local Government, Sport & Cultural Industries, the relationship between Mayor and CEO, legal responsibilities, town planning (including DAPs) and leadership.



1 Elected Member from the Shire of Dowerin attended.

WEBINAR: LONG SERVICE LEAVE

WALGA conducted a Long Service Leave Webinar to provide an overview of long service leave entitlements for Local Government employees and advice as to how to interpret Local Government (Long Service Leave) Regulations. Held on Thursday, 7 December, 61 attendees participated in the webinar.



This recorded webinar is now available for download on WALGA's training website.

RESOURCES

- Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads - in conjunction with Main Roads Heavy Vehicle Services, WALGA developed a guideline to provide additional clarification for implementing heavy vehicle cost recovery policies.

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

SHIRE OF DOWERIN



Minutes of the Annual General Meeting of Electors held at the Dowerin Community Club on Tuesday 12 December 2017 at 6.30pm

NOTE: The Chief Executive Officer has approved these minutes as **UNCONFIRMED** for the purpose of distribution. They will remain **UNCONFIRMED** until the next Annual General Meeting of Electors when they will be considered, amended if and as necessary, and then confirmed.

A Selvey
Chief Executive Officer
21 December 2017

1. OPENING OF MEETING

The President declared the meeting open at 6.35pm and extended a welcome to all attending.

2. PRESENT:

Cr DP Hudson	President
Cr JC Chatfield	
Cr LG Hagboom	
Cr LH Holberton	
Cr RI Trepp	
Cr AJ Metcalf	
Cr BA Ward	
Ms AJ Selvey	Chief Executive Officer

ELECTORS

Mrs E Richards	Mrs A Robson
Mrs N Newman	Mrs L Sinclair
Mr D Phillips	Mrs B Ward
Mrs M Phillips	Mrs P Woods
Ms R Hathaway	Mr R Sutherland
Ms L Valentine	

3. APOLOGIES

Mr D Metcalf	Mrs N Metcalf
Mr E Emmott	Mrs L Jones

The Shire President called for one minute of silence out of respect for the late William (Bill) Coote, former Councillor and Deputy President of the Shire of Dowerin.

4. MINUTES FROM THE PREVIOUS MEETING

4.1. CONFIRMATION OF MINUTES

Moved: Mrs M Phillips Seconded: Mrs A Robson **Carried**

THAT THE MINUTES OF THE ANNUAL ELECTORS MEETING HELD ON 7 FEBRUARY 2017, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING PROCEEDINGS.

4.2. BUSINESS ARISING

Whilst there was no formal business arising, the Shire President provided the following information as further clarification/updates to queries raised at the Annual Electors Meeting on 7 February 2017 regarding the Shire's financial management and future rates increases:

Long Term Financial Plan: The Shire now has finalised a Long Term Financial Plan. While there are some uncertainties in the future, the plan gives a guide to the financial future of the Shire. The intent is to keep rates increases to an approximate 3% to 4% per annum.

5. RECEIVAL AND ADOPTION OF THE SHIRE OF DOWERIN 2015-2016 ANNUAL REPORTS CONSISTING OF THE FOLLOWING FOUR PARTS:

- 2016/2017 Annual Financial Statements;
- Auditor's Report;
- President's Report; and
- CEO's Report.

ELECTORS RESOLUTION

Moved: Mrs P Woods Seconded: RI Trepp **Carried**

THAT THE SHIRE OF DOWERIN 2016-17 ANNUAL REPORT BE RECEIVED.

6. GENERAL BUSINESS

6.1. QUESTIONS FOR WHICH PRIOR NOTICE HAS BEEN GIVEN

Nil

6.2. QUESTIONS FROM THE FLOOR

Question from Cr RI Trepp: Is the Shire moving forward?

Response: Yes, the Shire is moving forward.

Question/comment from Mr R Sutherland: The Shire needs to get back to basics and fix issues. There should be more consultation.

Response: Representatives from the Shire are more than happy to discuss issues and ways to progress them with Mr Sutherland.

Question from Mrs B Ward: How does the GST impact on the Shire's budget?

Response: The GST is distributed to the States from the Commonwealth. The amount allocated to WA is then distributed from the State Government to Local Governments in the form of Financial Assistance Grants. The reduction in GST from the Commonwealth Government to the state of Western Australia has resulted in a flow-on reduction to Local Governments. This reduction was announced after the Shire had developed its budget for 2017/18.

Question from Mrs M Phillips: Some yards in town are in a very poor state; they are a hazard and create dust issues. They need to be cleaned up.

Response: Letters have been sent to all non-compliant land owners. A follow up inspection was done a few days ago and fines for those still non-complaint will be issued this week. Unfortunately there is a process we have to follow. We are also limited with the staff resources to carry out the clearing ourselves.

Question from Mr R Sutherland: Suggest contractors are used.

Response: The Shire would be responsible for paying contractors which is an issue with limited budget.

Question from Cr LH Holberton: The Bush Fire Brigades used to carryout pre-season burnoffs. Why does that not occur anymore?

Action: The CEO will make enquiries with the Chief Bush Fire Control Officer.

Comment from Mrs P Woods: The Main Street looks good.

Response: The Streetscape Committee is a group of volunteers who are doing a great job in assisting improve the gardens. Thank you to that group for the efforts.

Comment from Mrs P Woods: The Christmas Tree was very poor. Specifically the lights not working.

Response: The works was mostly done by volunteers. We have a limited budget to work with.

Comment from Mrs M Phillips: Perhaps community members would be willing to contribute to buying / donating lights.

Response: Noted and will follow up for 2018.

ELECTORS RESOLUTION

Moved: Mrs B Ward

Seconded: Mrs M Phillips

Carried**MOTION OF THANKS TO MR P MUNYARD AND MEMBERS OF THE MENSHEID FOR THE CHRISTMAS DECORATIONS.****ELECTORS RESOLUTION**

Moved: Mrs A Robson

Seconded: Mr D Phillips

Carried**MOTION OF THANKS TO THE WORKCAMP FOR THE WORK THEY DO IN OUR COMMUNITY.**

Action: Letters of thanks to be placed in the Dowerin Despatch.

ELECTORS RESOLUTION

Moved: Mrs P Woods

Seconded: Cr J Chatfield

Carried**MOTION OF THANKS TO MR STEVEN GEERDINK AND MS TAMMY MANN FOR ALL THEIR WORK IN OUR COMMUNITY AND WISH THEM THE BEST FOR THE FUTURE.**

Question from Mrs L Sinclair: Is a new Manager being recruited to replace Mr Geerdink?

Response: Yes, recruitment has commenced and will close on 9 January. Unfortunately Mr Geerdink will have left to take up his new position prior to that date so we do not have a handover period; however Mr Geerdink has offered to provide support over the phone whenever needed.

Question from Mrs B Ward: Why are we using an Auditor from Bunbury? Were they recommended by WALGA?

Response: The Shire called for quotes via the WALGA e-quotes system and chose the Auditor that the Audit Committee and Council felt offered the best proposal and value for money.

ELECTORS RESOLUTION

Moved: Mrs A Robson

Seconded: Mr D Phillips

Carried**MOTION OF THANKS TO THE COUNCIL AND SHIRE STAFF.****7. MEETING CLOSURE**

There being no further business Cr DP Hudson (President) declared the meeting closed at 7.30pm.

NOTES TO THE REVIEW OF THE COMPLIANCE AUDIT RETURN SHIRE OF DOWERIN 2017

Disclosure.

For the purposes of s5.70 I disclose that I am a Local Government Consultant involved with a wide range of local governments in the State and with associated industry issues. I am not aware of any specific matter that may create an interest that would require a financial or impartiality interest disclosure to the Council. I was however, the Acting CEO during January 2017.

Background

The CEO engaged me to conduct an independent review of the Shire's Compliance Audit Return for 2017. The statutory Compliance Audit Return (CAR) had been prepared by Shire staff.

The review was carried out on-site between the 23th and 25th January 2018 and was based upon the Compliance Audit Return 2017 prepared by Shire Officers. I had been involved with the preparation of both the previous two CAR's for 2015 and 2016, but in the role of Acting CEO.

An important objective of the Compliance Return process is to assist local governments to enhance or develop their internal control processes to ensure compliance with statutory requirements and improve operational management control by using "best practice" procedures. Importantly, the compliance review provides the CEO with an independent overview of the status of her internal management processes, and the Council with an overview of the state of the Shire's administration.

The review involved the CAR, records of the Shire and information and advice from relevant Shire employees and consisted of an examination, on a test basis, of evidence supporting the status of compliance. The process included a comprehensive audit test check of significant items such as the primary and annual return registers, financial interest disclosures, and other registers. Other items in the Return were the subject of examination based upon a sample check of relevant records and/or discussion with relevant officers to ascertain compliance.

The review procedures undertaken enabled the determination of a reasonable opinion, whether in all material respects, compliance, or partial compliance was achieved and consistent based upon the records and information presented.

The CAR is an electronic document on the Department of Local Government and Communities Smart hub (DLGC) website. The Shire is responsible for the completion and submission of the final statutory Compliance Return for 2017. The completed CAR needs to be submitted to the Audit Committee before consideration by the Council. It is also relevant that the CEO is responsible for the final preparation and submission of the CAR, and the Council itself is required to provide additional scrutiny, including the essential element of local first-hand knowledge of some matters, prior to its adoption as the accepted Return.

The compliance review process provides both the CEO and the Council with an additional element of accountability through an independent check on internal management systems, procedures and record keeping and this demonstrates the Shire's emphasis on improving its good governance, compliance, and best practice through voluntary exposure to external scrutiny.

The CEO and Shire staff provided all necessary assistance and explanations required during the review.

NOTES TO THE REVIEW OF THE COMPLIANCE AUDIT RETURN SHIRE OF DOWERIN 2017

REVIEW OUTCOME

The standard of compliance is excellent. It is apparent that the Shire has developed a strong culture of awareness of compliance requirements since the damning review in January 2016.

There was only one item of non-compliance noted in the total 94 items included in the Compliance Return, or an achievement rate of 98.9%.

The Shire has, or is still, developing sound management systems and procedures. The minor matters noted below reflect inconsistent or incomplete compliance and human error, and not any systemic failure. These matters do not adversely affect the overall compliance outcome.

It is important to note that the actual compliance audit process is a detached, retrospective examination of minute, multifaceted, and ambiguous statutory detail specified by the *Local Government Act 1995* and associated regulations. Significantly, the CAR excludes the actual working environment and pressures of the day-by-day operational circumstances, and other community priorities that exist in the pragmatic management of the wide range of functions and issues experienced in a vibrant and growing local government such as the Shire.

The overall compliance requirement to observe “all written law” places an onerous responsibility on the CEO of a small rural local government. The improvement is especially noteworthy due to the extreme failure of compliance and governance that existed in 2016 and previous years.

The level of compliance achieved is a significant indicator in respect of the high standard of management of the Shire.

The notes and advisory recommendations below are for the CEO’s management consideration.

Delegations of Power/Duty

A delegation triggers the requirement for that person to make a primary and annual return, as well as the prohibition on exercising the delegation and disclosure requirements under s5.71 where a conflict of interest exists.

It is recommended that the written notice to the employee should notify the person of these two personal obligations. The failure to manage the delegation process and obligation to lodge primary and annual returns, or exercising a delegation when prohibited, could result in serious breaches of the *Local Government Act 1995* by new employees.

Disclosure of Interest

A comprehensive review was undertaken of the various registers required by the Act and it was apparent these are well maintained. One written financial disclosure in a report by a consultant, not in attendance at the Council meeting, was not recorded in the Minutes under the section for Disclosures, or in the register. The disclosure was included in the report submitted by the consultant.

It is recommended that the process for recording financial disclosures includes the capture of disclosures made in reports where the person is not in attendance at the meeting.

NOTES TO THE REVIEW OF THE COMPLIANCE AUDIT RETURN SHIRE OF DOWERIN 2017

It is recommended that the Officer delegated the task of accepting primary and annual returns be required to work from the following check list tasks when a return is received:

- Stamp the return with the received date.
- Check that the return is for the correct period (i.e. to the 30 June just past).
- Check each section of the return is completed by either personal detail, answered in a previous return, Nil or N/A.
- Check that the return is signed and dated (on or before the received date).
- Check that the receipt of the return is acknowledged in writing.
- Record the return in the register and the schedule.
- Report to the CEO any outstanding returns before the deadline and in sufficient time to allow the CEO to make direct representation to the persons involved.

It was noted that the Shire has implemented a series of electronic statutory registers. The option exists for the Shire to include these public register documents on its website, like the Gifts Register.

Finance – Audit

The only item of non-compliance related to item 14 of the Finance section of the CAR, which is a relatively minor breach that required the agreement between the Shire and its auditor to include the method to be used by the Shire to communicate with, and supply information to, the auditor.

This has been found to be a common problem in other local governments and surprising because the agreement is normally prepared and provided by the auditor, who should be aware of the requirements of Audit reg. 7.

Tenders

The Shire only had one full tender process (01/2017) during the review period. The tender process was satisfactory and met the relevant requirements.

It was noted that the “Tender Register” also includes additional information and records. The register is a public document and care is required to ensure that confidential or other information is not released to the public.

Minutes

The statutory requirements associated with the minutes of Council and Committee meetings do not form part of the CAR process. However, it was necessary to peruse all the minutes for 2017 as part of the CAR process and they were found to be well presented and compliant.

It was noticed that the format of the minutes include recording both the Officer recommendation and the Council decision, even though often these are the same wording. It is suggested that this could be changed simply by recording the recommendation in full with the heading of “Officer Recommendation/Council Decision” or similar wording that conveys that the Council adopted the recommendation in full and without change.

NOTES TO THE REVIEW OF THE COMPLIANCE AUDIT RETURN SHIRE OF DOWERIN 2017

Where a Council decision is different to a recommendation the minutes should continue to record both the recommendation and the different decision, but with an explanation of why the Council decision changed the recommendation.

It is also suggested that where there is a procedural or other event, such as suspending Standing Orders, or an adjournment for a person(s) to make a presentation, the minutes record the time of the suspension and the time of resuming Standing Orders to provide some context of the flow of the meeting. For example, a suspension of Standing Orders to discuss a matter for a period of 30 minutes or more conveys that it was subject to much debate, compared to a short 5-minute period.

Integrated Planning

The 2017 CAR contained a new section relating to Integrated Planning obligations. This section was non-statutory for this year but will be required in future years.

The Shire is currently reviewing all its existing Plans with the draft Strategic Community Plan having just completed the public comment phase and is due for adoption in February 2018. This plan drives the Corporate Business, Asset Management, Long Term Financial and Workforce plans, with all these plans in draft form and all but the Workforce plan expected to be adopted in mid-2018. The Workforce plan is expected to be adopted later in 2018.

General

The October 2016 Corruption and Crime Commission “*Report on a matter of Governance at the Shire of Dowerin*” included the following:

“Independent review of compliance audit reports

Mr Jolly stated that whilst not required by the legislation, Mr Jolly would favour independent preparation of a local government's mandatory annual compliance audit report. Mr Jolly noted that independent verification would improve confidence and rigour around the process. Mr Jolly gave evidence that the scope of the compliance audit return has been substantially reduced and significantly streamlined. The cost to a local government to have their compliance audit report independently verified would be unlikely to send even a mendicant local government 'broke'.”

In view of the reputational and financial damage to the Shire resulting from the activities of the previous CEO Mr Alcock, the Council can take some comfort in the fact that its 2017 CAR has been independently checked and that the Shire has made significant progress in meeting its statutory obligations and pursuing best practice.

Gary Martin

Local Government Consultant

25 January 2018



Dowerin - Compliance Audit Return 2017

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2017.	N/A		Andrea Selvey
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2017.	N/A		Andrea Selvey
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2017.	N/A		Andrea Selvey
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2017.	N/A		Andrea Selvey
5	s3.59(5)	Did the Council, during 2017, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Andrea Selvey



Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A		Andrea Selvey
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Andrea Selvey
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Andrea Selvey
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Andrea Selvey
5	s5.18	Has Council reviewed delegations to its committees in the 2016/2017 financial year.	N/A		Andrea Selvey
6	s5.42(1), 5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Andrea Selvey
7	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO resolved by an absolute majority.	Yes		Andrea Selvey
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Andrea Selvey
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Andrea Selvey
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	N/A		Andrea Selvey
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Andrea Selvey
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2016/2017 financial year.	Yes		Andrea Selvey
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Andrea Selvey

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	N/A	No financial disclosures	Andrea Selvey
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	N/A		Andrea Selvey



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Andrea Selvey
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Andrea Selvey
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Andrea Selvey
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2017.	Yes		Andrea Selvey
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2017.	Yes		Andrea Selvey
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written acknowledgment of having received the return.	Yes		Andrea Selvey
9	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes		Andrea Selvey
10	s5.88(1)(2) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes		Andrea Selvey
11	s5.88 (3)	Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes		Andrea Selvey
12	s5.88(4)	Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes		Andrea Selvey
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	Yes		Andrea Selvey
14	s5.70(2)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes		Andrea Selvey



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
15	s5.70(3)	Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes		Andrea Selvey
16	s5.103(3) Admin Reg 34B	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes		Andrea Selvey

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	N/A		Andrea Selvey
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	N/A		Andrea Selvey

Elections

No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes		Andrea Selvey

Finance

No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Andrea Selvey
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Andrea Selvey
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes	OMC March 2017	Andrea Selvey
4	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Andrea Selvey



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
5	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government within 30 days of completion of the audit.	Yes		Andrea Selvey
6	s7.9(1)	Was the Auditor's report for the financial year ended 30 June 2017 received by the local government by 31 December 2017.	Yes	OMC November 2017	Andrea Selvey
7	S7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken by the local government, was that action undertaken.	N/A	Unqualified Audit	Andrea Selvey
8	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	N/A		Andrea Selvey
9	S7.12A (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9 (1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	N/A		Andrea Selvey
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Andrea Selvey
11	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Andrea Selvey
12	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Andrea Selvey
13	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Andrea Selvey
14	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	No		Andrea Selvey



Department of
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Integrated Planning and Reporting

No	Reference	Question	Response	Comments	Respondent
1	s5.56 Admin Reg 19DA (6)	Has the local government adopted a Corporate Business Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Currently outdated. Will be reviewed after updated Strategic Plan is adopted by Council.	Andrea Selvey
2	s5.56 Admin Reg 19DA (6)	Has the local government adopted a modification to the most recent Corporate Business Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	No	To be completed after Strategic Community Plan - anticipate mid 2018	Andrea Selvey
3	s5.56 Admin Reg 19C (7)	Has the local government adopted a Strategic Community Plan. If Yes, please provide adoption date of the most recent Plan in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	New Draft out for public comment. Aim to adopt in March 2018	Andrea Selvey
4	s5.56 Admin Reg 19C (7)	Has the local government adopted a modification to the most recent Strategic Community Plan. If Yes, please provide adoption date in Comments. This question is optional, answer N/A if you choose not to respond.	Yes	Desktop review completed in August 2016	Andrea Selvey
5	S5.56	Has the local government adopted an Asset Management Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	No	To be completed after Strategic Community Plan - anticipate mid 2018	Andrea Selvey
6	S5.56	Has the local government adopted a Long Term Financial Plan. If Yes, in Comments please provide date of the most recent Plan, plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	No	To be completed after Strategic Community Plan - anticipate early 2018	Andrea Selvey
7	S5.56	Has the local government adopted a Workforce Plan. If Yes, in Comments please provide date of the most recent Plan plus if adopted or endorsed by Council the date of adoption or endorsement. This question is optional, answer N/A if you choose not to respond.	Yes	Dated - requires review after new Strategic Community Plan and Corporate Business Plan are adopted. Anticipate late 2018	Andrea Selvey



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Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Andrea Selvey
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	N/A		Andrea Selvey
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Andrea Selvey
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Andrea Selvey
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	N/A		Andrea Selvey



Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Andrea Selvey
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Andrea Selvey
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Andrea Selvey
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Andrea Selvey
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Andrea Selvey
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b) or (c).	Yes		Andrea Selvey

Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Andrea Selvey
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	N/A		Andrea Selvey
3	F&G Reg 14(1) & (3)	Did the local government invite tenders via Statewide public notice.	Yes		Andrea Selvey
4	F&G Reg 14 & 15	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Andrea Selvey



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No	Reference	Question	Response	Comments	Respondent
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	Yes		Andrea Selvey
6	F&G Reg 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Reg 16.	Yes		Andrea Selvey
7	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	Yes		Andrea Selvey
8	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Andrea Selvey
9	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Andrea Selvey
10	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Andrea Selvey
11	F&G Reg 21 & 22	Did the local governments's advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	N/A		Andrea Selvey
12	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Andrea Selvey
13	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.	N/A		Andrea Selvey
14	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	N/A		Andrea Selvey
15	F&G Reg 24AD(2)	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice.	N/A		Andrea Selvey
16	F&G Reg 24AD(4) & 24AE	Did the local government's advertising and panel documentation comply with F&G Regs 24AD(4) & 24AE.	N/A		Andrea Selvey



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No	Reference	Question	Response	Comments	Respondent
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16 as if the reference in that regulation to a tender were a reference to a panel application.	N/A		Andrea Selvey
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application, notice of the variation.	N/A		Andrea Selvey
19	F&G Reg 24AH(1)	Did the local government reject the applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time specified in the invitation for applications.	N/A		Andrea Selvey
20	F&G Reg 24AH(3)	In relation to the applications that were not rejected, did the local government assess which application(s) to accept and which application(s) were most advantageous to the local government to accept, by means of written evaluation criteria.	N/A		Andrea Selvey
21	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers, comply with the requirements of F&G Reg 24AG.	N/A		Andrea Selvey
22	F&G Reg 24AI	Did the local government send each person who submitted an application, written notice advising if the person's application was accepted and they are to be part of a panel of pre-qualified suppliers, or, that the application was not accepted.	N/A		Andrea Selvey
23	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A		Andrea Selvey
24	F&G Reg 24F	Did the local government comply with the requirements of F&G Reg 24F in relation to an adopted regional price preference policy.	N/A		Andrea Selvey
25	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$150,000 or less.	Yes		Andrea Selvey



Department of
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I certify this Compliance Audit return has been adopted by Council at its meeting on

Signed Mayor / President, Dowerin

Signed CEO, Dowerin



**Shire of Dowerin
Road Verge Management Advisory Committee
Terms of Reference - DRAFT**

Objectives of the Road Verge Management Advisory Committee:

To provide advice to Council on management of road verges that considers:

- Road Safety;
- Environmental value and conservation of native flora and fauna;
- Economic impacts;
- Aesthetic and social impacts; and
- Financial/resource management.

To provide assistance and advice to the Shire Administration in the development of draft policies on road verge management for Council consideration.

To assist with Community liaison on matters relating to road verge management.

Reports from the Road Verge Management Advisory Committee will assist Council in discharging its legislative and social responsibilities

Powers of the Road Verge Management Advisory Committee:

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

The 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 Committee will consist of six members, being two elected members and four external community representatives. Elected members may elect to have a proxy.

Membership will be reviewed biennially immediately following Local Government elections unless, by a decision of Council, an interim appointment is required.

Appointment of external persons shall be made by Council by way of an open invitation to Community members.

All members shall have full voting rights.

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

The Committee can invite officers from relevant government and non-government agencies to attend on an ex-officio basis to provide advice and discipline knowledge as required.

The CEO and Manager Assets and Works will attend meetings in an advisory role only as needed.

Secretarial support will be provided to the Committee by the Shire.

Meetings:

The Committee shall meet at least annually to review the proposed road program for the financial year. Additional meetings and site visits can be arranged as the Committee deems necessary.

Reporting:

Minutes of each Committee meeting shall be presented to the next Ordinary Meeting of Council.

Where a Committee recommendation requires a decision or action by Council or has a resource implication, a separate agenda item will be prepared and presented to Council for consideration.

Duties and Responsibilities:

The duties and responsibilities of the Committee will be to:

- a) Provide guidance and assistance to Council within the remit of these Terms of Reference; and
- b) Act in accordance with the Shire of Dowerin Code of Conduct.

Review of the Committee:

This Committee and its Terms of Reference will be reviewed by Council at least every two years immediately following the Ordinary Local Government Elections.



SHIRE OF DOWERIN

RESIDENTIAL PROPERTY PORTFOLIO REPORT TO COUNCIL

19 January 2018

Version	Purpose	Issue Date	Complete
One	Prepared by staff for Council information and discussion at the Council Workshop 28 February 2017	28 February 2017	Completed
Two	Prepared by staff with background context from Councillors for Council information and discussion at the Council Workshop 26 April 2017	26 April 2017	Completed
Three	Formal presentation of report to Council.	23 May 2017	Completed
Four	Updated based on recommendations from Real Estate Agent. Formally presented to Council on 27 February 2018.	27 February 2018	

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Background:

Councillors have had some preliminary and informal discussions regarding the size, age and return on investment of the Shire's residential properties. To better inform their discussions and future decisions regarding retention or disposal of property, Councillors requested the CEO to prepare a report listing all properties with key information about each property. The first version of this report was prepared in response to that request. It was developed in-house with the assistance of a local real estate agent. It was discussed at a workshop with Councillors on 28 February and Councillors were able to provide further background information to better inform this report.

A second version was presented at the April 26 Councillor Workshop. The final version (V.3) was formally presented to Council on May 23, 2017 and adopted by Council. After discussions with a Real Estate Agent, some changes to the short term actions were recommended based on the current market environment. This document was updated to reflect these recommendations and this version (V.4) was formally presented to Council at the Ordinary Meeting of Council on 27 February 2018.

Purpose:

The purpose of this report is to collect in one report relevant information on all council owned residential properties. The report is not intended to bind council to any specific action, rather it aims to inform and guide future decisions of Council. Any matters requiring a specific financial or resource allocation or involving a disposal of property will be brought back to Council for formal consideration and direction.

Summary:

The Shire of Dowerin currently owns 26 residential properties, being 22 houses and 4 vacant blocks within the Shire townsite. All houses are currently tenanted and as at May 2017, 12 people have registered for housing – i.e. put their names on a waiting list for housing.

Shire staff sought the assistance of a local real estate agent in arriving at the current market value for each property; however, it should be noted that these valuations are desktop only and therefore can only be considered approximate estimates. The report includes the "Replacement with New Value" which is defined as the cost of purchasing a similar asset in a condition equal to but not better, nor more extensive, than its condition when new having the nearest equivalent utility as the subject – as supplied by Griffin Valuation Advisory in June 2015.

Councillors will be aware that the Shire has only just begun looking at asset management in a systematic manner and at this stage no asset management plans are available for any of the residential properties. Therefore, it cannot be determined what costs/major maintenance issues and costs are likely in the future. As asset management plans for each property are developed, Shire staff will be able to recommend expenditure required for maintaining each property which will improve long term financial planning and better inform Council decisions.

Annual Depreciation Cost:

The financial information provided in this report does not include annual depreciation for each property as these figures are currently under review. The total 2016/17 annual depreciation budget for staff housing is \$40,000.

Short term action list:

1. 13 Maisey Street: List for sale at market value in as-is condition as soon as possible.
2. 43 Stacy Street: List for sale as one large block, inclusive of the house, as soon as possible.
3. Lot 127 Jones Street: Obtain formal valuation; conduct Landgate search to confirm if the block has been surveyed.
4. 16 Anderson Street: Invest in minor refurbishment for sale at a later date. Obtain formal valuation.
5. 18 Anderson Street: Invest in minor refurbishment for sale at a later date. Obtain formal valuation.
6. 12 Cottrell Street: Progress sale as per Council resolution June 17, 2008 after sale of 13 Maisey St and 43 Stacy Street.
7. Stacy Street Units: Investigate titles status.
8. 58 Stacy Street: Commence process for scheme amendment to re-zone the entire block to residential.

Please Note: This report should be read in conjunction with Council Policy Employee Housing Policy.

VACANT RESIDENTIAL BLOCKS

12-14 Anderson Street/ A568



Build Date:

N/A

Acquisition Date:

1988

Description:

Subdivided into 2. Lot size: 730 square meters combined size of both lots.

Corner block. Services available.

Current Approx. Market Value:

\$20,000 - \$25,000

Tenancy Status:

N/A

Annual Revenue:

N/A

Restrictions:

Nil. Shire owns freehold.

Potential future use:

Develop with funds from sale of other Shire properties.

This site had been offered to the Department of Housing for new teacher housing; however the proposal was not progressed.

15-17 Anderson Street / A790



Build Date:

N/A

Acquisition Date:

2005

Description:

Lot size: 0.1999 hectare (as listed on Synergy). Corner block. Able to accommodate 8 units. Services available. The block is one amalgamated block.

Current Approx. Market Value:

\$30,000 for each block

Tenancy Status:

N/A

Annual Revenue:

N/A

Restrictions:

N/A

Potential future use:

Possible site for additional Independent Living Units as per grant funding.

22-24 Goldfields Road / A390



Build Date:

N/A

Acquisition Date:

2008

Description:

Lot size: 0.2024 hectare (as listed in Synergy). Able to accommodate up to 10 units with Council approval. Services available.

Gross Current Replacement Cost at June 2015 as per Griffin Valuation Report:

\$50,000

Current Approx. Market Value:

\$60,000

Tenancy Status:

N/A

Annual Revenue:

N/A

Restrictions:

N/A – owned Freehold

Potential future use:

Possible site for units. Council should retain this land and not sell.

2 Jones Street / A664



Build Date:

N/A

Description:

Lot size: 0.2000 hectare (approx.). No deep sewerage – septic tank as per other Jones Street residences.

Current Approx. Market Value:

\$35,000

Tenancy Status:

N/A

Annual Revenue:

N/A

Restrictions:

N/A – owned Freehold

Potential future use:

Has been suggested as the site for another ‘professionals’ house however suggest that would not be the most cost effective – a block closer to town with services would be more cost effective and preferred. There is an access road to Griffith St.

Council has requested a formal valuation be done and for a Landgate search to confirm if the block has been surveyed. Cost of the Landgate search and a valuation from a sworn valuer will be approximately \$1200.

RESIDENTIAL HOUSES

16 Anderson Street/A616



Build Date:

Circa 1991

Acquisition Date:

Land: Circa 1970; Building: Circa 1991

Description:

Brick and tile clad 3 Bedroom/1 Bathroom house on concrete footings and slab with single carport under main roof, single metal and metal clad attached carport and evaporative air conditioning. Structurally sound but requires maintenance, e.g. floor coverings, painting. Poor build quality resulting in high maintenance costs.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$380,000 – includes fencing and garden shed.

Current Approx. Market Value:

\$130,000 - \$150,000

Written Down Value as at January 31, 2017:

\$145,000

Tenancy Status:

Tenanted to Shire employee on a periodic lease.

Annual Revenue:

Nil – currently leased to a Manager as per Council Policy.

Restrictions:

Nil

Potential future use:

Council resolved in June 17, 2008 to sell this property. This resolution was not progressed. Preference is to invest in some minor refurbishment and place on the market after other properties have sold and funds reinvested in housing.

Reinvest proceeds in new housing – build on existing Shire owned blocks. Cost of valuation (approx. \$600) and minor refurbishment will be factored into the 2017/18 budget for Council to consider as part of the budget process.

Maintenance Expenditure 2015/16: \$2,587.31

18 Anderson Street/A617



Build Date:

Circa 1991

Acquisition Date:

1989

Description:

Brick and tile clad 3 Bedroom/1 Bathroom house on concrete footings and slab with single carport under main roof and evaporative air conditioning. Structurally sound but requires maintenance, e.g. floor coverings, painting. Poor build quality resulting in high maintenance costs.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$390,000 includes fencing, paving and pergola.

Current Approx. Market Value:

\$130,000 - \$150,000

Written Down Value as at January 31, 2017:

\$145,000

Tenancy Status:

Tenanted to Shire employee on a periodic lease.

Annual Revenue:

\$5,200

Restrictions:

Nil

Potential future use:

Council resolved in June 17, 2008 to sell this property. This resolution was not progressed. Preference is to invest in some minor refurbishment and place on the market after other properties have sold and funds reinvested in housing.

Reinvest proceeds in new housing – build on existing Shire owned blocks. Cost of valuation (approx. \$600) and minor refurbishment will be factored into the 2017/18 budget for Council to consider as part of the budget process.

Maintenance Expenditure 2015/16: \$2,587.31

12 Cottrell Street/A560



Build Date:

1959

Acquisition Date:

1959

Description:

Brick and metal clad 3 Bedroom/1 Bathroom house on concrete footings with timber floors, evaporative air conditioning and single carport under main roof. Investment in improvements/refurbishment over recent years.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$420,000 – includes metal clad storage shed, asbestos clad single garage and fencing.

Current Approx. Market Value:

\$160,000

Written Down Value as at January 31, 2017:

\$134,438.37

Tenancy Status:

Tenanted to private tenant on a periodic lease.

Annual Revenue:

\$8,060

Restrictions:

Nil

Potential future use:

Progress sale as per Council resolution June 17, 2008. Reinvest proceeds in new housing – build on existing Shire owned blocks. Formal valuation done in October 2016 which is valid until October 2017. Continue to be offered for private rental until a sale can be realised. Review rent after GRV's are assigned in June 2017.

Maintenance Expenditure 2015/16: \$2,449.94

19 Cottrell Street/A587



Build Date:

2004

Acquisition Date:

2004

Description:

Brick and metal clad 4 Bedroom/2 Bathroom house on concrete footings and slab with double garage under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$600,000 includes 4,500L water tank, garden shed and fencing

Current Approx. Market Value:

\$350,000

Written Down Value as at January 31, 2017:

\$289,972.63

Tenancy Status:

Tenanted to CEO on a periodic lease.

Annual Revenue:

\$Nil

Restrictions:

Nil

Potential future use:

Continue to be used for CEO housing.

Maintenance Expenditure 2015/16: \$10,905.73

11 A,C,D Hilda Street/A969



Build Date:

2005

Acquisition Date:

2005

Description:

Brick, fibro and metal clad 2 bedroom/1 bathroom aged unit on concrete footings and slab with single carport under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$810,000 includes fencing and brick paving.

Current Approx. Market Value:

NA – Not able to be sold as per partnership agreement with Department of Housing.

Written Down Value as at January 31, 2017:

\$434,362.65

Tenancy Status:

Tenanted to private tenants on a periodic lease.

Annual Revenue:

\$5,460 x 3 = \$16,380

Restrictions:

Not able to be sold as per Partnership agreement with Department of Housing

Potential future use:

Continue to be used for private housing for tenants who meet the Department of Housing criteria for Independent Living.

Maintenance Expenditure 2015/16: \$13,944.38 (total for all Independent Living Units)

11B Hilda Street/A969



Build Date:

2005

Acquisition Date:

2005

Description:

Brick, fibro and metal clad 1 bedroom/1 bathroom aged unit on concrete footings and slab with single carport under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$220,000 includes fencing and brick paving.

Current Approx. Market Value:

NA – Not able to be sold as per partnership agreement with Department of Housing.

Written Down Value as at January 31, 2017:

\$144,787.55

Tenancy Status:

Tenanted to private tenants on a periodic lease.

Annual Revenue:

\$5,460

Restrictions:

Not able to be sold as per Partnership agreement with Department of Housing

Potential future use:

Continue to be used for private housing for tenants who meet the Department of Housing criteria for Independent Living.

Maintenance Expenditure 2015/16: \$13,944.38 (total for all Independent Living Units)

13 Maisey Street/A569



Build Date:

1968

Acquisition Date:

1968

Description:

Brick and tile clad 3 Bedroom/1 Bathroom house on concrete footings and slab with attached single carport, patio and evaporative air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$330,000 – includes 2 metal clad storage sheds and fencing.

Current Approx. Market Value:

\$140,000

Written Down Value as at January 31, 2017:

\$129,637.07

Tenancy Status:

Tenanted to private tenants on a periodic lease.

Annual Revenue:

\$6,760

Restrictions:

Nil

Potential future use:

Invest in minor refurbishment for future sale. Reinvest proceeds in new housing – build on existing Shire owned blocks. Formal valuation to be done. Cost of valuation (approx. \$600) and minor refurbishment will be factored into the 2017/18 budget for Council consideration as part of the budget process.

Maintenance Expenditure 2015/16: \$2,842.49

18 - 1,2,3,4 Memorial Avenue/A812



Build Date:

1996

Acquisition Date:

Land: Circa 1970; Building: 1996

Description:

Brick and metal clad 2 Bedroom/1 Bathroom unit on concrete footings and slab with single carport under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$240,000 includes metal clad garden shed, fencing and paving.

Current Approx. Market Value:

NA – Not able to be sold as per partnership agreement with Department of Housing.

Written Down Value as at January 31, 2017:

\$108,752.64

Tenancy Status:

Tenanted to private tenants and Shire staff on a periodic lease.

Annual Revenue:

\$20,000 approx

Restrictions:

Not able to be sold as per Partnership agreement with Department of Housing

Potential future use:

Continue to be used for private and staff housing.

Maintenance Expenditure 2015/16: \$16,406.66 (Total for all CHP Units)

4 O’Loghlen Street/A838



Build Date:

2002

Acquisition Date:

Land: 1997 (TBC)

Description:

Steel framed fibro and metalclad 4 Bedroom/2 Bathroom house on concrete footings and slab with attached double carport and evaporative air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$430,000 includes metal clad garage and fencing.

Current Approx. Market Value:

\$250,000

Written Down Value as at January 31, 2017:

\$235,267.20

Tenancy Status:

Tenanted to Shire employees on a periodic lease.

Annual Revenue:

\$5,200

Restrictions:

Nil

Potential future use:

Continue to be used for employee housing. Review rent to align with market value.

Maintenance Expenditure 2015/16: \$4,713.87

18 O'Loghlen Street/A846



Build Date:

2004

Acquisition Date:

Land: 1997 (TBC)

Description:

Brick and metal clad 4 Bedroom/2 Bathroom house on concrete footings and slab with double garage under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$600,000 includes 4,500L water tank, garden shed and fencing.

Current Approx. Market Value:

\$300,000

Written Down Value as at January 31, 2017:

\$266,958.98

Tenancy Status:

Tenanted to Police on a periodic lease.

Annual Revenue:

\$17,680

Restrictions:

Nil

Potential future use:

Continue to make available for Police housing to ensure presence of two Officers in town as per Strategic Community Plan.

Maintenance Expenditure 2015/16: \$7,486.57

26 O'Lughlen Street/A849



Build Date:

2010

Acquisition Date:

2009

Description:

Brick and metal clad 4 Bedroom/2 Bathroom dwelling on concrete slab with double garage under main roof.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$650,000 includes fencing and detached shed.

Current Approx. Market Value:

\$300,000

Written Down Value as at January 31, 2017:

\$243,750.00

Tenancy Status:

Tenanted to Police on a periodic lease.

Annual Revenue:

\$17,784

Restrictions:

Nil

Potential future use:

Continue to make available for Police housing to ensure presence of two Officers in town as per Strategic Community Plan. Gardens to be kept maintained.

Maintenance Expenditure 2015/16: \$1,748.80

13 – 1,3 Stacy Street/A392



Build Date:

2008

Acquisition Date:

Land: 2004

Description:

Brick and metal clad 3 Bedroom/1 Bathroom house on concrete footings and slab with single carport under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$270,000 x 2 = \$540,000 includes garden shed and fencing.

Current Approx. Market Value:

\$200,000 x 2 = \$400,000

Written Down Value as at January 31, 2017:

\$283,528.82 x 2 = \$567,058

Tenancy Status:

Tenanted to Public and Dowerin Community Club on a periodic lease.

Annual Revenue:

\$8,320 x 2 = \$16,640

Restrictions:

Not Strata Titled

Potential future use:

Continue to be used for Shire staff housing and other priority tenants. Investigate Title Status.

Maintenance Expenditure 2015/16: \$7,431.82 (Total for all Units)

13 – 2 Stacy Street/A392



Build Date:

2008

Acquisition Date:

Land: 2004

Description:

Brick and metal clad 3 Bedroom/2 Bathroom house on concrete footings and slab with single carport under main roof and split air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$360,000 includes metal clad garden shed and fencing.

Current Approx. Market Value:

\$250,000

Written Down Value as at January 31, 2017:

\$141,764.41

Tenancy Status:

Tenanted to Shire staff member on a periodic lease.

Annual Revenue:

\$8,060

Restrictions:

Not Strata Titled therefore could be difficult to obtain Strata Title to enable sale.

Potential future use:

Continue to offer as a rental property to Shire staff and general community. Investigate Title Status.

Maintenance Expenditure 2015/16: \$7,431.82 (Total for all Units)

36 Stacy Street/A562



Build Date:

1968

Acquisition Date:

1968

Description:

Brick and metal clad 3 Bedroom/1 Bathroom house on concrete fittings with timber floors, attached single carport, patio and evaporative air conditioning.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$290,000 – includes 2 metal clad single garages and fencing.

Current Approx. Market Value:

\$200,000

Written Down Value as at January 31, 2017:

\$139,239.82

Tenancy Status:

Tenanted to Shire employees on a periodic lease.

Annual Revenue:

\$5,200

Restrictions:

Nil

Potential future use:

Consider for potential future sale in the long term.

Maintenance Expenditure 2015/16: \$4,016.18

43 Stacy Street/A510



Build Date:

Acquisition Date:

2011

Description:

Asbestos and metal clad 3 bedroom/1 bathroom house on concrete fittings with timber floor. Lot size 12,145 square metres. Purchase price was \$200,000

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$290,000 includes fencing and shed.

Current Approx. Market Value:

\$230,000

Tenancy Status:

Tenanted to Shire employees on a periodic lease.

Annual Revenue:

\$5,200

Restrictions:

Nil

Potential future use:

Cost of subdivision into 6-7 large blocks investigated as per Council request in May 2017. Advice from real estate agent is that it would be more attractive to sell as one large block. Therefore the recommendation is to put on the market in the near future as one large block with the existing house.

Maintenance Expenditure 2015/16: \$4,756.09

58 Stacy Street/A696



Build Date:

1959

Acquisition Date:

2015

Description:

3 Bedroom/1 Bathroom brick and tile dwelling on brick footings with timber floors.

Gross Current Replacement Cost as at June 2015 per Griffin Valuation Report:

\$310,000 includes fencing and detached garage.

Current Approx. Market Value:

\$130,000

Written Down Value as at January 31, 2017:

\$130,000

Tenancy Status:

Tenanted to public on a periodic lease.

Annual Revenue:

\$8,320

Restrictions:

Nil

Potential future use:

Continue to be offered to current tenant for private rental. Consider property for possible future sale along with the vacant land next door (old bowling greens), see below A/670.

Vacant Land – Old Bowling Green A/670

Owned freehold by the Shire

Size: 1.34 ha

Dual zoning: 0.92 ha reserved for 'Parks and Recreation' and 0.43 ha zoned 'Residential R10/35'

Surrounded by residential zoned land, and is in a location suitable for short-medium term residential growth

Servicing: water mains located in Goldfields Road reserve, close to services

Commence scheme amendment to re-zone the entire block to mixed use.

Potential Sale in the longer term

Maintenance Expenditure 2015/16: \$2,264.57



Government of **Western Australia**
Department of **Regional Development**



BUSINESS CASE (2017-18)

FOR

Avon Well Aged Housing Project

Avon Regional Organisation of Council



\$6,004,014

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Glossary of terms

In the context of this document:

Agency means a Western Australian State Government agency.

Applicant means the Organisation or Agency preparing a Business Case requesting Royalties for Regions funding for a project.

Business Case means the information prepared by the Applicant demonstrating the merits of the Project and substantiating the case for funding the Project.

Deliverables means the expected outputs and outcomes from the project.

Department means the Department of Regional Development.

Industry Participation Plan means a clear statement of the project proponent's commitment to The Building Local Industry Policy and an indication of how local industry participation will be maximised.

Innovation is the implementation of a new or significantly improved product (good or service) process, new marketing method or a new organisational method in business practices, or external relations¹.

Leveraged Funding is the additional cash funding obtained for the Project from other sources.

Option means a feasible, alternative delivery mechanism to the Project which was considered by the applicant when preparing the Business Case Proposal.

Organisation means an incorporated entity that is not an Agency. An organisation may be a not-for-profit entity, government trading enterprise or local government.

Project means the specific activities, works or services proposed in the Business Case for which Royalties for Regions funding is being sought.

Project Outcome means the intended impact that is expected as a result of undertaking the Project.

Project Output means the tangible end product(s) of the Project. For example, an infrastructure asset or the services delivered.

Royalties for Regions means the Western Australian State Government's Royalties for Regions program.

Stakeholder means a party with an interest in or who is affected by the Project.

Sustainability refers to the financial viability of a project and the means of support to the project beyond the life of Royalties for Regions funding for this project.

¹ Organisation for Economic Cooperation and Development and Development Statistical Office of the European Communities (2005 Third Edition) Oslo Manual Guidelines for collecting and interpreting innovation data, 3rd edition, OECD and European Commission, Paris.

1 EXECUTIVE SUMMARY

Project overview

The Avon Aged Housing Project is a \$7,946,480 investment that will result in the construction of 11 Independent Living Units across four local governments and regional towns. We are seeking support from Royalties for Regions totaling \$6,004,014, with a \$1,942,466 in kind contribution from our communities.

Key benefits

The construction of 11 ILUs will have considerable flow-on economic benefits to the local community and surrounding region, including:

- creating 55.6 full time jobs over the construction period;
- creating 4.3 ongoing jobs for the housing component, with more jobs forecast to meet demand for aged care services;
- generating \$16.7 million of economic activity during the construction phase;
- retaining or attracting an additional 22 residents;
- creating career pathways and skills for regional health care workers, increasing the working population;
- local expenditure from aged residents will contribute approximately \$511,884 per annum to the local community;
- the value of social and civil participation due to retention of elderly residents has been estimated at an average of \$84,395 per annum over a 30-year assessment period; and
- due to the ILU housing stock meeting age and dementia-friendly universal design principles and clustered housing models, the project has the ability to reduce falls and accidents among the elderly, expected to lead to health cost savings of up to \$13,650 per annum.

Background

Overall, the Wheatbelt has an older population profile than the State and is consequently further advanced in encountering increasing needs for aged care. In 2011 the Wheatbelt demographic aged 65 and older made up 15.7%² of the population compared to the State's 12.5%³.

Common concerns across the Wheatbelt include:

- sparse and geographically dispersed ageing populations;
- aged services under pressure;
- aged and home care workforce issues; and
- significant sustained growth in demands for aged and home care services.

Verso Consulting (2016) developed a comprehensive Aged Housing Needs Analysis which identifies the projected demand for aged housing in the four participating AROC shires. The analysis indicated the current stock of 51 ILUs is insufficient to meet current demand, as the current wait-list number is 79 persons. Additionally, all ILU housing stock has a 100% occupancy rate and estimated demand show overall growth over the next 10 years to 2026. Based on 2016 wait-list numbers, Toodyay shows an estimated demand increase by 228% from 2016 to 2026.

² ABS 2011, *Wheat Belt (509) Time Series Profile*, cat. no. 2003.0, ABS, Canberra

³ ABS 2011, *Profile of the Western Australian Population*, ABS, Canberra

According to the Verso Consulting *Wheatbelt Aged Support and Care Solutions* Report, the AROC region has a major shortfall in bed availability for residential care, which is expected to increase greatly within 15 years if decisive action is not taken. Demand for beds in residential care could potentially reach 250 by 2031. However there is evidence that 'baby boomers' will want alternate arrangements to residential aged care to maintain independence within their communities. This is particularly pertinent as care by family members in the family home becomes less common. There is a need to support strategies that include a variety of independent aged care services and housing options in order to reduce the high costs associated with residential aged care.

Delivering on identified priority needs

In 2013, the *Wheatbelt Aged Support and Care Solution/s* was commissioned to develop and implement a holistic regional solution to address the needs of this growing demographic, and better enable people to remain in their communities as their care needs change. The solution was based on creating a series of actions across four key areas, these include:

- creating age friendly communities;
- developing age appropriate cluster housing;
- fostering the delivery of home care; and
- support access to residential care within the region.

The Avon Aged Housing Project directly addresses the second key area by constructing 11 Independent Living Units (ILUs), facilitating recommendations of the *Wheatbelt Aged Support and Care Solution/s* to be implemented. Project planning commenced in 2015 and the first units are expected to be built in 2018/19 financial year.

To further facilitate access to age care, the AROC Aged Housing Project supports major health and aged care reforms at a federal and state level. Reforms are necessary to place a greater emphasis on maintaining skills and independence of individuals, and implementing preventative health strategies. Included in these strategies is an increase in Home Care Packages (high level care in the home) and mechanisms to improve access to care that facilitates population retention and 'ageing in place' for the elderly.

Governance

The Avon Regional Organisation of Councils (AROC) Aged Housing Alliance was formed to provide seniors focused housing solutions to retain our ageing population and complement current and future aged care and health services, while addressing the identified needs of individual communities. The AROC Aged Housing Alliance includes four of the six Avon Regional Organisation of Councils local governments; two member councils are not requiring investment because adequate stock exists. The four participating AROC local governments include Dowerin, Goomalling, Toodyay and Victoria Plains (Figure 1).



Figure 1: The four participating AROC local governments

The 11 ILUs together with the existing 51 units will be managed by local governments and third party providers. The ILUs will have the ability to self-perpetuate in terms of long-term investment, where revenue raised from rent and Lease for Life arrangements will be used to fund maintenance and future ILU constructions, achieving long-term sustainability.

The AROC communities have shown commitment to catering to this demographic by:

- investing in Joint Venture Housing when the opportunity was available;
- committing a portion of their Country Local Government Fund for the development of respite care for the aged;
- participating in the Age Friendly Community Audit and Age Friendly Planning;
- working with WDC to prepare this Business Case; and
- committing **\$1,942,466** to realise aged housing hubs in the local communities.

Project output

Implementation of the AROC Aged Housing Project is to be staged over a period of three years as shown in Table 1 below.

Table 1: Location of ILUs in the Avon Region

Town	Local Government Area	Number of ILUs	Year of construction
Dowerin	Dowerin	2	2019/20
Goomalling	Goomalling	2	2018/19
Toodyay	Toodyay	5	2019/20
Yerecoin	Victoria Plains	2	2018/19

The AROC communities see the opportunity that retaining this demographic can deliver. This project is based on the identified need for ILUs in the Avon region due to an increasing demand for age appropriate housing. It is evident that aged housing will deliver clear benefits to the local communities across the Avon region.

Figure 2 and 3 below are examples of a modular home and floor plan appropriate for aged housing in the Avon region.



Figure 2: Concept Pindan Modular - Platinum Level 2-bedroom x 1½ bathroom

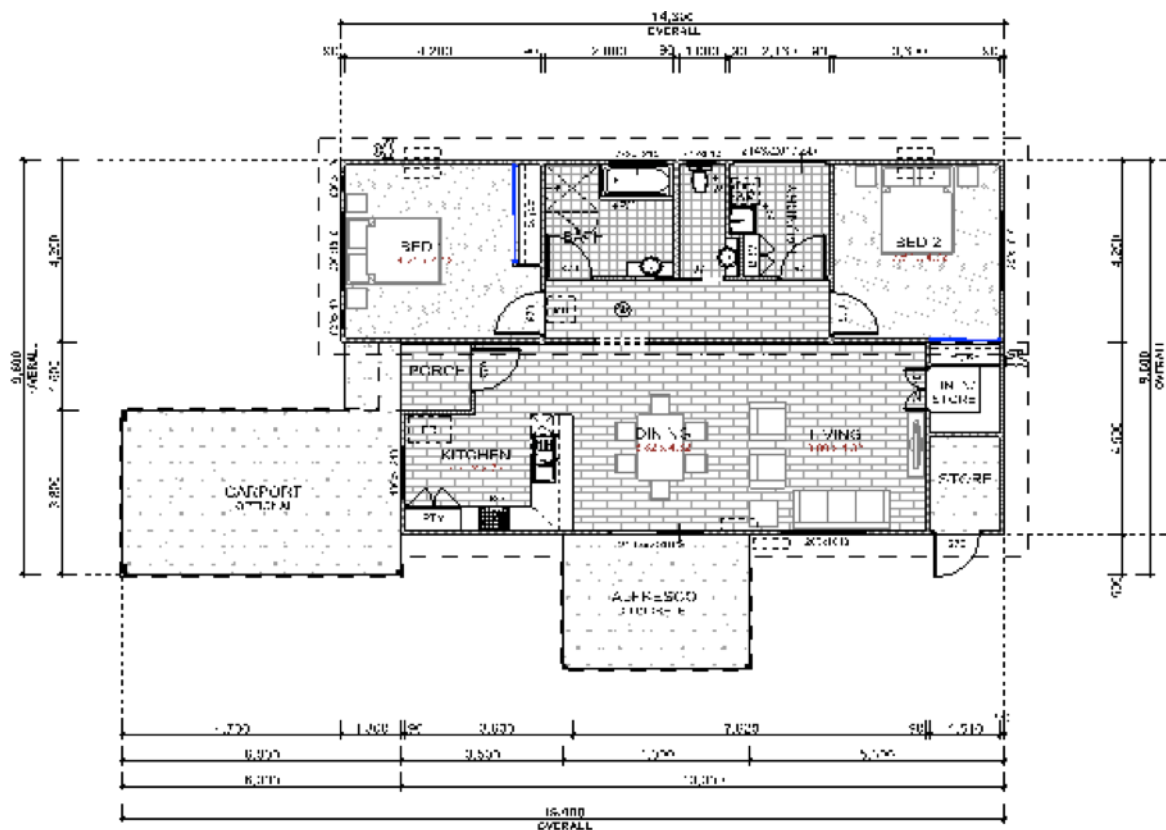


Figure 3: Floor Plan for Concept Pindan Modular - Platinum Level 2-bedroom X 1½ bathroom

2 PROJECT SCOPE AND EVALUATION

2.1 Project Purpose

The Wheatbelt Aged Support and Care Solution/s (2013) found that “by 2027 the population of the Wheatbelt aged 70 and over will have increased by 75.3% from 2011. The 70+ population of 7,646 will have increased to 13,400 by 2027, moving from 10.4% of the total population to around 17%”. The report proposes a combination of actions to address the needs of this growing demographic in the Wheatbelt context. The actions are across four key areas:

- creating aged friendly communities;
- developing age appropriate cluster housing;
- fostering the delivery of home care; and
- support access to residential care within the region.

The Avon Aged Housing project directly addresses the second key area of this strategy by constructing 11 ILUs for well-aged residents in five towns across four local governments in the Avon Region. These will be constructed as outlined in Table 2 below.

Table 2: Location of proposed ILUs in the Avon Region

Town	Local Government Area	Number of ILUs	Year of construction
Dowerin	Dowerin	2	2019/20
Goomalling	Goomalling	2	2018/19
Toodyay	Toodyay	5	2019/20
Yerecoin	Victoria Plains	2	2018/19

The project will invest \$6,004,014 of Royalties for Regions funding and \$1,942,466 of contributions from the communities into the construction of affordable, age appropriate houses which will allow older residents to remain in their communities close to family, friends, familiar surroundings and support networks.

The project also aligns with the Federal Government Aged Care Reforms, which have a greater focus on investing in home support and home care packages. The ILUs will meet appropriate age and dementia-friendly design principles which will incorporate universal design and clustered housing models situated in close proximity to town services and amenities. The ILUs will deliver benefits to residents by improving access to support services, while service providers will have the ability to increase their efficiency and sustain effective service delivery to the older residents of the community.

2.2 Project Objectives

The following outline the broad objectives of the AROC Aged Housing Project.

Reduced Health Costs

The provision of appropriate aged accommodation is expected to lead to reduced accidents and overall better health for occupants. The project’s ability to reduce falls and accidents among the elderly is expected to lead to health cost savings of \$13,650 per annum. Studies have also illustrated the value of increased social interaction as a result of age appropriate housing which translates into reduced mental and physical health deterioration. Increased

social interaction by lone person households within an ILU environment delivered by the project is expected to support health cost savings in the order of **\$3,650** per annum.

Efficiencies for Housing and Support Service

The co-location of ILUs and regional coordination of this program of works is expected to provide upfront and ongoing cost efficiencies. Some of the cost savings are attributable to economies of scale as represented by the rollout of 'universal design' and 'cluster housing' models. Early investigations have indicated a potential cost saving of **\$11,000 per unit by** taking this approach.

Increased Local Expenditure

The project is expected to lead to the retention of elderly residents within the project area. The related local expenditure these residents provide to the local community is modeled to be equivalent to **\$511,884 per annum** on average over the 30 year assessment period. This level of expenditure is expected to support current and future business operations and directly and indirectly support **4.3 full-time** equivalent positions in the project area.

Increased Social and Civic Participation

The project is expected to support the retention of elderly residents who volunteer **over 5,875** hours per annum. The value of social and civic participation due to the retention of elderly residents has been estimated at an average of **\$84,395 per annum** over the assessed 30-year period.

Incentivised Private Sector Aged Housing Investment

Within regional markets, there is generally an untested private sector need for ILUs given the uncertain outlook in these communities and the existing housing market dynamics. The provision of ILUs in the project area is expected to provide a pilot for future private sector and social enterprise investment in aged housing across the region.

Re-Investment of Capital

Aged and social housing providers generally operate as not-for-profit operations and re-invest operational savings into future projects and capital works as well as leverage off the existing asset base. The proposed business model for the project is expected to enable investment in future housing developments in the project area, providing a further round of benefits to the area.

Population Retention

Living near family and friends was ranked as the most important attribute for the older age group, according to research done by the Department of Housing and Department of Planning⁴. The provision of age appropriate housing to support the retention of older residents is likely to encourage family and friends to stay in the project area. This is in addition to the retention of up to 44 residents staying in the ILUs, with occupancy of two residents per ILU.

2.3 Royalties for Regions Funding Amount

This proposal requests **\$6,004,014** in Royalties for Regions funding to construct 11 ILUs in five locations across four Local Government Areas in the Avon region of the Wheatbelt. The total project cost is **\$7,946,480** with additional funding and in kind contribution of **\$1,942,466** from the four local governments participating in the project.

⁴ Department of Housing, Department of Planning (2013), The Housing We'd Choose: A Study for Perth and Peel

2.4 Project Description

The AROC Aged Housing Project will provide age appropriate ILUs that will allow older people to 'age in place'. The clustered housing model and universal design of ILUs will allow older individuals to maintain their independence through improved access to home care, and reduced risk and incidence of falls.

The AROC Aged Housing Project will construct 11 ILUs across four shires in the Avon region, to be completed over a three year period. Project planning commenced in 2015 and the first units are expected to be built in 2018/19 financial year.

This project has been developed by AROC Aged Housing Alliance in response to findings identified in the *Wheatbelt Aged Support and Care Solution/s* Final Report and the *Independent Housing Needs Analysis* conducted by Verso Consulting Pty Ltd. These findings include, but are not limited to, the following:

- there is a continuum of change from larger family homes to ILUs as issues of mobility and maintenance arise for older people in the Wheatbelt;
- older people are significantly motivated by a desire to remain independent and avoid moving to residential aged care;
- a lack of ILU alternatives is one reason why older people in the Wheatbelt cannot exercise choice and manage their ageing needs;
- all existing ILU housing stock (51 dwellings) in the Avon region are occupied, with an ILU wait list of 79 persons; and
- demand for ILUs is expected to increase over the next 10 years (to 2026) in all four Local Government Areas; with Toodyay predicted to experience a demand increase of 228% by 2026⁵.

Revenue raised from rent and Lease for Life arrangements will be reinvested into the maintenance and future construction costs of ILUs, achieving sustainable longer-term solutions for the supply of age appropriate housing.



Figure 4: Existing Dowerin Aged Care Unit

⁵ Based on 2016 wait list numbers, Verso Consulting Pty Ltd, Wheatbelt Housing Demand – Avon, 2016

The scope of this project includes:

- construction of ILUs with alternative tenanted arrangements and multiple ownership models including rental, owner occupier, joint-ventures or Lease for Life to cater for varying economic circumstances of older people;
- ILUs will meet universal design principles which will reduce the likelihood of older residents moving to more accessible accommodation due to accessibility issues;
- ILUs will be built an appropriate walking distance from town services and amenities deemed appropriate for elderly people; and
- ILUs will be clustered to facilitate care delivery and minimise the cost and time required to travel when delivering services.

Local government members of AROC appreciate the benefits of retaining this demographic and have supported two similar projects with Country Local Government Fund allocations. The Avon Aged Housing Initiative received funding of \$2.7 million for the construction of 16 Aged homes, and the Killara Northam Aged Care Facility and Respite Centre received funding of \$1.7 million in 2010-11 and a further \$700,000 in 2011-12 for expansion.

This project supports other aged housing initiatives being undertaken across the Wheatbelt, positioning the region to retain its population and provide employment in the rapidly growing Aged Care industry.

2.5 Background

The AROC Aged Housing Alliance was formed to provide seniors focused housing solutions to promote ageing in place and complement current and future aged care and health services, whilst addressing the identified needs of the individual communities.

The Regional Australia Institute has found that regional Australia and the Wheatbelt region have a faster growing ageing population than the State and National average. More specifically, the Avon is experiencing 17.1% of the residential population aged 65 and over, which is well above the State average of 12.3%⁶.

In many parts of the Wheatbelt, the establishment and maintenance of Residential Care at a high standard will continue to be very difficult due to the sparseness and wide spread of population. The scale of operation is not economically viable in many locations and there is limited scope for new residential facilities to be developed. Existing facilities range from operationally viable to very uneconomic and sub-standard.

An approach to aged support and care which will assist in “lessening” the demand for Residential Care and provide a full complement of support and services to enable older people to age in their communities will provide an ideal alternative to traditional and expensive models.

Aspects of the Commonwealth aged care reforms will assist in this approach given the greatly increased levels of funding which will be progressively made available for Home Care, the introduction of Consumer Directed Care and the enhancement of the respite care program.

Although an ageing population presents challenges across all levels of government, it also offers an opportunity for regional communities to take advantage of growing demand in aged care industries. Age appropriate housing will create more opportunities to retain the older

⁶ ABS 2012, Census of Population and Housing, 2011, Australian Bureau of Statistics, Canberra

demographic and allow residents to 'age in place', whilst facilitating employment prospects for aged care workers.

Significant benefits of the AROC Aged Housing Project will be provided to the communities, government and service providers including:

- construction of jobs (55.6) and flow on economic benefits (\$16.7m);
- assisting to develop and market the region as a retirement destination;
- improving aesthetics to the community;
- retaining the population, including the aged (up to 44 residents), carers/families and regional health care workers;
- retention and inward migration of population to not only to reside in the units but to provide support and services for this demographic;
- reducing the risk and incidence of falls due to the universal design and clustering of units which facilitates the delivery of home care;
- improved community organisation participation and volunteerism;
- ability to 'age in place' in the community of choice, close to family and friends, reducing stress and isolation for older persons and their families brought on by moving to seek appropriate residential care; and
- increase in demand for products locally (IGA, Hardware, Post Office, Pharmacist, Car Dealer, Mechanics, Banking services, Hair and Beauty, medical services, allied health services, library and community services, etc.) growing the local economy.

The AROC local governments have collaborated with the Department of Housing and third party providers to develop suitable housing over the last 30 years. Yet current supply of age appropriate housing is insufficient to meet demand in the Avon region. Existing housing is means tested and has created a gap in provision for self-funded retirees. Available housing stock in the four AROC shires is affordable but dated and would require substantial capital investment to meet Platinum Standard and Liveable Housing Design Requirements. A number of existing older properties do not meet the minimum silver rating and are not suitable for an aged population.

In developing this Business Case the AROC Aged Housing Alliance considered:

- the social and economic benefit of supporting older people to remain in their community;
- housing design to enable older people to 'age in place' and facilitate the provision of home care for the older person and their carer;
- housing that responds to stated requirements and preferences of older people that facilitates ageing in place;
- the capacity of age appropriate housing to attract retirees seeking the safety and amenity of our rural communities;
- the need for alternate entry and ownership options that is responsive to consumer choice and financial capacity;
- the clustering of housing close to services and amenities; and
- the level of need currently and into the future.

The four AROC Shires have completed the following tasks to explore the service gaps and business planning with respect to older persons housing:

- consultations in the communities (age friendly audits and age friendly planning);
- reviewed research from a number of sources and reports including research undertaken in the Wheatbelt to ascertain the types of housing required, the features required, the most suitable locations and the ownership options;
- undertaken demographic reviews;
- reviewed current housing stock and wait lists;
- reviewed the Wheatbelt Housing Demand Avon – Mortlock (Verso, 2016); and
- reviewed the Avon Regional Organisation of Councils – Mortlock Aged Housing – Economic Evaluation (RPS, 2016);
- assessed the degree to which assistance with capital costs is required and the benefits to the community and individuals of the capital investments;
- identified the value, availability and location of suitable land; and
- ensured the project aligns with all participating council's Strategic Plans and is developed with the support and agreement of the respective Councils.

All Shires have completed Age Friendly Audits, with the Shires of Goomalling and Toodyay also completed their Age Friendly Community Planning. The Shires of Goomalling, Toodyay and Victoria Plains are in the process of constructing an additional 16 units with the Country Local Government Fund (2014/15). All Shires have assessed the approvals and planning requirements for each of the identified parcels of land. A summary of the progress is in Table 3.

Table 3: Site approvals and planning requirements

Suburb	Dowerin	Toodyay	Yerecoin	Goomalling
Lot Number	Lot 28	PTS3/Lot 4	Lots 31 & 32	Lot 212 & 213
Street Number	13	15-17		19 & 21
Street Name	Hilda Street	Anzac Avenue	Miling Road	Bowen Street
Suburb	Dowerin	Toodyay	Yerecoin	Goomalling
Land Tenure	Shire of Dowerin	Land owned by Butterly Cottages	Shire owned	Freehold
Land Description	Commercial	Cert/ Title/ Vol 13 Cert/Title/ Folio 273A C/Title/Vol 1464 C/TitleFolio 111	Lot 32/Diagram 39658	C/Title- V2668/F449& V1930/F806
Status Holder / Interest	Shire owned	Butterly Cottages	Shire owned	Shire owned
Primary Interest Holder	Shire of Dowerin	Butterly Cottages	Shire of Victoria Plains	Shire of Goomalling
Limitations, Conditions, Restrictions or Covenants	Zoned as commercial - former bowling green	Shire of Toodyay Heritage area & Residential Design Codes compliance is required.	Shire of Victoria Plains	Residential R code
External Organisations Contacted/Status (i.e. DAA, DoL)	N/A	N/A	None	Clear of Native Title Claim
Power Status / estimated costs for connection	\$10K	\$25K	\$10K	\$20K
Water Status / estimated costs for connection	\$10k	\$10K	\$10k	\$20K
Sewerage Status / estimated costs for connections	\$10k	\$15K	\$5k	\$20K
Local Planning Policies		Shire of Toodyay Heritage Precinct Policy, R-Codes		R codes

2.6 Policy and Strategic Framework

2.6.1 Alignment to the Royalties for Regions Policy Objectives

The AROC Housing Project Alliance supports the WA Royalties for Regions objectives as detailed in the following:

Royalties for Regions Policy Objectives	Performance Measurement Areas	Project Specific Performance
Building capacity in regional communities	Community infrastructure	Project will deliver more age appropriate housing to the Avon region
	Community capability	The ILUs will increase opportunities for employment growth in the aged care industry, offering career pathways for regional health care workers and maintenance staff
	Community capacity	Project will invest in established community organisations, which will improve participation in community organisations, and volunteerism
	Effective governance	Project will be working across communities which achieves economies of scale in procurement, ongoing management and service delivery
Retaining benefits in regional communities	Population retention	Project will retain an ageing population as well as their families through improved access to home care services, minimising relocation to the metropolitan due to accessibility issues
	Retention of services	Project will contribute to local community through retention of workforce and aged residents, leading to diversity of services, local economic growth, increased volunteerism and prosperity
Improving services to regional communities	Service quality	The ILUs will meet universal design principles and clustered housing models, appropriate for aged and disabled individuals to maximise the long-term efficiency of the housing stock
Growing prosperity	Cost efficiencies	There will be upfront and ongoing cost efficiencies attributed to clustered housing and universal designs. Tenants will also be less likely to have to relocate due to accessibility issues, reducing tenant turnover and vacancy rates

2.6.2 Alignment to Related Strategic Imperatives

The project aligns with regional and local planning documents, particularly the Avon Sub-Regional Economic Strategy⁷ and Wheatbelt Regional Investment Blueprint⁸.

The project also aligns with local and State policy and strategic frameworks. To date there has been significant progress in the project to provide age appropriate housing solutions in the Avon Sub-region of the Wheatbelt.

⁷ RPS 2013

⁸ Wheatbelt Development Commission 2015

Details of alignment with regional, local and State planning documents is outlined as follows:

WA Regional Development Trust themes

The project aligns with the WARDT theme – retaining aged populations in the country – as the project centres on retention of the aged population in their community of choice, close to families, friends and established support networks.

At the 2011 Census, the population of the Wheatbelt was 74,081⁹ and projections indicate the population will grow by 5% to reach 77,590 by 2026¹⁰.

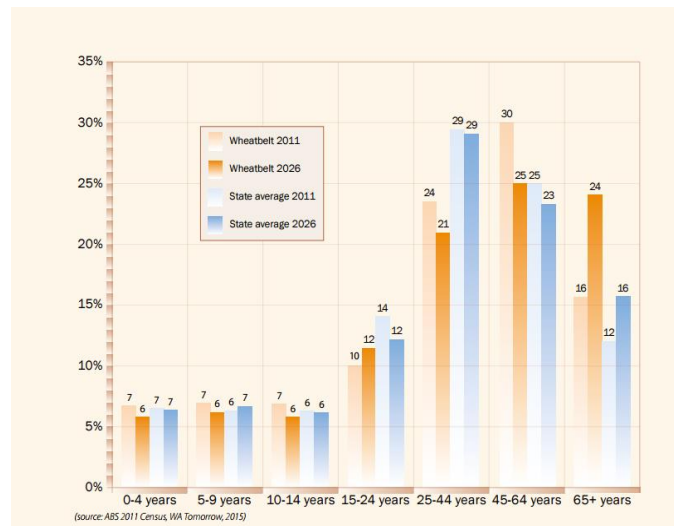


Figure 5: WA Planning Commission

Compared to State averages, the Wheatbelt population is characterised by a lower percentage of people in the 15-44 age bracket, and a statistically significant representation of people in the 45-65 age group (one in three people in the Wheatbelt, one in four people statewide) and in the over 65 age group. With projections of one in five residents being aged 65 years and over by 2026¹¹, a key opportunity for the Wheatbelt is to provide age appropriate housing to cater for this growing demand.

The estimated demand for ILUs in the four participating Local Government Areas of the Avon show overall demand growth over the next 10 years (to 2026). The Shire of Toodyay shows an estimated demand increase of 228% from 2016 to 2026¹². However existing ILUs are in short supply with 100% occupancy rate and a wait-list of 79 persons¹³. Additionally, previous studies in rural Australia have shown that older people are prepared to move to alternate accommodation if it facilitates their independence¹³. Development of age and disable-friendly housing in the Avon will provide appropriate accommodation to meet the region's current and future demand, creating alternative independent living arrangements which differ from current residential aged care facilities and allow older people to 'age in place'.

⁹ Australian Bureau of Statistics 2011

¹⁰ WA Tomorrow 2015

¹¹ WA Planning Commission 2012

¹² Based on 2016 wait-list numbers, Verso Consulting Pty Ltd, Wheatbelt Housing Demand – Avon, 2016

¹³ Verso Consulting Pty Ltd, Wheatbelt Housing Demand – Avon, 2016

Wheatbelt Blueprint: a vision for a vibrant future

This project specifically aligns with the Liveable Communities pillar of the Wheatbelt Blueprint which aspires to have “*diverse, safe, health and resilient communities where services and infrastructure reflect the needs and aspirations of current residents and attract new residents*”. This element includes the following target outcomes:

- aged care infrastructure and services enable residents to age in place;
- communities across the Wheatbelt provide aged care services through a cluster housing model by 2020; and
- the Wheatbelt Aged Care industry achieves considerable growth and is renowned for its quality of service.

Liveable Communities includes service delivery reform and identifies ageing as an area of need, together with community amenity including housing.

Wheatbelt Regional Plan 2013-2018 (Regional Development Australia – Wheatbelt)

The Wheatbelt Regional Plan is a 5 year strategic outlook for the Wheatbelt region that aims to inform decision makers about appropriate policy for the area and provide a focus for investment. The plan has been developed through extensive consultation as well as desktop research to ensure that the actions and strategies are based on robust evidence.

The Wheatbelt Regional Plan identifies the “*provision of a diverse housing stock to accommodate the needs of different sectors of the community (including aged)*” as a regional priority in the AROC region, stating that there is a lack of diverse and suitable housing stock for a wider demographic profile. It is noted that the Wheatbelt’s population is increasingly skewed towards an older demographic, with 10.3% of the overall population being aged 70 and above, compared with the State average of 8.2%. There is significant pressure on aged specific infrastructure and services within the Wheatbelt, and this is likely to continue as one in four Wheatbelt residents will be over the aged of 65 by 2026¹⁴. Substantial investment in appropriate infrastructure and services for an ageing population is imperative to ensure that the needs of this demographic can continue to be met.

Wheatbelt Aged Support and Care Solution/s Report Verso-2014

While population growth and decline varies across the Wheatbelt, one trend that is relatively consistent is the ageing of the population in both absolute and percentage terms. The demographic analysis for the Housing Needs studies conducted as part of this project showed that by 2027 the population of the Wheatbelt aged 70 and over will have increased by 75.3% from 2011. The 70+ population of 7,646 will have increased to 13,400 by 2027, moving from 10.4% of the total population to around 17% of the total Wheatbelt population.

The *Wheatbelt Aged Care Solution/s Report (2014)* offers a clear implementation plan to achieve ageing in place, for both current and future residents of the region. Key themes include:

- development of age friendly infrastructure;
- provision of quality universal design housing;
- enhanced delivery of home care services; and
- residential facilities which include dementia and respite care.

¹⁴ WA Planning Commission, 2012

Ageing in the Bush Report (RDCo)

The Ageing in the Bush project was an initiative of the Regional Development Council of Western Australia with the objective to “identify aged care models for regional WA that will enable residents to age in their community”.

Overall, WA non-metropolitan regions have an older population profile than the state as a whole and are consequently further advanced in encountering increasing needs for aged care. Common concerns in regional WA include:

- sparse and geographically dispersed ageing populations;
- aged services under pressure;
- aged and home care workforce issues; and
- significant sustained growth in demands for aged and home care services.

This means that too often, older people are leaving their homes and their communities to access the services they require. This is likely to have a long term detrimental effect on the individual and rural areas and place increasing pressure on metropolitan services.

Projected growth rates for the older population in regional WA are greater than for metropolitan areas. There is a pressing need to address current issues and prepare for future demands. It is imperative for the economic and social viability of regional WA that the number of older people who have to leave their homes to access the care they need, is reduced.

A number of models to address state wide issues have been developed. They draw on principles that guide quality provision of services, support sustainability and enable appropriate Aboriginal aged care programs. These include:

- geographic ‘footprint’ model for dispersed population;
- housing cluster model to facilitate care delivery;
- improvement of broad access to in-home services;
- accessible respite;
- contemporary model for MPS’s; and
- Aboriginal older care models.

Addressing current and impending needs for aged care services presents real opportunities for economic and jobs growth across regional WA with considerable social and economic dividends.

Avon Sub-Regional Economic Strategy (2012)

The Avon Sub-Regional Economic Strategy identifies health and aged care as one of five key economic drivers for the Avon region, indicating the ‘older age profile of the Avon will underpin continued demand for aged care and retirement village offerings’.

Population growth within the Avon region will support the need for increased health care provision. Coupled with a rapidly ageing population, there will be an increase in demand for ‘*diverse health care services, including expanded dementia care facilities*’. Additionally, the relative proximity to the metropolitan area and affordability of housing will also underpin demand for retirement housing and age appropriate accommodation. The Strategy states there is a need for ‘the provision of quality, affordable niche lifestyle villages in the region, particularly in centres with strong health care provision and strong natural amenity to leverage existing comparative advantages of the sub-region to help differentiate the Avon from other regional markets’.

The development of ILUs in the Avon region will directly align with the sub-regional economic strategy by offering affordable and alternative age appropriate housing for older people. The universal designs and clustered housing arrangement will improve the delivery of home care and reduce risks of incidents and falls whilst maintaining independence of older people as they 'age in place'.

Age Friendly Communities project (2010)

The *Age-Friendly Communities* report was prepared in 2010. The report identified the enablers and barriers of age-friendly aspects in each of the respective communities and gathered suggestions to provide appropriate accommodation and services for the aged residents in the region.

The project examined eight key areas:

- Outdoor space and buildings
- Transport
- Housing
- Respect & Inclusion
- Social participation
- Communication and information
- Civic participation and employment
- Community support and health services

The findings showed that overall older people felt that in many respects their communities were age-friendly despite some significant barriers. They felt safe, valued and respected in their communities. They enjoyed the freedom that country living gave them and the support from friends, neighbours and family, as well as service providers, helped them stay active and involved in community life. Older people wanted to remain in, and connected with their communities for as long as possible, without being a 'burden' on their families. The main barriers to an age-friendly community as identified by older people, carers and service providers related to community support and health services, housing, transport and social isolation.

Alignment with Regional Development Strategy (2016-2025)

Invest in economic infrastructure to drive growth

The AROC Aged Housing Project is expected to drive growth to the project area and across Western Australia during both the construction and operation phases. An economic analysis by RPS found that one of the major quantifiable economic benefits of the project is the expected population retention within the project area and the subsequent value this provides to local communities through both direct expenditure and volunteerism. The project is also expected to support a reduction in health costs due to a reduction in accidents for elderly living in ILUs and improved mental health within an ILU environment.

The cost benefit analysis results (which excluded benefits unable to be robustly monetised) demonstrate that the project will provide a positive economic return to Western Australia over the assessment period. The ratio of benefits to costs is expected to exceed one for the relevant discount rate of 4%, with net additional benefits of \$3 million over the assessment period. The full economic impact analysis can be found at Section 2.10.

Additionally, there were found to be a number of wider social and community benefits not assessed within the cost benefit analysis framework. These include:

- the efficient delivery of aged housing and aged services due to the regional model of implementation;
- de-risking of investment to support private sector operators;
- opportunity for future re-investment of operational surpluses; and
- wider retention of relatives and friends of elderly residents encouraged to stay in the region.

Drive policy and service reform to remove barriers to growth

The AROC Aged Housing Project aligns with recommendations of the *Wheatbelt Aged Support and Care Solutions*, to develop and implement a holistic regional solution to address the needs of the ageing population and better enable people to remain in their communities as their care needs change.

Overall the Wheatbelt has an older population profile than the state as a whole and is consequently further advanced in encountering increasing needs for aged care. Common concerns include:

- sparse and geographically dispersed ageing populations;
- aged services under pressure;
- aged and home care workforce issues; and
- significant sustained growth in demands for aged and home care services.

By better facilitating contemporary aged care service delivery through this Project, people are enabled to remain in community for longer, bringing both economic and social benefits.

Identify and promote opportunities for investment

The 2014 Deloitte Report *Positioning for prosperity? Catching the next wave*, states that the “*largest megatrend affecting Australia in coming decades will be an ageing population. This will generate a host of almost recession-proof domestic growth pockets, especially in the health arena*”.

The AROC Aged Housing Project will encourage investment in these emerging industries through the provision of appropriate housing that enables people to remain in communities for longer. Sectors tipped to grow from this trend, as anticipated in the Deloitte Report include:

- community and personal care;
- retirement living and leisure;
- preventative health and wellness; and
- digital delivery of health.

Alignment with participating Local Government's Strategic Planning

<p>SHIRE OF DOWERIN</p> <p>Community Strategic Plan 2013 – 2022</p> <p>Corporate Business Plan 2013- 2015</p>	<p>Key Focus Areas: Community Local Economy & Business Caring for our Environment Local Government Leadership</p> <p>Strategic Goals: A strong, healthy & safe community</p> <p>Actions:</p> <ul style="list-style-type: none"> • Investigate options to expand the number of existing aged care units on Goldfields Road (p.12) • Develop seniors facilities and be recognised as an age friendly community (p13) • Increase and maintain a range of affordable housing for singles, families and seniors. CBP /C.5.1.
<p>SHIRE OF GOOMALLING</p> <p>Community Strategic Plan 2013 - 2022</p> <p>Corporate Business Plan 2013 -2017</p>	<p>Key Focus Areas: Leadership Accountable and Sustainable Advocating Improvement and Reform</p> <p>Strategic Goals: Create an environment that provides for a caring and healthy community.</p> <ul style="list-style-type: none"> • To provide and maintain resident housing. (CBP p9) <p>Actions:</p> <ul style="list-style-type: none"> • Facilitate the provision of services for aged persons and people with disabilities. (CP S2.4 p9) • Monitor local community demand for additional ILUs (CP S2.6 p9) • Advocate, promote and market the Shire as a place to live, work and visit. (CBP E 2.1 p5) • Develop additional housing and other forms of accommodation to attract skilled workers to the district. (CBP E3.9 p6) • Develop and maintain sustainable assets and infrastructure. (CBP B1.1 p7) • Facilitate and integrate housing options, local services, employment and recreational facilities. (CBP B 1.5 p7) • Develop successful and collaborative partnerships. (CBP C1.7 p7) • Provision and maintenance of community housing including the elderly.(CBP/Housing p9)

<p>SHIRE OF TOODYAY</p> <p>Strategic Community Plan 2013-2023</p>	<p>Key Focus Areas: Building trust, partnerships & support for community action</p> <p>Preparation of four key plans: Economic development Environment Community engagement Recreation</p> <p>Strategic Goals:</p> <ul style="list-style-type: none"> • Aged care-regional collaboration, substantially funded by royalties for Regions • Advocacy – including health, medical, education, infrastructure, public transport and improve train services <p>Actions:</p> <ul style="list-style-type: none"> • Aged Care – Facilitation and contribution towards the development of retirement/aged care units – one million (mainly grant funded).
<p>SHIRE OF VICTORIA PLAINS</p> <p>Community Strategic Plan 2013/14 to 2022/23.</p> <p>Corporate Business Plan.</p>	<p>Key Focus Areas: Growth Community Shire Infrastructure Governance</p> <p>Strategic Goals:</p> <ul style="list-style-type: none"> • A shire that supports its aging population by providing aged friendly housing, services through HACC and other providers to allow them to age in the community they grew up in. • Actively seek opportunities for resource sharing and joint venture arrangements. • Provide more aged housing / accommodation in conjunction with AROC Councils. • Plan for and facilitate sustainable growth and development. <p>Actions:</p> <ul style="list-style-type: none"> • Develop a Feasibility Study for land release. • Develop a 'Health Services Plan' that identifies ways to increase the number of health professionals to support the area and provide more aged housing / accommodation in conjunction with AROC Councils. • Investigate additional aged housing to be provided through Royalties for Regions funding. • Conduct a review into the needs and promotion of HACC (home and community care) funded programs within the Shire.

2.7 Project Deliverables

Project Outputs

	Outputs	Performance Measure	Performance Measure Method
1	Construction of 22 ILUs for aged persons across four (4) Local Governments in the Avon region	Number of units constructed over the three year period	Construction of ILUs is complete on time and within budget
2	100% occupancy rate of ILUs	Number of units occupied	Occupancy rate of units after completion

Project Outcomes

	Outcomes	Performance Measure	Performance Measure Method	RfR Outcome
1	ILUs will support skills development and offer career pathways for workers in the regional health and aged care industry	Workforce retention and attraction	Number of health and aged care positions filled or created	Building capacity in regional communities
2	The units will maintain independence for the elderly through appropriate housing designs, minimising risks and accidents	Contribution to health care expenses and emergency services	Number of aged residents requiring high level health care Number of aged residents requiring emergency assistance for accidents acquired within the home	Retaining benefits in regional communities
3	'Ageing in place' Retain the ageing population through appropriate home care and service provision	Contribution to aged population retention	Number of aged residents and their families remaining in the communities	Retaining benefits in regional communities
4	The units will maximise long term efficiency of the housing stock	Contribution to community resources	ILUs are built to platinum standards and Liveable Housing Design requirements.	Improving services to regional communities
5	Project will invest in established community organisations, which will improve participation in community organisations, service delivery and volunteerism	Contribution to community capability Service availability and delivery	Community participation and level of volunteerism Number of aged residents accessing housing services in their local community	Building capacity in regional communities

6	Enhanced capacity through partnerships between community, local government, State and federal agencies	Contribution to community capacity	Population statistics	Retaining benefits in regional communities
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2.8 Stakeholder Engagement

The AROC Aged Housing Alliance has undertaken a range of stakeholder engagement. This engagement is summarised below.

Dowerin

In Dowerin the stakeholders consulted were primarily the current users of Dowerin HACC (Home and Community Care) services. These specific community members are envisaged to be the most likely to be utilising this opportunity for housing over the next 2-5 years. The Shire of Dowerin commissioned Localise to conduct an Aged Friendly Communities Audit in February 2015. This mostly focused on public and community buildings/facilities rather than stakeholder feedback.

Goomalling

The Shire of Goomalling has engaged in the following stakeholder consultation specifically including discussion regarding independent aged housing needs within the Shire:-

Aged Consultation

Council carried out extensive consultation during the Age Friendly Community Plan process which identified a number of priority projects including improved footpaths and more appropriate housing. Council partnered with Shire of Toodyay to engage Localise consultants to assist with the project to deliver a number of surveying mediums including written surveys, online surveys, forums and service provider forums.

In addition to the Aged Friendly Community Plan Council complete a town audit to identify areas of improvement to create a more age friendly community, this process enable Shire of Goomalling to attract funding to complete the necessary works. The consultation involved written surveys, focus groups and forums.

Aboriginal Consultation

Whilst no formal consultation has taken place in regards to housing of Aboriginal people through conversation with families, the quality of the Department of Housing stock in Goomalling is appalling with many having no heating/cooling or insulation. Through the Native Reserve preservation project a number of elders have expressed interest in move back to Goomalling "to die" however due to the lack appropriate housing stock we are unable to accommodate their request.

Toodyay

Aged Consultation

Council carried out extensive consultation during the Age Friendly Community Plan process which identified a number of priority projects including more appropriate housing. Council partnered with Shire of Goomalling engaged Localise consultants to assist with the project to deliver a number of surveying mediums including written surveys, online surveys, forums and service provider forums.

In addition to the Aged Friendly Community Plan Council complete a town audit to identify areas of improvement to create a more age friendly community, this process enable Shire of Toodyay to attract funding to complete the necessary works. The consultation involved written surveys, focus groups and forums.

Victoria Plains

In the last few years Victoria Plains has taken part in the Aged Friendly Communities audit and the completion of the Aged Friendly Communities Plan. In both of these a focus group of Aged members of the community were formed and met with shire staff and Councillors. The community also raised the issue of aged housing at community meetings held for the review of the community strategic plan in 2015

The Shire of Victoria Plains has engaged in the following stakeholder consultation specifically including discussion regarding independent aged housing needs within the Shire since early 2015:-

- Creating Aged Friendly Communities Audit – completed Feb 2015, reviewed Nov 2015
- Seniors Reference Group established – 3 -4 meetings during 2015
- Focus group established as a result – survey conducted Sep 2015, Engagement Report completed
- Yerecoin Progress Association raised the need for independent aged housing within the town (2015)
- Community Strategic Plan review undertaken in 2015 – needs of aged was raised as an issue (was not included in the existing Community Strategic Plan).

Stakeholder Engagement moving forward

The AROC Aged Housing Alliance will develop a project plan as a milestone of the FAA. Included in this planning would be a community engagement process that seeks input from both the Aboriginal and non-Aboriginal community, key stakeholders, health and aged care focus groups. The aim of this consultation will be to gain an understanding of each stakeholder's needs or their impact on the project.

2.9 Critical Assumptions

The main critical assumption is based on the estimated population growth and the global trend of an ageing population increasing the need for dedicated ILUs to facilitate ageing in place in the community of choice.

This assumption is supported by the following factors:

- current ILUs in the project area continue to have 100% occupancy rates;
- there is a wait list in all communities with consistent demand exceeding supply;
- the aged population will double in the project area over the next 15 years resulting in increasing and sustained demand;
- more than 50% of the aged population will seek alternate accommodation with ILUs being the most significant option sought by older persons; and
- increased demand for community aged care will require capacity for services to be delivered in homes that are safe for older persons and community care workers providing the services.

Table 4: Proportion of Population Aged 55 and above^{15,16}

Location	2004	2014	2026
Shire of Dowerin	21.6%	34.9%	35.2%
Shire of Goomalling	25.3%	32.0%	32.4%
Shire of Toodyay	27.6%	37.8%	48.7%
Shire of Victoria Plains	23.0%	24.2%	32.8%
Project Area	26.0%	35.0%	43.7%
Western Australia	21.8%	23.7%	26.6%

A secondary critical assumption is confidence in the anecdotal knowledge and the understanding local governments have of their respective communities. The Verso Report – Wheatbelt Housing Demand Avon (March 2016) has indicated that there is minimal demand in the Victoria Plains and Dowerin communities, however acknowledged this may be due to a lack of infrastructure and services.

The following assumptions are based on anecdotal information:

- all local governments in the project area continue to have persistent enquiries for seniors housing;
- with limited accommodation, aged members of the community often move to the coastal area (Perth, Mandurah, Rockingham, Bunbury and Busselton);
- some members stay in their inappropriate housing and access residential aged care early due to falls, anxiety and assessed risks of staying in own home;
- Housing Authority clients residing in the older style homes (elevated, poorly designed and incompliant with Silver Standards, and no climate controls [air-conditioning, heaters, fans]) are only considered for vacant, existing age friendly housing if there are no other applicants; not supporting them to stay in the communities. In 2015 Goomalling had two couples in this situation leave the district due to unsuitable housing; and
- Dowerin Home and Community Care has identified 25 of their current clients who will require more appropriate housing in the next few years (Appendix 4).

2.10 Economic and Financial Analyses

This project has the opportunity for greater economic and financial benefits to be delivered long after the initial investment of Royalties for Regions funding. This project investment of ~\$7.5m to construct 11 ILUs will result in the overall total of 64 units being available across the four local governments.

Employment: The construction of the project is expected to support an average of 24.4 full-time, on-site construction jobs. The industry norm is that for every on-site construction job, there is an incremental job from a related service provider off-site (e.g. architects, designers, work being manufactured in off-site facilities) – the multiplier effect. The project is modelled to support a total average full-time employment of 55.6 over the construction phase. Employment will be concentrated in the building construction, technical services and retail industries.

Economic contribution: The project construction phase will also have a broader impact on the economic output of the Western Australian economy. The considerable flow-on benefits to downstream and upstream suppliers will result in an expected increase in economic activity

¹⁵ RPS Avon Aged Housing Alliance Economic Evaluation (page 7)

¹⁶ ABS (2015) Regional Population Growth, Cat No. 3218.0, Australian Bureau of Statistics, Canberra & DoP, WA Tomorrow Population Forecasts, Department of Planning, Perth

during the construction phase of the project of around \$16.7 million (i.e. the economy will be \$16.7 million larger). The operational period has broad and ongoing impacts. Once construction is complete the units will be tenanted resulting in raised revenue. This revenue will be set aside in a reserve fund to provide ILU maintenance as required and the balance will be set aside for future construction as funds permit¹⁷.

In addition, the economic benefits associated with a retained population will achieve:

- an increased local expenditure;
- creation of jobs in the service and health industries that support the well-aged to remain in their homes for as long as possible;
- health cost savings attributed to increased social interaction; and
- improved physical and mental health and efficiency savings through clustering.

Table 5: Economic Impacts, Benefit Assessment¹⁸

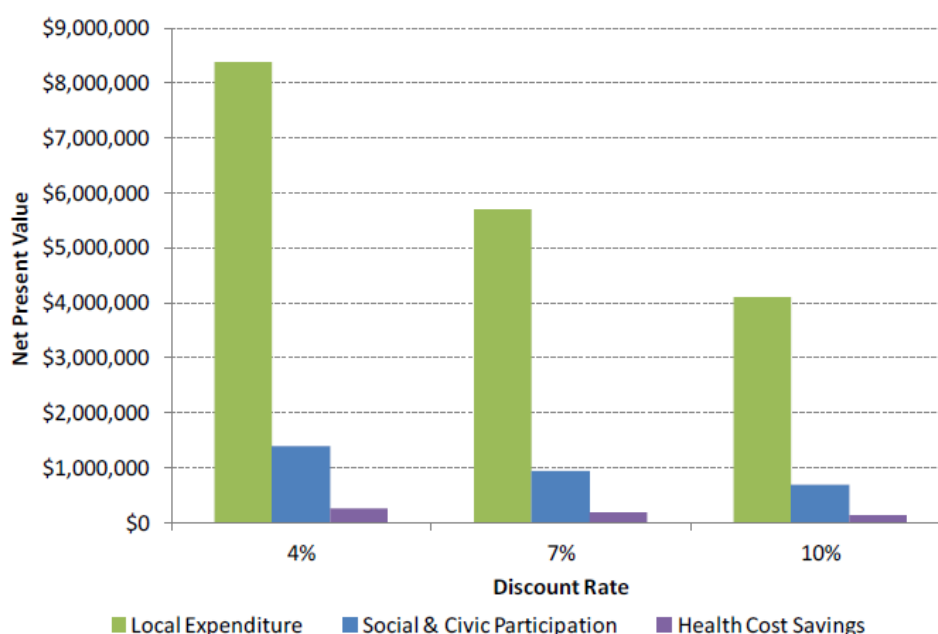


Table 6: Ongoing Economic Impacts¹⁹

Impact	Assessment
Local Expenditure	The project is expected to lead to the retention of elderly residents within the project area. The related local expenditure these residents provide to the local community is modelled to be equivalent to \$511,884 per annum on average over the assessment period. This level of expenditure is expected to support current and future business operations and directly and indirectly support 4.3 full-time equivalent positions in the project area.
Social and Civil Participation	The project is expected to support the retention of elderly volunteers within the project area that volunteer over 5,875 hours per annum in total. The value of social and civic participation due to the retention of elderly residents has been estimated at an average per annum of \$84,395 over the assessed 30-year period.

¹⁷ RPS Avon Aged Housing Alliance Economic Evaluation (page 10)

¹⁸ RPS Avon Aged Housing Alliance Economic Evaluation (page 14)

¹⁹ RPS Avon Aged Housing Alliance Economic Evaluation (page 11)

Health Costs	<p>The provision of appropriate aged accommodation is expected to lead to reduced accidents and overall better health for occupants. The project's ability to reduce falls and accidents among the elderly is expected to lead to health cost savings of \$13,650 per annum.</p> <p>Studies have also illustrated the value of increased social interaction as a result of age appropriate housing which translates into reduced mental and physical health deterioration. Increased social interaction by lone person households within an ILU environment delivered by the project is expected to support health cost savings in the order of \$3,650 per annum.</p>
Housing and Support Service Efficiencies	<p>The co-location of ILUs and region coordination of this program of works is expected to provide upfront and ongoing cost efficiencies. Part of the cost savings are attributable to economies of scale as represented by the rollout of 'universal design' and 'cluster housing' models.</p>
Private Sector Aged Housing Investment	<p>Within regional markets, there is generally an untested private sector need for ILUs given the uncertain outlook in these communities and the existing housing market dynamics. The provision of ILUs in the project area is however expected to provide a pilot for future private sector and social enterprise investment in aged housing across the region.</p>
Re-Investment	<p>Aged and social housing providers generally operate as not-for-profit operations and re-invest operational savings into future projects and capital works as well as leverage off the existing asset base. The proposed business model for the project is expected to enable investment in future housing developments in the project area, providing a further round of benefits to the area.</p>

Population Retention	Living near friends and family was found to be one of the top three factors influencing where to live according to Department of Planning research. The provision of age appropriate housing to support the retention of older residents is therefore likely to encourage family and friends to stay in the project area. This is in addition to the retention of up to 22 residents staying in the ILUs, at two users per ILU, which may have to leave the area without the project.
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2.11 Assessment of Options

Since 2010 the Wheatbelt Development Commission has supported the development of regional solutions to enable older residents to remain in their communities as they age. This has included the development of the *Wheatbelt Aged Support and Care Solution/s Report* (2014).

The *Wheatbelt Aged Support and Care Solution/s Report* (2014) explored the Aged Care issue extensively and identified four planks of action to improve support for older people to age in their Wheatbelt communities. These being:

- creating age friendly communities;
- developing age appropriate cluster housing;
- fostering the delivery of home care; and
- supporting access to residential care.

The forecasted population decline (WA Tomorrow Population Projections) is a key issue for AROC. In order to maintain vibrancy and reverse this trend in the communities it is necessary for strategies to be developed.

Well-aged housing in the Avon region supports:

- aged residents;
- extended family of aged residents;
- appropriate housing to reduce injuries;
- employment in the aged care industry;
- community participation and volunteerism; and
- social cohesiveness.

This project will build the total number of ILUs available in the project area. All local governments have waiting lists for their respective units and flexible entry models will allow for future re-investment in housing. Five options have been assessed:

- Do nothing (Business-as-usual);
- Attract an external developer;
- Project funded through Growing our South Initiative;
- Investment into residential accommodation; and
- Investment into modification to the current housing arrangements to allow the aged people to remain in situ

Option 1 – Do Nothing

Costs	<ul style="list-style-type: none"> • Elderly residents continue to leave communities • Over 5,875 volunteer hours to be fulfilled by other community members as a result of elderly leaving community • Poor physical and mental health outcomes
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	<ul style="list-style-type: none"> Elderly residents may enter a residential facility earlier than needed
Benefits	<ul style="list-style-type: none"> Reduced financial impact on all investing stakeholders.
Financial Implications	<ul style="list-style-type: none"> Approximately \$511,884 per annum in lost revenue to local community when elderly residents leave Costs to health sector increase as a result of elderly living in unsuitable accommodation (cost of falls and other accidents - \$13,650 and isolation \$3,650 per annum) No further expansion of project deliverables Demand will outweigh number of ILUs Increased pressure on other accommodation and residential care Population decline Increased pressure on health services (injuries from inappropriate housing) Financial impacts may be felt by families having to consider other options including moving away from their communities; this could have significantly higher financial consequences Increased demand for residential aged care would place considerable financial pressure on these stakeholders as they will be required to consider the construction of additional beds
Risk Profile	Low

Option 2 – External developer

Costs	<ul style="list-style-type: none"> Could result in oversupply of ILUs to housing market Oversupply of houses could devalue median house price across Avon Aged Housing Project Local residents may not be able to afford to move into Private sector ILU Cost prohibitive for an individual investor based on traditional costs of construction (\$320,000 to \$360,000) and current median house price (\$230,000)
Benefits	<ul style="list-style-type: none"> Additional ILUs to suit 'Ageing in Place' building requirements Elderly can maintain their independence Prevent illness Avoid hospitalisation Improve support and care at home Blunt demand for residential care Over 5,875 volunteer hours fulfilled by elderly members of the community Likely to build more ILUs to meet cost of construction efficiencies Local and State Governments can invest in other projects
Financial Implications	<ul style="list-style-type: none"> Cost Benefit Analysis indicates market failure and hence reduced likelihood of private investment Costs to health sector increase as a result of elderly living in unsuitable accommodation (cost of falls and other accidents - \$13,650 and isolation \$3,650) High operating costs and capital requirements No financial impact on R4R (State) funds

Risk Profile	Medium
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Option 3- Project funded through Royalties for Regions

Costs	<ul style="list-style-type: none"> • \$7,957,284 investment to construct 11 units (Royalties for Regions + Local Government funds)
Benefits	<ul style="list-style-type: none"> • Needs of Community are met • Project is completed in a timely manner and therefore meets needs of well-aged on current waiting lists • Economic benefits to the community and region • Employment opportunities created as a consequence of the project being complete (health service providers) • Rental income from units will be used to maintain the properties and reinvested in future construction of units creating a multiplier effect from the R4R investment • Project is shovel ready and will see investment of funds into a proven project capable of delivering on outputs and outcomes identified • This project is part of a larger regional initiative to sustain our Wheatbelt communities
Financial Implications	<ul style="list-style-type: none"> • Royalties for Regions and stakeholder investment • Reduced building costs with economies of scale (approx. \$11,000/ILU) • Approximately \$511,884 per annum revenue generated to local community with retention of elderly residents • Cost savings to health sector as a result of elderly living in suitable accommodation (cost of falls and other accidents - \$13,650 and isolation \$3,650)
Risk Profile	Low

Option 4- Investment into residential accommodation

Costs	<ul style="list-style-type: none"> • Elderly residents continue to leave communities • Over 5,875 hours to be fulfilled by other community members as a result of elderly leaving community • Elderly residents may enter a residential facility earlier then needed
Benefits	<ul style="list-style-type: none"> • Prevent illness • Avoid hospitalisation
Financial Implications	<ul style="list-style-type: none"> • Cost of residential care per resident (up to \$65,000/year versus \$1,000/year for basic home support) • High operating costs and capital requirements
Risk Profile	Medium

Option 5- Investment into modification to the current housing arrangements to allow the aged people to remain in situ

Costs	<ul style="list-style-type: none"> • Does not address housing shortage • Does not support flexibility of use • Does not result in development community asset • Funding for home modifications can already be obtained through the Commonwealth Government Home Care Packages. • Difficult to administer • Does not provide long-term community benefits
Benefits	<ul style="list-style-type: none"> • Provides opportunities for some people to remain in their own home • Elderly can maintain their independence
Financial Implications	<ul style="list-style-type: none"> • Results in investment into private residences as opposed to community asset.
Risk Profile	Medium

2.12 Funding Strategy

2.12.1 Development of Project Costings

In January 2016, the Wheatbelt Development Commission (WDC) engaged Central Midlands Construction (CMC) to deliver an independent analysis of housing designs and costings for the development of aged housing across the Wheatbelt. In developing this analysis, the WDC required the independent consultant to focus on the following outputs;

- Cost/s for a base model ILU for the purpose of developing a Business Case for funding submissions;
- Overview of ILU options that includes floorplans, elevations and list of inclusions
- Comparison table showing economies of scale
- Ensure that all designs meet Liveable Housing, Dementia Design and environmental requirements

WDC undertook this analysis to ensure all Local Governments were provided with a comprehensive and appropriate costing overview that allowed informed and transparent planning to be undertaken.

CMC approached a number of building companies that provide independent living units. These companies provided housing designs that complied with aged care requirements, rules and regulations.

CMC then went back to these companies to negotiate the best ways to achieve economies of scale that deliver affordable aged housing across LGA's. These cost estimates indicate that these ILUs can be delivered in an extremely cost effective manner is purchased 'in bulk'.

All companies were informed that the process was not part of the tendering stage of the project.

Steve Mason, CEO CMC has a long history in the housing industry and has previously been involved with state government and has a local government background.

Further detail in relation to these costings is available in the Supporting Document 11:
Development of Project Costings and Housing Designs

2.12.2 Total Budget

Item of Expenditure	\$	Source of Funds	Funding Secured
1. Project Administration, Professional Fees and Compliance - Pre Build			
Advertising (tenders, job positions, promotion/marketing)	\$28,504.00	Local Government	Yes
Administration (staff, stationary, computer, telephone, internet, printing)	\$26,520.00	Local Government	Yes
Project Manager (fee)	\$187,200.00	Local Government /R4R 50/50	Yes/No
Site Design (Fee)	\$22,000.00	Local Government	Yes
Building Plan Submissions (fees)	\$38,742.00	Local Government	Yes
Audit Fees	\$4,500.00	Local Government	Yes
Total of section 1	\$307,466.00		
2. Identify Site Works and Land Assembly Costings - Pre Build			
Land Provision (estimated value)	\$580,000.00	Local Government	Yes
Power Infrastructure Costs	\$130,000.00	Local Government	Yes
Water Infrastructure Costs	\$100,000.00	Local Government	Yes
Telecommunication Infrastructure Costs	\$10,200.00	Local Government	Yes
Sewerage Costs	\$90,000.00	Local Government	Yes
Site Works - Clearing / levelling/compaction of site	\$190,000.00	Local Government	Yes
Site Works - Retaining Walls if required	\$55,000.00	Local Government	Yes
Footings (calculated number of units x \$\$)	\$220,000.00	R4R	No
Total of section 2	\$1,375,200.00		
3. Construction/Installation			
Construction of Dwellings (onsite or offsite)	\$4,070,000.00	R4R	No
Transport and Delivery (including Western Power Escort)	\$121,000.00	R4R	No
Solar Hot Water System / Solar Panels	\$55,000.00	R4R	No
Gable Roofing	\$88,000.00	R4R	No
Up grade to 3 X 1.5	\$32,000.00	R4R	No

Total of section 3	\$4,366,000.00		
4. External Construction/Site Design - Post build			
Landscaping	\$76,000.00	Local Government	Yes
Fencing	\$138,400.00	Local Government	Yes
Footpaths	\$140,000.00	Local Government	Yes
Driveways	\$129,000.00	Local Government	Yes
Communal zones (in-kind) <i>i.e. gazebo, bbq area</i>	\$50,000.00	Toodyay	Yes
Additional features <i>Rainwater tanks/solar</i>	\$40,000.00	Goomalling	
Total of section 4	\$573,400.00		
Total of all 4 sections	\$6,622,066.00		
Contingency	\$662,207.00	R4R	No
Regional Loading	\$662,207.00	R4R	No
TOTAL	\$7,946,480.00		

2.12.3 Royalties for Regions Funding Amount

Royalties for Regions Funding				
	Year 1	Year 2	Year 3	Total
Project management	\$31,200	\$31,200	\$31,200	\$93,600
Footings	\$80,000	\$100,000	\$40,000	\$220,000
Construction	\$1,480,000	\$1,850,000	\$740,000	\$4,070,000
Transport	\$44,000	\$55,000	\$22,000	\$121,000
Solar Hot water systems	\$20,000	\$25,000	\$10,000	\$55,000
Roof Gabling	\$32,000	\$40,000	\$16,000	\$88,000
Upgrade to 3x 1.5	\$32,000			
Total	\$1,719,200	\$2,101,200	\$859,200	\$4,679,600
Contingency	\$246,455	\$304,360	\$111,392	\$662,207
Regional Loading	\$246,455	\$304,360	\$111,392	\$662,207
Total				\$6,004,014

Avon Aged Housing Project Budget Summary						
Description of Service	Year 1	Year 2	Year 3	Total In-Kind (Estimate)	Total RfR (Estimate)	Total Cost
1. Project Administration, Professional Fees and Compliance - Pre Build	\$107,152	\$108,596	\$91,718	\$213,866	\$93,600	\$307,466
2. Identify Site Works and Land Assembly Costings - Pre Build	\$494,000	\$705,000	\$176,200	\$1,155,200	\$220,000	\$1,375,200
3. Construction/Installation	\$1,608,000	\$1,970,000	\$788,000	\$0	\$4,366,000	\$4,366,000
4. External Construction/Site Design - Post build	\$255,400	\$260,000	\$58,000	\$573,400	\$0	\$573,400
Sub Total	\$2,464,552	\$3,043,596	\$1,113,918	\$1,942,466	\$4,679,600	\$6,622,066
6. Regional Loading (10%)	\$246,455	\$304,360	\$111,392		\$662,207	\$662,207
7. Contingency (10%)	\$246,455	\$304,360	\$111,392		\$662,207	\$662,207
Total	\$2,957,462	\$3,652,316	\$1,336,702	\$1,942,466	\$6,004,014	\$7,946,480

Contributions				
R4R Request	\$ 2,212,110.00	\$ 2,709,920.00	\$ 1,081,984.00	\$ 6,004,014.00
Applicant Contribution	\$ 745,352.00	\$ 942,396.00	\$ 254,718.00	\$ 1,942,466.00
Total	\$ 2,957,462.00	\$ 3,652,316.00	\$ 1,336,702.00	\$ 7,946,480.00

2.12.4 Sustainability and Ongoing Viability

Once the project is completed in its entirety, each local government will be responsible for the management of their ILUs. With the exception of the Shire of Toodyay who have an agreement with Butterly Cottages to manage the Shire's units²⁰.

Once the units are completed they will be included in the respective Asset Management Plans in line with the Integrated Planning and Reporting (IPR) requirements.

The AROC Aged Housing Alliance has considered a number of aspects of sustainability and viability which are each discussed below.

1. Regionalised Model
2. Self-Sufficiency
3. Addressing Land Assembly Costs
4. Operational, Maintenance and Cost Assumptions
5. Budget Forecast

²⁰ Refer to Appendix 5 for Butterly Cottages Business Plan

Regionalised Model

The AROC Aged Housing Alliance model allows for the leveraging of regional investment and coordination of Shire resources, assets and buying power, which would otherwise be utilised in a more ad-hoc and less cost efficient way.

The scale of the works program is designed to sustain a consistent flow of construction work across the region over the 3-year project period. This assists to facilitate viable growth of local businesses and the employment of apprentices and trainees, which further leverages the capital investment for economic development.

Self-Sufficiency

In the long term, the project will have the potential to generate a stable rental income, sufficient to maintain housing stock, contribute to professional housing management services and have potential to service small development loans, which could be leveraged against the asset base. The management capacity within the AROC Aged Housing Alliance also has the potential to contribute to existing housing stock across the region.

Addressing Land Assembly Costs

Ongoing costs after the land has been assembled and serviced and prior to development include mowing, weed and pest control, dust control, fire management and insurances. These minor costs will be borne by the respective Shires / land owners within recurrent operational budgets / maintenance programs. This will form part of a project agreement to be executed by the respective Shire and AROC Aged Housing Alliance prior to allocation of funds for site servicing or dwelling construction.

Operational, Maintenance and Cost Assumptions

In establishing the sustainability of the project, operational, maintenance and cost assumptions must be determined. This includes taking into account the following operational costs, based on income received from rent;

- 22% admin and insurances;
- 4% common area maintenance;
- 5% bad debt and vacancies.

The table below outlines the maintenance cost assumptions for each individual ILU.

Item	Assumed life/frequency	Budget Provision
Internal Paint	8 years	\$5,600
External Paint	8 years	\$3,000
Flooring	12 years	\$4,500
Air-con replacement	15 years	\$5,000
Hot water service	15 years	\$3,500
Kitchen cabinets	20 years	\$7,000
Bathroom/laundry upgrade	25 years	\$12,000
Building fabric renewal (eg roofing, roof plumbing etc)	30 years	\$15,000
Electrical safety check	2 years	\$300
Service air-con	3 years	\$1500
Service Solar HWS	5 years	\$700
Pest check	3 years	\$400
Clean gutters	1 year	\$200
Building condition assessment	3 years	\$200

Budget Forecast

In determining a viable business model, it should be assumed that direct rental is the minimum income that will be achieved and this has to demonstrate sustainability.

There are other models available depending on the means test of the applicants, opportunities for subsidy and sales of units. Depending on who goes in and depending on if the unit can be sold or be part of a lease for life program, then the minimum model will increase in revenue and this will be determined during implementation phase.

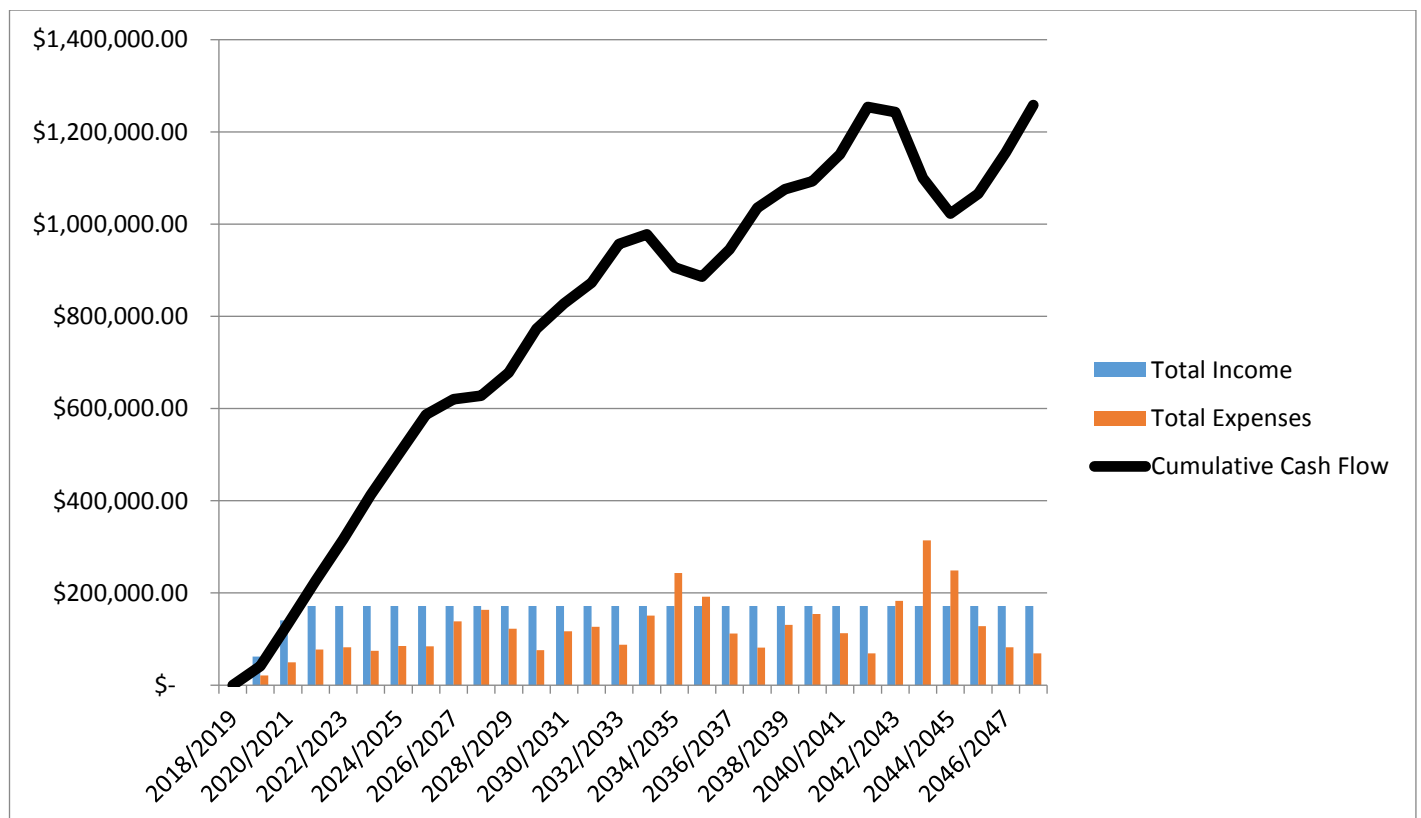
For the purposes of this business case a conservative weekly rent of \$150 or \$7,800 per year, has been used as the minimum rate to develop a budget forecast over 30 years. This assists to verify the units would be sustainable on a low rent.

In developing this budget forecast, the following determinations have been made:

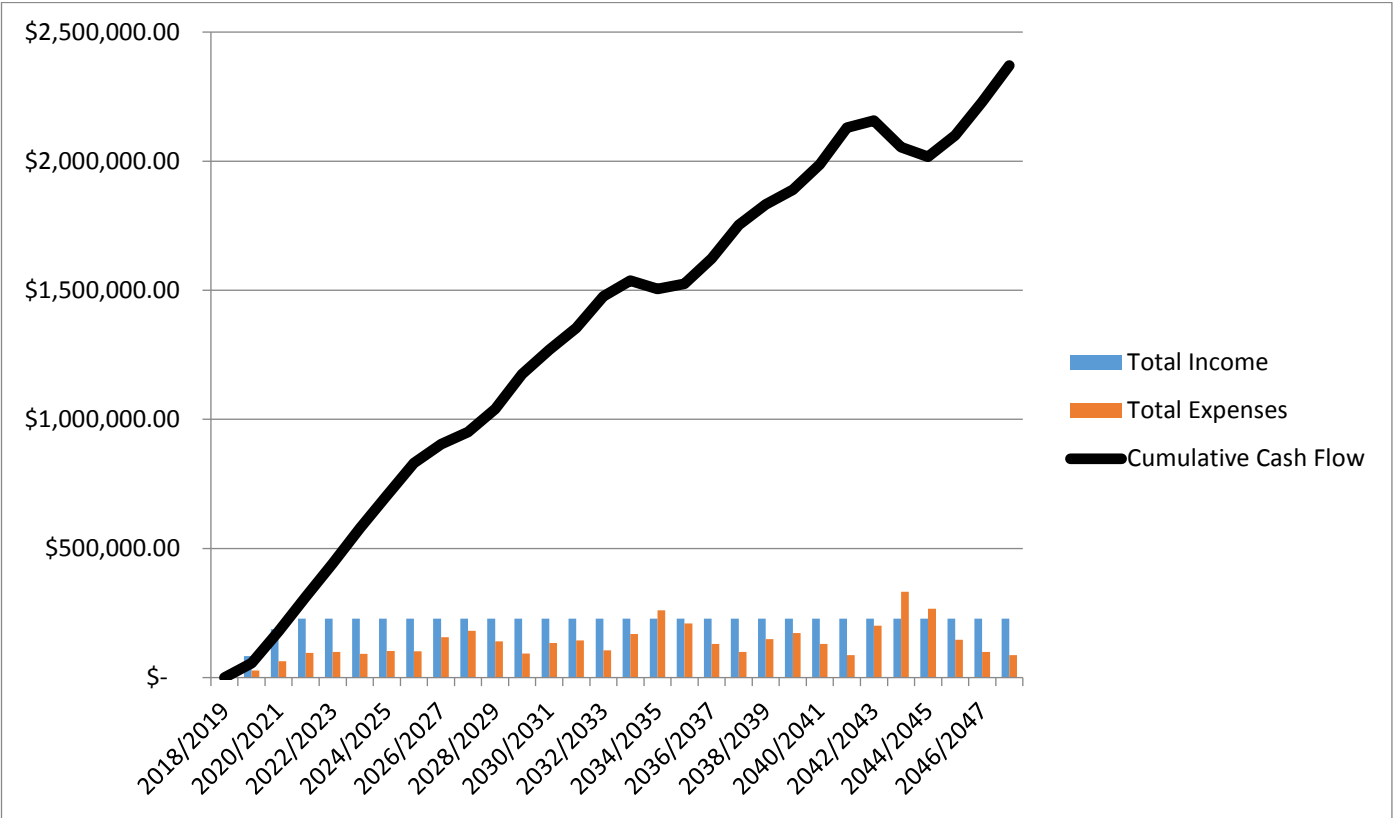
- All 26 units are built and tenanted;
- *Total income* is the combined rent received across all ILU's in a financial year;
- *Total expenses* is the combined cost of maintenance per unit and the operational costs of administration and insurances (22% of annual income), common area maintenance (4% of annual income) and bad debt and vacancies (5% of annual income).
- *Cumulative Cash Flow* is the total income less total expenses, plus the previous financial year balance.

The tables below illustrate the projected rental revenue after costs and the cumulative balance accruing.

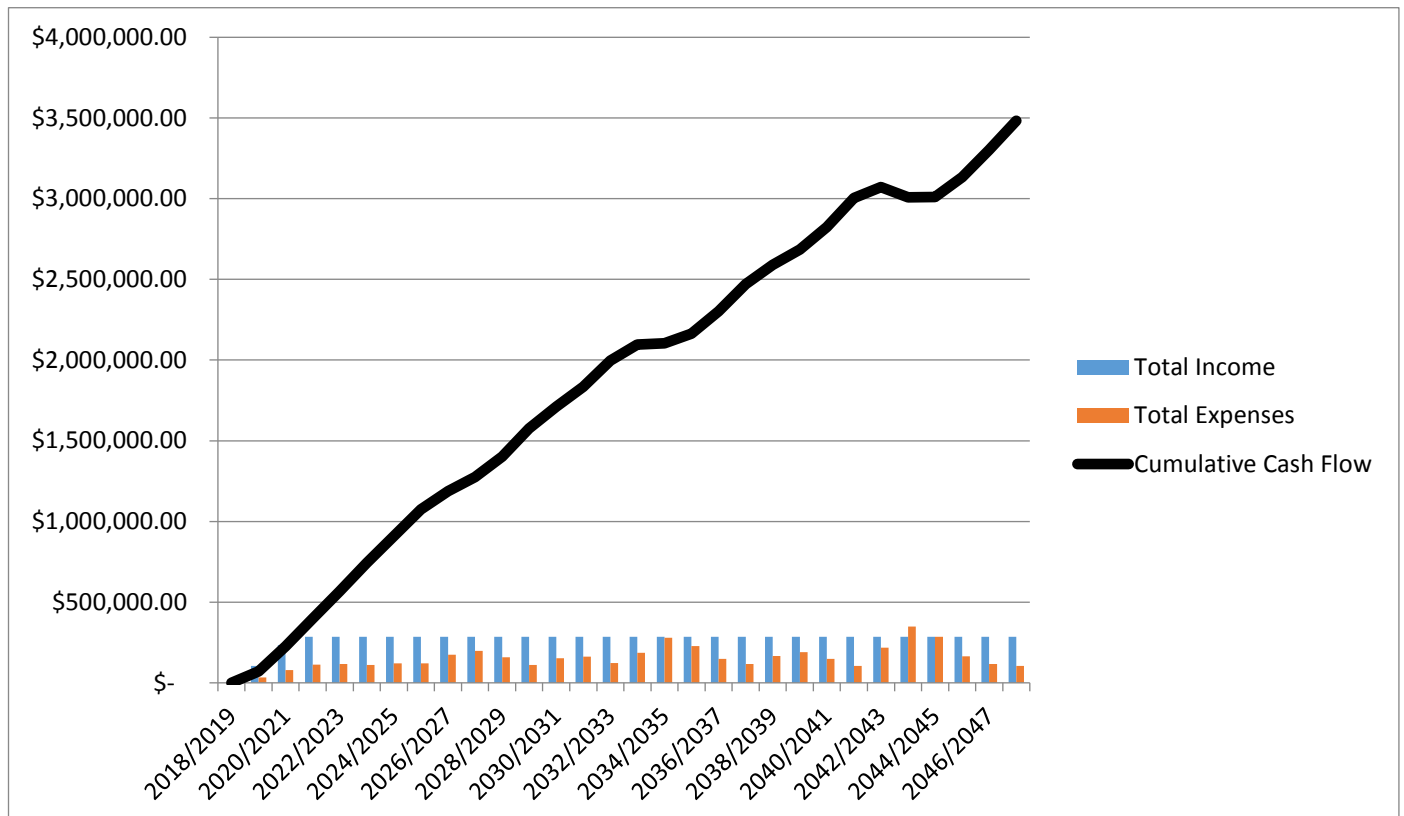
Scenario One: Based on \$150 rent/week per unit:



Scenario Two: Based on \$200 rent/week per unit:



Scenario Three: Based on \$250 rent/week per unit:



2.13 Project Timeframe and Key Milestones

Main Activities / Milestone	Milestone Date	Responsibility
Concept paper prepared and submitted to RFR for consideration.	March 2016	WDC - Achieved
Business Case finalised and submitted to RFR for consideration.	April 2016	AROC Aged Housing Alliance & WDC - Achieved
Funding approved and FAA signed and approved	December 2016	DRD WDC AROC Aged Housing Alliance
Budget review	February 2017	AROC Aged Housing Alliance
All reporting completed to Department as required in FAA	As required	Shire of Goomalling – AROC Aged Housing Alliance
Completion of statutory approvals, site works and installation of services	June 2017	Shires of Dowerin, Goomalling, Toodyay and Victoria Plains
Commencement of construction of 11 ILUs: Goomalling 4/Victoria Plains 4 (2017/18) Toodyay 10; (2018/19) Dowerin 4 (2019/20)	July 2018 – June 2021	AROC Aged Housing Alliance Shires of Dowerin, Goomalling, Toodyay and Victoria Plains
Completion of construction of 22 ILUs (as per FAA) including landscaping, fencing, driveways, footpaths.	June 2021	AROC Aged Housing Alliance

		Shires of Dowerin, Goomalling, Toodyay and Victoria Plains
Final reporting and acquittals completed as required.	December 2021	Shire of Goomalling – AROC Aged Housing Alliance

2.14 Risk Analysis

Project Name		AROC Aged Housing Alliance								
Project Manager		Shire of Goomalling								
Alliance Region		AVON								
			Initial Risk Assessment				Risk Assessment after Response			
Risk ID	Risk Description	Risk Owner	Likelihood	Consequence	Risk Rating	Risk Response	Likelihood	Consequence	Risk Rating	Comments
1	Change of Government	.	Moderate	Moderate	Medium	Reports prepared by outside agencies acknowledged by all parties	Unlikely	Minor	Low	Acknowledged ageing population will still require a response to manage
2	Change of Councillors	Individual Shires	Moderate	Moderate	Medium	Councillors inducted and aware of Strategic Plan Objectives	Unlikely	Insignificant	Low	All shires have aged accommodation identified as a priority in their 10 year strategic plans (2013-2022)
3	Change of staff	Individual Shires	Likely	Moderate	Significant	Ensure suitably qualified staff in charge of project	Unlikely	Minor	Low	Four shires have a number of officers suitably qualified to complete the project. Project progress will be reported to and monitored by AROC.
4	Project not funded	Government Alliance community	Moderate	Major	Significant	Sound Business Case but in a highly competitive market	Moderate	Major	Significant	Without funding the project will not proceed putting greater strain on existing aged care services as the population ages. Avon will miss out on the opportunity of increased employment in the growing aged care industry.
5	Delay in receiving funding	Government Alliance community	Moderate	Major	Significant	Not within control of the alliance	Moderate	Major	Significant	Current demands on other more expensive aged care options will increase, increased likelihood of injuries as people remain in unsuitable housing.

Risk ID	Risk Description	Risk Owner	Initial Risk Assessment				Risk Assessment after Response			
			Likelihood	Consequence	Risk Rating	Risk Response	Likelihood	Consequence	Risk Rating	Comments
6	Shortage of builders/building materials	Alliance	Likely	Moderate	Significant	Allow appropriate time for completion of milestones. Specify contractual agreements, quality and time delivery	Moderate	Moderate	Medium	AROC will prepare documentation to position the Alliance for minimal risk, but some scenarios are outside the Alliance control, being aware decreases our exposure.
7	Infrastructure backlog (power/water)	Alliance	Likely	Moderate	Significant	Contracts will be actioned as soon as practicable following the signing of agreements for funding. Milestones set with knowledge of existing service delivery standards.	Moderate	Moderate	Medium	All possible precautions will be taken to ensure the project stays on track with an experienced, dedicated project manager monitoring the schedule of works.
8	Relationship management (third party)	Toodyay	Unlikely	Major	Medium	Toodyay and Butterley Cottages have signed an agreement (March 2015) committing to the construction (through grant funding) on land owned by Butterley and Butterly ongoing management for 10 years.	Rare	Major	Low	The Agreement has been drawn up to maximise the benefit to the community while considering Butterly Cottages commitment to delivering Aged Care Services for the Toodyay district.
9	Tenant management	Individual shires and third party suppliers								

			Initial Risk Assessment				Risk Assessment after Response			
Risk ID	Risk Description	Risk Owner	Likelihood	Consequence	Risk Rating	Risk Response	Likelihood	Consequence	Risk Rating	Comments
9.1	Unsuitable tenants non compliant with tenancy agreement, unable to care for themselves		Moderate	Moderate	Medium	Ensure selection criteria for tenants including rental history and referees - panel assessments	Unlikely	Moderate	Low	Some tenant issues are unforeseen even with sound selection criteria, management of rental properties will include tenant satisfaction ratings to ensure all tenants feel safe and included.
9.2	Equity and fairness issues		Unlikely	Major	Medium	Ensure rental agreement outlining responsibilities of Council and tenants addresses equity and fairness for all	Rare	Major	Low	Respective Councils review tenancy documents/agreements to ensure they include best practice of equity and fairness
9.3	Financial management rent collection issues		Moderate	Moderate	Medium	Rental agreement defining rents, other costs and how they are collected	Moderate	Moderate	Medium	Sound financial management practices in place including rent recovery and resolution
10	Governance of project	Goomalling								
10.1	Project does not meet objectives		Unlikely	Moderate	Low	Clearly outline governance and reporting structures in business case	Unlikely	Moderate	Low	
10.2	Funds not acquitted in timely and auditable manner		Unlikely	Major	Medium	Sound accounting practices in place with regular contact and reporting required for all participating councils	Unlikely	Major	Medium	Keep funder (project manager) up to date via regular reports (usually required) and phone calls especially if any issues arise
11	Contract management	Goomalling								
11.1	Budget and timeline overruns		Moderate	Moderate	Medium	Experienced project manager in charge of the project, reporting to AROC monthly meeting	Unlikely	Moderate	Low	Achievable milestones with contingencies included in the budget.

Risk ID	Risk Description	Risk Owner	Initial Risk Assessment				Risk Assessment after Response			
			Likelihood	Consequence	Risk Rating	Risk Response	Likelihood	Consequence	Risk Rating	Comments
11.2	Non compliance with funding agreement		Unlikely	Major	Medium	The funding agreement will be included as an agenda item for AROC meetings for the construction phase of the project ensuring the terms and conditions are being progressed as intended	Rare	Major	Low	Goomalling has a good track record with managing significant projects including compliance and acquittal of funding
12	Financial Management Construction	Goomalling Alliance								
12.1	Budget shortfalls		Unlikely	Major	Medium	Sound research has been undertaken to prepare the budget	Rare	Major	Low	Contingencies will be written into the budget
12.2	Asset management		Unlikely	Major	Medium		Rare	Major	Low	
13	Asset Management Operation	Individual shires/third party suppliers	Moderate	Major	Significant	Asset management practices as recommended by State government	Unlikely	Major	Medium	
14	Grant Acquittal	Goomalling	Unlikely	Major	Medium	Project manager will insist on milestone reporting agreed to by participants	Rare	Major	Low	Goomalling has successfully acquitted numerous significant funding applications both state and federal. Our accounting and project teams assess the process on a regular basis, looking for efficiencies in record management as technology advances.

2.15 Local Content

Our local governments are all very conscious of the benefits of purchasing locally. Local Governments are a major employer and one of the largest businesses in our rural communities. Purchasing locally strengthens our economy and helps to ensure our local businesses continue to deliver services for our rate payers, residents and visitors.

Individual local government Buy Local policies are outlined below:

The Shire of Goomalling Buy Local Policy

The Shire of Goomalling recognises that it has a role in the economic development of the local community and is committed to supporting local businesses, provided they are competitive with respect to the quality of their workmanship or product, customer service, delivery and price.

To this end the Shire will:

- ensure a “Buy Local” culture within the Shire workforce;
- request quotations from local businesses whenever possible;
- encourage the use of local businesses in the delivery chain whenever goods, materials and services have to be sourced from outside the Shire;
- apply a 10% price preference for all quotations for goods and services over \$2,000 up to a maximum price \$149,999; and
- ensure that this procedure is consistent with Council’s Procurement Policy.

Toodyay Regional Price Preference Effect On Purchasing Thresholds

Tenders

Regional Preference will be provided to tenderers by assessing the tender from that Shire of Toodyay tenderer as if the price bids were reduced by:

Part 1

- a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000.
- b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$25,000.

Part 2

Although goods or services that form a part of a tender submitted by a Shire of Toodyay tenderer (who is a regional tenderer by virtue of the Local Government (Functions & General) Regulations 1996, regulation 24B(2)(b)) may be:

- a) Wholly supplied from regional sources; or
- b) Partly supplied from regional sources, and partly supplied from non-regional sources.

Only those goods or services identified in the tender as being from regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

Supply of Goods and Services (other than by tender)

Regional Preference will be provided to suppliers of goods and services by assessing the expressions of interest received on contracts to supply, from that

Shire of Toodyay price provider as if the price bids were reduced by:

- a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$10,000.
- b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$5,000.

The Shire of Victoria Plains Local Preference Policy

All purchases of goods and sale of material and services will be made locally where possible when making minor purchases (up to \$2,000 in value) and if the price differential above the best price obtainable outside the district does not exceed 15%.

On major contracts (above \$2000 in value) the Council is to clearly indicate its preference to use local contractors and sub-contractors will accept a price of not more than 5% above the best price obtainable outside the district and subject to issues of availability, expertise and equipment availability and other relevant issues being considered.

2.16 *Aboriginal Participation*

All Shires in the AROC Aged Housing Alliance abide by the Equal Opportunity Act 1984 (WA) and do not discriminate in providing residential and housing services to community members.

While the project is not specifically aimed at engaging and fostering productive relationships and creating opportunities for Aboriginal and Torres Strait Islanders people, it will endeavour to provide opportunities for Aboriginal people to be involved in the construction phase or provision of aged care services once the ILUs are tenanted. Once complete, the ILUs will be offered to people of all ethnicities to ensure equal and fair opportunities for all well-aged members of the community.

The AROC Aged Housing Alliance will develop a project plan as a milestone of the FAA. Included in this planning would be a community engagement process that seeks input from both the Aboriginal and non-Aboriginal community on how community members might be best informed about the ILU's, opportunities to be involved in their construction and development, their availability, tenancy requirements and availability of financial assistance that may be provided.

2.17 *State Funded Infrastructure and Apprenticeship Participation*

As part of this project, broad industry consultation was undertaken primarily to ascertain the economies of scale associated with multiple orders and what number of houses delivered the best discount rate. The companies contacted are aware that the contact is preliminary and dependant on success with funding and that the timeframe would be 18 + months. Of the nine companies contacted, five have shown keen interest in providing information on possible design alternatives and bulk discounts. Over the build, it would be expected that three to four apprentices would be employed by the contractors.

3 IMPLEMENTATION STRATEGY

3.1 *Communication Plan*

The AROC Aged Housing Alliance Project to construct 11 ILUs across four shires over three years is a significant regional project requiring collaboration between the four relevant local governments. A well-developed communication plan is essential to deliver this project and ensure milestones are on target.

The AROC Steering Committee, consisting of the four participating local governments, presidents and CEOs, will develop the communication plan as part of their overall management plan. AROC meetings will be used to monitor and assess the effectiveness of the communication plan.

Community consultation and project planning has already resulted in significant awareness of the project across the region. Communications will be well developed, highly thought out and will recognise all project partners and stakeholders.

The AROC Aged Housing Communication Plan will ensure that the communication needs of all parties are considered and represented:

- establish a channel for communicating the project and its benefits to all the communities involved;
- promote the aged housing project throughout the region and partner with other alliances to promote the Aged Friendly Wheatbelt Region;
- collaborate with stakeholders involved in the project to promote the project and its benefits;
- develop relationships with service providers for the well-aged to keep them informed of the projects progress; and
- prepare forms for consistency of reporting across all four local governments.

The guiding principles of the project's communication plan include:

- respect and compliance with/for all funding partners, stakeholders and local governments in the development, implementation and operation of the project;
- acknowledgement and response to the needs of the well-aged in our communities. Supporting the provision of age appropriate housing and services across the region. A local focus of a broader regional project;
- an efficient and positive communications channel for all stakeholders involved; and
- fairness, equality and transparency.

The Steering committee will oversee the communications activity. The lead agency (Shire of Goomalling) will coordinate and provide practical support to deliver the communications activity in accordance with the plan and ensure consistency with requests, messages and announcements.

Each local government will be responsible for the delivery of communications at the local level. This will include publicity in relation to the completion of the units in their respective shire media releases and official openings.

The Steering Committee will be required to sign off on the whole of project media releases and any brochures and publications.

During the project development, any communications with government agencies and funding partners will be conducted via the lead agency in consultation with the alliance steering committee as required. All communication and advertising in relation to the project will be consistent with the Royalties for Regions Marketing, Communications and Acknowledgement Policy. This will be referred to and considered for whole of project promotion.

3.2 Project Management

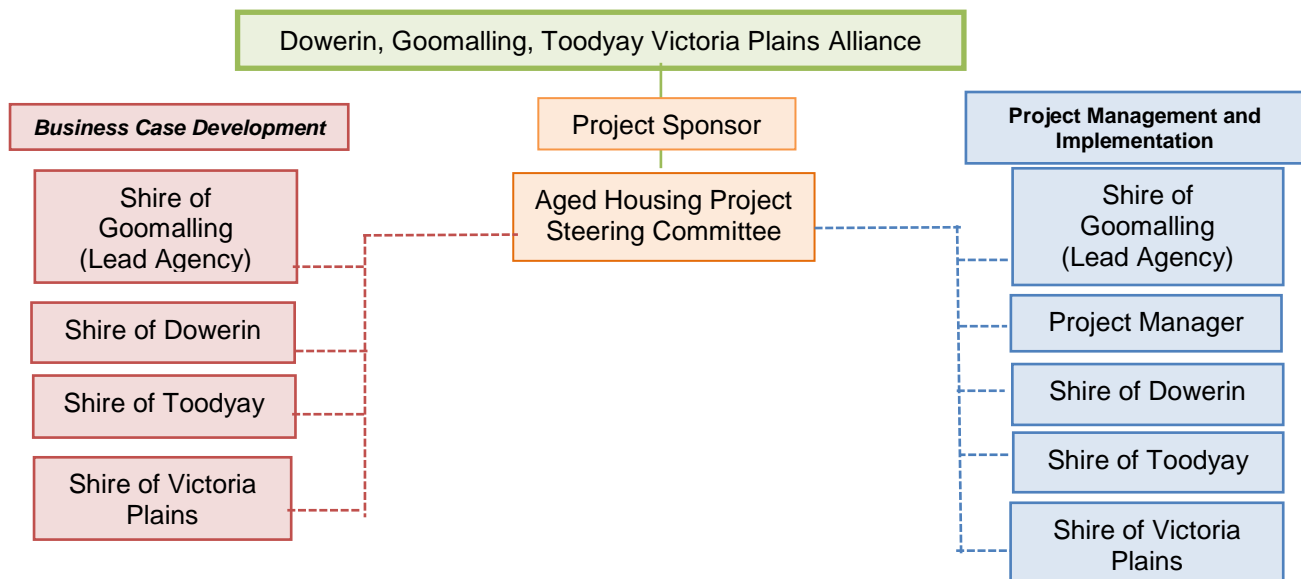
In April 2016 it was resolved that the project would be overseen by the Alliance Steering Committee – CEO's and Presidents from the Shires of Dowerin, Goomalling, Toodyay and Victoria Plains

The project will be managed by the Shire of Goomalling on behalf of the AROC Alliance through the project steering committee. A position description will be developed to appoint a Project Manager and once appointed a detailed project management plan will be established and signed off by the AROC Alliance.

Each local government will work with the project manager to deliver the site and head works for their respective constructions and post construction landscaping and services.

The Shires of Dowerin, Goomalling, Victoria Plains and Toodyay in partnership with Butterly Cottages will manage the operation of the Aged Housing project; including tenancy, maintenance and future construction. Dowerin, Goomalling, Victoria Plains and Butterly cottages currently manage existing aged residencies demonstrating their capacity and capability to manage the operation of the project.

Figure 6: Project Management Structure for the AROC Aged Housing Alliance



The AROC Aged Housing Alliance Shires have managed numerous infrastructure projects over the past few years. An overview of various projects managed by the AROC Aged Housing Alliance Shires is provide below.

Local Government	Project Name	Description	Project Value	Outcomes
Dowerin	Dowerin Community Club	Co-location initiative bringing together four sporting groups and creating a state of the art function centre. The success of this particular initiative is demonstrated through the Shires receipt of the Infrastructure, Planning Design or Management Award at the 2014 Recreation Industry Award in recognition of its effective management of a high functioning and profitable community facility.	\$3.9million	-Tennis Courts -Bowling green -function room -commercial kitchen -bar -change rooms
	Dowerin Short Term Accommodation Project	Stage 1 of the Dowerin Short Term Accommodation Precinct. The Dowerin Accommodation Precinct has been designed in order to provide the Wheatbelt with a standard and range of accommodation which is in high demand but low availability in the Wheatbelt. The Shire of Dowerin in conjunction with its partner (Dowerin Events Management) anticipate that this project will maximise the economic potential of the region by way of creating business diversification & new employment, capturing a new visitor market to the Wheatbelt (coach & rail tours) and supplying accommodation to meet the current demand in season workers in the agricultural labour supply. Stage 1 of this project is due to be completed in June 2017.	\$2.2million	
	Aged Housing project	The construction of 4 independent living units in 2006. The independent living units were constructed at the site of the former bowling and amenities club with the vision that this area would be the start of an 'Independent Living Precinct' and is the site for the proposed new development. The 2006 Independent Living Unit project is now well and truly complete and all units full.		-4 Independent Living Units
Goomalling	Water Harvesting Project	Design and construction of new dam to effective capture town stormwater runoff	\$200K	-New Dam -Chlorinator
	Sport & Community Centre	Colocation initiative to bring the bowling club and gymnasium to the recreation precinct and increase the function room which had reached in capacity.	\$3 million	-Function room -commercial kitchen -Bar -Meeting room

				<ul style="list-style-type: none"> -8 rink synthetic bowling green -upgraded gymnasium 24/7 access -Four (4) new permanent employment positions
	Community Centre (Medical Surgery/library)	The project included the relocation and co-location of the medical surgery, community resource centre and library plus the new services including toy library, dentist, meeting room, and visiting professionals' room which now houses a permanent psychologist.	\$2.1 million	<ul style="list-style-type: none"> -Medical surgery with two (2) consulting rooms -Dentist -visiting professional room Toy Library -Community Resource Centre + library
	Slate Homestead Precinct	Council purchased the one of the oldest homestead in Goomalling and restored the facility with Slater Homestead Group volunteer community to provide period accommodation, tea rooms and barn function room. The venue has created interest from tourists as well as multiple weddings, functions and fashion shoots.	\$1.25 million	<ul style="list-style-type: none"> -Conservation of Slater Homestead -Additional accommodation -Function room/venue
	Aged Housing Investment	Goomalling has been participating in age housing initiative since 1997 with joint venture project with Department of Housing with four (4) units built in 1998 and an additional four (4) units built in 2005, Council manages and maintains all the properties.	\$2.6 million	<ul style="list-style-type: none"> -Eight (8) x Age Persons Units -2 bedroom
	Young Persons Housing	The young person's housing precinct was designed to provide a variety of affordable housing options for people and families under 55 years old. These are also a joint venture project with Department of Housing to provide affordable housing for low income youth and families. Council manages and maintains all the properties.	\$1.8 million	<ul style="list-style-type: none"> -Seven (7) Young person units including 2, 3 and 4 bedroom options.
	Tradesman's Residences	The upgrade was a Council initiative to attract tradesmen to the community to start their own business and provide necessary services to the community. The two houses attracted an electrician and diesel mechanic. Since the completion of the project the electricians have had two apprentices would now both manage their own thriving electrical businesses servicing Goomalling and the surrounding communities as well as multiple diesel mechanics servicing our local machinery.	\$850k	<ul style="list-style-type: none"> -Two (2) tradesman's residence - one (1) electrician -one (1) diesel mechanic

	Caravan Park upgrade	The upgrade to the caravan park included a new ablution block, caretaker's residence and motel units to provide a standard range of accommodation options to meet local demand. The caretaker's residence enabled Council to provide a 24 hour accessible caretaker onsite to manage the facility. The motel units created an additional accommodation option with ensuites for more privacy and a self-contained kitchen. Goomalling Caravan Park attracts large numbers of caravan clubs and grey nomad travellers due to the affordability and location amongst the natural environment on the outskirts of town.	\$950k	-caretakers residence -four (4) motel units -ablution block
Toodyay	Works Depot - Railway Road	Relocation of shire work depot. The previous works depot wasn't in a suitable location; it was in the centre of town and near age persons units.	\$1.74 million	-workshops -offices -Staff room -Kitchen -Sheds -Fuel depot
	Installation of donated play equipment at Showgrounds	The showground which also houses Toodyay recreation facilities didn't have any facilities for families' with children.	\$20K	-New playground equipment
	Duidgee Park Upgrade (Three stages)	Duidgee Park is the main parkland for Toodyay residents, the existing play equipment was deteriorating and unsafe. The upgrade including relocation of the skatepark facilities to great a recreation hub for young people.	\$525K	-seating -new playground -Design & construction new concrete street skate & bowl facility
	Multi-purpose ball courts & Lighting	This project was a redevelopment of existing public tennis courts that incorporated the addition of basketball and netball courts which weren't previously available.	\$140K	-2 x Netball/ basketball and tennis multi-purpose courts
	Charcoal Lane Development	Charcoal lane was developed to accommodate the expansion of the shopping precinct including upgrading the public toilets, carpark, accessible bays and gardens.	\$665K	-Upgraded public toilets -accessible parking bays -additional parking bays -landscaping
Victoria Plains	Calingiri Football Pavilion Upgrade	Extension to existing facility to be local demand.	\$821K	-new function area -kitchen _change rooms -Air conditioning

	Bolgart Community Outdoor Facility Project	Refurbishment of playground area	\$159K	-Gas barbeque -Skateboard half-pipe -Cricket nets -Soft fall installation
	Bolgart Water Supply Project	Construction of emergency water supply system	\$291K	-pump -piping -tanks -standpipe and outlet for emergency use
	New Public Toilets Mogumber	Construction new transportable toilet	\$86K	-Accessible public toilet and shower block
	Calingiri Netball/Tennis Court	Colocation of new multipurpose netball/tennis court at recreation ground	\$66K	-new netball/tennis multipurpose courts
	Piawaning water Supply	Construction of emergency water supply system	\$220k	-pump -piping -tanks -standpipe and outlet for emergency use

3.3 Project Governance

The Shire of Goomalling is the lead agency and project coordinator for this regional project. Their responsibilities include:

- appointment of Project Manager and contractual agreement;
- procurement (to enable economies of scale for the funding);
- project planning and coordination;
- sourcing and applying for external funding to support the project implementation;
- financial management of the project;
- acquittal of all Reporting: internal and external progress, annual, evaluation and audit;
- funding;
- overall project planning and coordination;
- management of a dedicated bank account for the sole purposes of this project, and all income and expenditure related to it;
- reviewing and balancing the collective funding budget – income and expenditure statements will be provided to the Alliance on request;
- sourcing and applying for external funding to support project implementation (as mutually agreed to by the Alliance);
- financial record keeping for the purposes of the reporting as required;
- completion of all progress reports, annual reports and financial acquittals as required for the external funding bodies;
- overall financial acquittals and auditing as required for the external funding bodies; and
- processing financial claims from partner organisations in the Alliance.

All partner organisations will be responsible for:

- developing their site (including headwork and connections), fencing, landscaping and driveways;
- local financial record keeping to enable financial recouping of costs incurred relevant to the project – provision of expenditure statements with supporting documentation to the Lead Agency for all costs associate with the project;
- updates on progress to be provided at the Alliance meetings will be provided by each partner organisations to assist the Lead Agency with funding body reporting as required;
- ensuring that the units once built, feature on the respective Asset Management Plan, or are provided for in the Third Party Provider Asset Management Plan (i.e. Toodyay Butterly Homes); and
- equal cash contribution to any costs incurred by the Lead Agency in the overall project management/financial management for the regional alliance project, as agreed.

The Aged Housing Alliance project is a regular agenda item for the AROC monthly meetings. This is to ensure an open and accountable reporting framework. Quarterly project reports will be completed by the Shire of Goomalling from information received from individual local governments and the project manager. All reports will be assessed against the milestone objectives and any variations requiring approval will be advised in a timely manner.

Prior to formal commencement of this project, the Shires involved developed a memorandum of understanding (MoU) specific to this project; the MoU is attached.

The completed housing will be managed by the respective Shires. In the case of Toodyay, Toodyay and Butterly Cottages have formed a joint venture agreement for the development and management of the units being constructed under this proposal.

3.4 Procurement Strategy

The procurement strategy of the overall project will ensure consistency and accountability in all purchasing activities specifically in respect to compliance with the Local Government Act and the Local Government Regulations, and ensure all staff working on the project are aware of these requirements. Procurement will be managed by the Shire of Goomalling for the funding component (economies of scale) and the other participating shires will be responsible for their respective head works, fencing and landscaping (local suppliers and Shire in-kind) and the procurement of these products and services.

Procurement is managed by the Chief Executive Officer or their delegate and the officer responsible will:

- ensure procurements are adequately and timely planned;
- ensure quotations are sourced as per the local government's purchasing policy;
- quotations and service agreements, where applicable, for the procurement items will be maintained;
- budgetary planning and monitoring will be maintained;
- where services, skills or products are classed as specialised and/or regulated, evidence of certification, legislative approval or qualification will be sought and recorded;
- be managed under contract administration where relevant; and
- ensure a contingency fund is maintained across the entire project.

Ethics and Integrity

It is expected that all project partners will act honestly and in a professional manner observing the highest standards of ethics and integrity in all purchasing activity. The following principles, standards and behavior will be expected and enforced throughout the duration of the project to ensure fair and equitable treatment of all parties:

- full accountability will be taken for all purchasing decisions and the efficient, effective and proper expenditure of all public monies to achieve value for money;
- purchasing practices will comply with all relevant legislation, regulations and requirements consistent with the relevant Shires' policies and codes of conduct;
- purchasing is to be undertaken on a competitive basis with all potential suppliers treated impartially, honestly and consistently;
- all processes, evaluations and decisions will be transparent and free from bias; and
- actual perceived conflict of interest will be identified, disclosed and managed appropriately.

Value for Money

Value for money is a core principle governing purchasing to achieve the best possible outcome. Compliance with purchasing specification is more important than obtaining the lowest price and products and services will be assessed against the user requirements, quality standards and life cycle costs. The assessment of the best value for money outcome of any purchase will consider:

- all relevant whole-of-life costs and benefits including transaction costs associated with acquisition, delivery and distribution as well as other expenses such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- the technical merit of the goods and services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- supplier financial viability and capability to supply without risk of default; and
- the level of competitive pricing achieved by obtaining a sufficient number of quotes.

Accepting a higher priced conforming offer over the lowest priced conforming offer will need to demonstrate value for money benefits to support the recommendation.

Purchasing policies of all participating local governments including their Buy Local Practice is included at Supporting Documentation.

3.5 *Supporting Documents*

The following documents have informed the development of the WSAHA Aged Housing project or provided research of strategic support. Copies of these documents are attached as Appendices to this Business Case.

- Appendix 1 Wheatbelt Housing Demand Avon (Verso Consulting 2016)
- Appendix 2 Shire profiles, graphical representations of the proposed site for the aged housing and other key amenities to support the older population
- Appendix 3 Avon Regional Organisation of Councils: Avon Aged Housing Alliance: Stage One: Economic Evaluation (RPS, 2016)
- Appendix 4 Letters of Commitment
 - AROC
 - Shire of Dowerin
 - Shire of Goomalling
 - Shire of Toodyay
 - Shire of Victoria Plains
- Appendix 5 MoU – AROC Aged Housing Project
- Appendix 6 Butterly Cottages Association Inc Constitution
- Appendix 7 Butterly Cottages Association Inc Business Plan
- Appendix 8 MoU – Butterly Cottages and Shire of Toodyay
- Appendix 9 Purchasing Policy
 - Shire of Dowerin
 - Shire of Goomalling
 - Shire of Toodyay
 - Shire of Victoria Plains
- Appendix 10 Letters of Support
 - Melissa Price - MP Federal Member for Durack
 - Hon Brian Ellis MLC – Member for the Agricultural Region
 - Hon Mia Davies MLA - Member for Central Wheatbelt
 - Hon Paul Brown MLC – Member for Agricultural Region
 - Darren West MLC – Member for Agricultural Region
 - Sean Conlan - WA Country Health Service
 - Paul Tomlinson – Avon Community Development Foundation
 - Attila Mencshelyi – Regional Manager Wheatbelt; WA Housing Authority
 - Claire Dadd – St John Ambulance (WA) Ltd; Goomalling Sub Centre
 - Lisa Begley _ Dowerin Home and Community Care
 - Loretta Johnston – Goomalling Resource Centre
 - Mark Ashton, Pharmacist – WA Country Chemist

- Christine Barratt, Board Administrator – Goomalling & Districts Financial Services Limited
- John & Margaret Bird – EOI for residence (Goomalling)
- Ray & Shirley King – EOI for residence (Goomalling)
- Fred & Verna Neervoort – EOI for residence (Goomalling)
- Robin McGill – EOI for residence (Goomalling)
- Lynley Arnott – EOI for residence (Dowerin)

Appendix 11 Development of Project Costings and Housing Designs

Additional documents that have either contributed to or informed the development of the AROC Aged Housing Alliance Project can be accessed through the provided links below. Copies of these documents are not attached due to their voluminous nature but can be provided upon request. This is not an exhaustive list.

- *Avon Sub-Regional Economic Development Strategy* (RPS 2013) – available at <http://www.wheatbelt.wa.gov.au/publications/economic-development-plans/>
- *Wheatbelt Aged Support and Care Solutions Report* (Verso Consulting 2014) - available at <http://www.wheatbelt.wa.gov.au/publications/aged-care/>
- *Wheatbelt Regional Investment Blueprint: A Vision for A Vibrant Future* (Wheatbelt Development Commission 2015) - available at www.wheatbelt.wa.gov.au
- *Regional Development Strategy 2016-2025* – available at <http://www.wheatbelt.wa.gov.au/publications/other-publications-reports/>
- *Shire of Goomalling: Age Friendly Community Plan June 2016*
http://www.goomalling.wa.gov.au/Profiles/goomalling/Assets/ClientData/Documents/plans_reports_etc/Goomalling_AFCP_June_2016_FINAL.pdf
- *Shire of Toodyay: Age Friendly Community Plan May 2016*
<http://www.toodyay.wa.gov.au/publications.aspx>
- *Shire of Victoria Plains: Age Friendly Community Plan June 2016*
http://www.victoriaplains.wa.gov.au/Profiles/vicplains/Assets/ClientData/Document-Centre/VP_AFCP_adopted.docx

4 SIGNING OF BUSINESS CASE

4.1 *Sign-off*

I confirm that the information contained in this Business Case is true and correct.

Proponent

Shire of Dowerin

Signed

Approved by

Position

Date

Shire of Goomalling

Signed

Approved by

Position

Date

Shire of Toodyay

Signed

Approved by

Position

Date

Shire of Victoria Plains

Signed

Approved by

Position

Date



Dowerin District High School

REGIONAL TEACHER DEVELOPMENT SCHOOL
MATHEMATICS and SCIENCE

35 Memorial Ave, Dowerin, W.A. 6461

Telephone: 08 96311030

Fax: 08 96311180

ABN: 72 133 688 385

www.dowerindhs.wa.edu.au

Dowerin Chief Executive Officer
Shire of Dowerin
PO Box 111
Dowerin 6461

Dear Andrea

The school is very grateful for the many ways the Shire supports the school to deliver an engaging and varied program for our students. You are particularly generous in allowing us to use Shire facilities without cost which means our limited funds can be directed to other programs and resources. We respectfully request that the Council consider waiving or minimising fees for the following events this year:

- Use of the swimming pool for in-term swimming, faction carnivals and practise.
- Use of the recreational facilities adjacent to the school for:
 - Physical education lessons as required.
 - Faction and Interschool Athletics Carnivals
 - Cross Country Training
 - The Regional Inland Lighthouse Network Student Leadership Event
 - Regional Robotics Day
 - Possibly other interschool academic days in our role as a Regional Teacher Development School for Mathematics and Science.
- Use of the Town Hall for a school production in Term 4.
- Use of the above facilities and local nature reserves for the Dowerin DHS Emergency Services Cadet Unit to engage in training.

We will make formal booking arrangements with the Shire office for each of the dates concerned but hope this letter will assist the Council to consider our request.

Kind regards

Barbara Garner
Principal

February 7th 2018

Local Government Act Review Consultation

1. Relationships between council and administration

Defining the roles of Council and administration

How should a council's role be defined? What should the definition include?

How should the role of the CEO and administration be defined?

What other comments would you like to make o the roles of council and administration?

Current legislation is adequate. Information about the roles of Council and Administration should be included in Elected Member Induction Programs.

Are there any areas where separation of powers is particularly unclear?

No

How do you propose that these are improved?

Improving relationships between council and administration

Do you have any other suggestions or comments on this topic?

No

2. Training

Competencies required to be an elected member

What competencies (skills and knowledge) does a council member require to perform their role?

The Role of an Elected Member

Meeting Procedures

Awareness of how to access Local Government Act and other legislation

Understanding Financial Reports at a high level

Understanding budgeting and Rates Setting

Understanding of Long Term Financial Planning

Do these vary between local governments?

Yes

If so, in what way do they vary?

Skills including Town Planning and Approvals are not relevant in small Local Governments.

Funding training

Who should pay for the costs of training (course fees, travel, other costs)?

If training became mandatory, the State Government should fund the training. If the training remains voluntary the Local Government should self-fund the training.

Should a training fund be established to reduce the financial impact for small local governments?

No

Should contribution to such a fund be based on local government revenue or some other measure?

Do you have any other suggestions or comments on this topic?

Mandatory Training

Should elected member training be mandatory?

No

Why or why not?

It is recommended that Newly Elected Councillors should attend a compulsory Induction Program. The material should be provided to the Local Government and the discretion of the Local Government to determine the content based on the demographic. This induction could be used to identify further training requirements with Councillors.

Should candidates undertake training to better understand the role of an elected member?

No

Should this be compulsory?

No

Should prior learning or service be recognised in place of completing training for elected members?

No

If yes, how would this work?

What period should apply for council members to complete essential training after their election?

Continuing professional development

Should ongoing professional development be undertaken by elected members?

Yes

If so, what form should this take?

Local Governments should be encouraged to create a Policy for Elected Member Professional Development. This could include a Philosophy to identify professional development, possible incentives for Elected Members who do participate in professional development. The content of the Policy should be determined by the Local Government.

Training

Do you have any other suggestions or comments on training?

3.1 Code of Conduct

Should standards of conduct/behaviour differ between local governments?

No

Please explain

Which option do you prefer for codes of conduct and why?

Option 3 - Codes of Conduct are required. The content of a code is partially prescribed in regulations, but is otherwise at the Local Government's discretion. The Shire believes the current option allows the Local Government to have autonomy over what is included in the Code of Conduct.

Option 3 - Codes of Conduct are required. The content of a code is partially prescribed in regulations, but is otherwise at the Local Government's discretion. The Shire believes the current option allows the Local Government to have autonomy over what is included in the Code of Conduct.

How should a code of conduct be enforced?

3.2 Regulation of elected member conduct

Streamlined rules of conduct

Do you support streamlined Rules of Conduct regulations?

Why do you support streamlined Rules of Conduct regulations?

If the rules were streamlined, which elements should be retained?

Do you support a reduction in the time frame in which complaints can be made?

Is three months adequate?

Revised disciplinary framework

Do you support an outcome-based framework for elected members?

Why or why not?

What specific behaviours should an outcomes based framework target?

3.3 Other matters recommended in the 2015-16 review

Application of the Rules of Conduct

Should candidates in council elections be bound by the rules of conduct?

Please explain

Offence provisions

Should the improper use of information provisions apply to former council members for 12 months?

Why?

Should this restriction apply to former employees?

Please explain

Confidentiality

Should the existence and details of a complaint remain confidential until the matter is resolved?

Why?

3.4 Reforms to the Local Government Standards Panel

Sector conduct review committees

What do you see as the benefits and disadvantages of this model?

What powers should the Conduct Review Committee have?

In your opinion what matters should go directly to the Standards Panel?

Who should be able to be a member of a panel?

Who should select the members for the pool?

How many members should there be on the Review Committee?

Are the proposed actions for the Review Committee appropriate?

If not, what do you propose?

Review of elected member non-compliance

Which of the options for dealing with complaints do you prefer? Why?

Are there any other options that could be considered?

Who should be able to request a review of a decision?

3.5 Sanctions and other Standard Panel matters

Mediation

Do you support the inclusion of mediation as a sanction for the Panel?

Why or why not?

Prohibition from attending council meetings

Do you support the Panel being able to prohibit elected members from attending council meetings?

Why or why not?

How many meetings should the Panel be able to order the elected member not attend?

Should the elected member be eligible for sitting fees and allowances in these circumstances?

Why?

Compensation to the local government

Do you support the Panel being able to award financial compensation to the local government?

Why or why not?

What should the maximum amount be?

Complaint administrative fee

Do you support the complaint administrative fee?

Why or why not?

Do you believe a complaint administrative fee would deter complainants from lodging a complaint?

Is this appropriate?

Would a complaint administrative fee be appropriate for a sector conduct review model?

Why or why not?

What would be an appropriate fee for lodging a complaint?

Should the administrative fee be refunded with a finding of minor breach?

Should the administrative fee be retained by the Department to offset costs?

Why or why not?

Cost recovery to local government

Do you support the costs of the panel proceedings being paid by a member found to be in breach?

Why or why not?

Publication of complaints in the annual report

Do you support the publication of complaints in the annual report?

Why or why not?

Tabling of the decision report at Ordinary Council Meeting

Do you support the tabling the decision report at Ordinary Council Meeting?

Why or why not?

3.6 Elected member interests

Elected Member Interests

Should not-for-profit organisation members participate in council decision affecting the organisation?

Why or why not?

Would your response be the same if the elected member was an office holder in the organisation?

Improving the behaviour of elected members

Do you have any other suggestions or comments on this topic?

4. Local Government Administration

Recruitment and selection of local government Chief Executive Officers

Would councils benefit from assistance with CEO recruitment and selection?

No

Why would they benefit?

How could the recruitment and selection of local government CEO's be improved?

Local Governments should have the autonomy to select a suitable CEO by adopting recruitment standards specific to the Local Government. State Government should provide best practice guidance on the recruitment for a CEO.

Should the Public Sector Commission be involved in CEO recruitment and selection?

No

If so, how?

Should other experts be involved in CEO recruitment and selection?

Yes

If so, how?

WALGA, if determined necessary by the Local Government.

What competencies, attributes and qualifications should a CEO have?

Standards describing the characteristics and attributes that a CEO should possess together with desirable experience, competencies and qualifications should be provided to Local Governments for them to use at their discretion.

Acting Chief Executive Officers

Should the process of appointing an acting CEO be covered in legislation?

No

Why or why not?

The appointment of an acting CEO should be included in a policy developed by the Local Government, not included in legislation.

If so, who should appoint the CEO when there is a short term temporary vacancy (sick/annual leave)?

Who should appoint the CEO if the vacancy will be for an extended period (eg. Longer than 3 months)?

Performance review of local government Chief Executive Officers

Who should be involved in CEO performance reviews?

What should the criteria be for reviewing a CEO's performance?

How often should CEO performance be reviewed?

Which of the above options for performance reviews do you prefer? Why?

Option 2. Local Governments to adopt a CEO performance review policy. Requiring Local Governments to adopt a CEO Performance Review Policy would mandate a practice across Local Governments. Specified elements could be developed which would achieve consistency between Local Governments.

Is there an alternate model that could be considered?

No

Extension or termination of the Chief Executive Officer contract immediately before or following an election

Should there be a “cooling off” period following an election before a council can terminate the CEO?

Yes

What length should such a cooling off period be?

6 Months

How long before an election should there be a restriction on a council extending a CEO contract?

6 Months

Should there be any exceptions to this?

No

Public expectations of staff performance

Is greater oversight required over local government selection and recruitment of staff?

No

Should certain offences or other criteria exclude a person from being employed in local government?

No

If so, what?

Strengthening local government administration

Do you have any other suggestions or comments on this topic?

5. Supporting local governments in challenging times

Remedial intervention

Who should the appointed person be?

Why?

What should the appointed person’s role be?

Please explain.

Who should pay for the appointed person?

Why?

Powers of appointed person

What powers should an appointed person have?

Remedial action process

Do you think the proposed approach would improve the provision of good governance in WA?

Please explain.

What issues need to be considered in appointing a person?

Supporting local governments in challenging times

Do you have any other suggestions or comments on this topic?

6. Making it easier to move between State and Local Government employment

Transferability of employees

Should service and leave be recognised if employees move between State and Local government?

No

What would be the benefits if employees could move seamlessly via transfer and secondment?

Transferability of employees

Should service and leave be recognised if employees move between State and local government?

No

What would be the benefits if employees could move seamlessly via transfer and secondment?

Making it easier to move between State and local government employment

Do you have any other suggestions or comments on this topic?

7. Gifts

A new framework for disclosing gifts

Is the new framework for disclosing gifts appropriate?

Yes

If not, why?

Is the threshold of \$500 appropriate?

Yes

If no, why?

Should certain gifts – or gifts from particular classes or people – be prohibited?

No

Why or why not?

If yes, what gifts should be prohibited?

Excluding gifts received in a personal capacity

Should gifts received in a personal capacity be exempt from disclosure?

Yes

If yes, how could 'personal capacity' be defined?

A relative or family member of the person receiving the gift.

Should there be any other exemptions from the requirement to disclose a gift over the threshold?

No

If so, what should these be? Please justify your proposal.

Gifts

Do you have any other suggestions or comments on this topic?

8. Access to information

Public notices

Which general option do you prefer for making public notices available?

Why?

The Shire of Dowerin believes that none of the options provided should be included in the LG Act. The Act should be focussed on achieving an outcome, rather than the means on how it will be delivered. Policies should be developed by the Local Government which could state the Local Government will chose the best avenue to achieve the outcome of making public notices available. Changes to technology and the way we deliver information will continue to develop and evolve.

Should the requirements for any notice in the Supplementary Information – Public Notices be changed?

Please list and explain the reasons for the proposed change.

Could any of the notices in the Supplementary information be published on alternative websites?

Please provide details.

Information available for public inspection

	In Person Only	Website Only	Both	Neither
Annual Report			✓	
Codes of Conduct			✓	
Primary and Annual returns (showing income, trusts, debts, property holdings, interests in corporations)			✓	
Discretionary disclosures generally			✓	
Gifts (already required to be on the website)			✓	
Disclosure of travel contributions (already required to be on the website)			✓	
Electoral Gifts Register			✓	
Allowance for deputy mayor or deputy president			✓	
Payments for certain committee members			✓	
Tenders register			✓	
Register of delegations to committees, CEO and employees			✓	
Minutes of council, committee and elector meetings			✓	
Future plan for the district			✓	

Annual Budget			✓	
Reports tabled at a council or committee meeting			✓	
Notice papers and agendas of meetings			✓	
Complaints register (concerning elected members)			✓	
Contracts of employment of the CEO and other senior local government employees			✓	
Schedule of fees and charges			✓	
Proposed local laws			✓	
Gazetted Local laws (and other law that has been adopted by the district)			✓	
Rates record			✓	
Electoral roll			✓	

Note: There is no intention to amend the current limitations imposed by section 5.95 of the Act which limits the disclosure of certain information.

Should the additional information that is available to the public in other jurisdictions be available here?

No

If so which items?

How should they be made available?

Is there additional information that you believe should be made publicly available? Please detail.

For local governments

How often do you receive requests from members of the public to see this information?

What resources do you estimate are involved in providing access in person (hours of staff time and hourly rate)?

Access to information

Do you have any other suggestions or comments on this topic?

9.Available Information

Expanding the information provided to the public

Which of these options do you prefer?

Option 1 – Status Quo

Why?

	Required	Not Required	Optional
Live streaming video of council meetings on local government website		✓	
Diversity data on council membership and employees		✓	
Elected member attendance at council meetings		✓	
Elected member representation at external meetings/events		✓	
Gender equity ratios for staff salaries		✓	
Complaints made to the local government and actions taken		✓	
Performance reviews of CEO and senior employees		✓	
Website to provide information on differential rate categories		✓	
District maps and ward boundaries		✓	
Adverse findings of the Standards Panel, State Administrative Tribunal or Corruption and Crime Commission		✓	
Financial and non-financial benefits register		✓	

What other information do you think should be made available?

Expanding the information available to the public

Do you have any other suggestions or comments on this topic?

10.Reducing red tape

Defining red tape

Which regulatory measures within the Act should be removed or amended to reduce the burden on local governments? Please provide detailed analysis with your suggestions.

Briefly describe the red tape problem you have identified.

What is the impact of this problem? Please quantify if possible.

What solutions can you suggest to solve this red tape problem?

Which regulatory measure within the Act should be removed or amended to reduce the burden the community? Please provide detailed analysis with your suggestions.

Briefly describe the red tape problem you have identified.

What is the impact of this problem? Please quantify if possible.

What solutions can you suggest to solve this red tape problem?

Special majority

Should the provisions for a special majority be removed?

No

Why or why not?

Senior Employees

Is it appropriate that council have a role in the appointment, dismissal or performance management of any employees other than the CEO?

No

Why or why not?

Is it necessary for some employees to be designated as senior employees?

No

If so, what criteria should define which employees are senior employees?

Exemption from accounting standard AASB124 – Related party disclosures

Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124?

Yes

Why or why not?

Disposal of property

The threshold for trade-ins was set originally to \$50,000 in 1996 and raised to \$758,000 in 2015. Should that threshold be raised higher?

No

If so, how high?

Should the threshold remain at \$75,000 but with separation exemptions for specific types of equipment, for example plant?

No

The general \$20,000 threshold was put in place in 1996 and has not been amended. Should the threshold be raised higher than \$20,000?

No

If so, what should it be and why?

Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?

Is there an alternative model for managing the disposal of property? Please explain

Any transactions involving a “trade-in” should be exempt and not subject to “disposal of property” legislation.

Reducing red tape

Do you have any other suggestions or comments on this topic?

11.Regional Subsidiaries

Regional subsidiaries

Which regional subsidiaries option do you prefer?

Option 3. Regional subsidiaries are permitted to borrow from financial institutions.

Should regional subsidiaries be allowed to borrow money other than from the member councils?

Yes

Why or why not?

If a regional subsidiary is given the power to borrow directly, what provisions should be put in place to mitigate the risks?

Do you have any other suggestions or comments on regional subsidiaries?

A charter should be developed that protects the individual interests of individual Councils.

Local Government Act Review

You are invited to make comment and put forward suggestions for change on other matters not covered in this paper.

Local Government Act Review Consultation

FEEDBACK FROM SHIRE OF DOWERIN

1. Relationships between council and administration **Defining the roles of Council and administration**

Current legislation is adequate. Information about the roles of Council and Administration should be included in Elected Member Induction Programs.

2. Training **Competencies required to be an elected member**

What competencies (skills and knowledge) does a council member require to perform their role?

The Role of an Elected Member
Meeting Procedures
Awareness of how to access Local Government Act and other legislation
Understanding Financial Reports at a high level
Understanding budgeting and Rates Setting
Understanding of Long Term Financial Planning

Do these vary between local governments?

Yes

If so, in what way do they vary?

Skills including Town Planning and Approvals are not relevant in small Local Governments.

Funding training

Who should pay for the costs of training (course fees, travel, other costs)?

If training became mandatory, the State Government should fund the training. If the training remains voluntary the Local Government should self-fund the training.

Should a training fund be established to reduce the financial impact for small local governments?

As above.

Should contribution to such a fund be based on local government revenue or some other measure?

Do you have any other suggestions or comments on this topic?

Mandatory Training

Should elected member training be mandatory?

No

Why or why not?

It is recommended that Newly Elected Councillors should attend a compulsory Induction Program. The material should be provided to the Local Government and the discretion of the Local Government to determine the content based on the demographic. This induction could be used to identify further training requirements with Councillors.

Should candidates undertake training to better understand the role of an elected member?

No

Should this be compulsory?

No

Should prior learning or service be recognised in place of completing training for elected members?

No

Continuing professional development

Should ongoing professional development be undertaken by elected members?

Yes

If so, what form should this take?

Local Governments should be encouraged to create a Policy for Elected Member Professional Development. This could include the philosophy of encouraging and supporting professional development and possible incentives for Elected Members

who do participate in professional development. The content of the Policy should be determined by the Local Government.

3.1 Code of Conduct

Should standards of conduct/behaviour differ between local governments?

No

Which option do you prefer for codes of conduct and why?

Option 3 - Codes of Conduct are required. The content of a code is partially prescribed in regulations, but is otherwise at the Local Government's discretion. The Shire believes the current option allows the Local Government to have autonomy over what is included in the Code of Conduct.

4. Local Government Administration

Recruitment and selection of local government Chief Executive Officers

Would councils benefit from assistance with CEO recruitment and selection?

No

Why would they benefit?

How could the recruitment and selection of local government CEO's be improved?

Local Governments should have the autonomy to select a suitable CEO by adopting recruitment standards specific to the Local Government. State Government should provide best practice guidance on the recruitment for a CEO.

Should the Public Sector Commission be involved in CEO recruitment and selection?

No

If so, how?

Should other experts be involved in CEO recruitment and selection?

Yes

If so, how?

WALGA, if determined necessary by the Local Government.

What competencies, attributes and qualifications should a CEO have?

Standards describing the characteristics and attributes that a CEO should possess together with desirable experience, competencies and qualifications should be provided to Local Governments for them to use at their discretion.

Acting Chief Executive Officers

Should the process of appointing an acting CEO be covered in legislation?

No

Why or why not?

The appointment of an acting CEO should be included in a policy developed by the Local Government, not included in legislation.

Performance review of local government Chief Executive Officers

Who should be involved in CEO performance reviews?

What should the criteria be for reviewing a CEO's performance?

How often should CEO performance be reviewed?

Which of the above options for performance reviews do you prefer? Why?

Option 2. Local Governments to adopt a CEO performance review policy. Requiring Local Governments to adopt a CEO Performance Review Policy would mandate a practice across Local Governments. Specified elements could be developed which would achieve consistency between Local Governments.

Is there an alternate model that could be considered?

No

Extension or termination of the Chief Executive Officer contract immediately before or following an election

Should there be a "cooling off" period following an election before a council can terminate the CEO?

Yes

What length should such a cooling off period be?

6 Months

How long before an election should there be a restriction on a council extending a CEO contract?

6 Months

Should there be any exceptions to this?

No

Public expectations of staff performance

Is greater oversight required over local government selection and recruitment of staff?

No

Should certain offences or other criteria exclude a person from being employed in local government?

No

If so, what?

Strengthening local government administration

Do you have any other suggestions or comments on this topic?

7. Gifts

A new framework for disclosing gifts

Is the new framework for disclosing gifts appropriate?

Yes

If not, why?

Is the threshold of \$500 appropriate?

Yes

If no, why?

Should certain gifts – or gifts from particular classes or people – be prohibited?

No

Why or why not?

If yes, what gifts should be prohibited?

Excluding gifts received in a personal capacity

Should gifts received in a personal capacity be exempt from disclosure?

Yes

If yes, how could ‘personal capacity’ be defined?

As per the current definition with the inclusion of a fiancé / fiancée.

Should there be any other exemptions from the requirement to disclose a gift over the threshold?

No

8. Access to information

Public notices

Which general option do you prefer for making public notices available?

Why?

The Shire of Dowerin believes that none of the options provided should be included in the LG Act. The Act should be focussed on achieving an outcome, rather than the means on how it will be delivered. Policies should be developed by the Local Government which could state the Local Government will chose the best avenue to achieve the outcome of making public notices available. Changes to technology and the way we deliver information will continue to develop and evolve.

Information available for public inspection

	In Person Only	Website Only	Both	Neither
Annual Report			✓	
Codes of Conduct			✓	
Primary and Annual returns (showing income, trusts, debts, property holdings, interests in corporations)			✓	
Discretionary disclosures generally			✓	

Gifts (already required to be on the website)			✓	
Disclosure of travel contributions (already required to be on the website)			✓	
Electoral Gifts Register			✓	
Allowance for deputy mayor or deputy president			✓	
Payments for certain committee members			✓	
Tenders register			✓	
Register of delegations to committees, CEO and employees			✓	
Minutes of council, committee and elector meetings			✓	
Future plan for the district			✓	
Annual Budget			✓	
Reports tabled at a council or committee meeting			✓	
Notice papers and agendas of meetings			✓	
Complaints register (concerning elected members)			✓	
Contracts of employment of the CEO and other senior local government employees			✓	
Schedule of fees and charges			✓	
Proposed local laws			✓	
Gazetted Local laws (and other law that has been adopted by the district)			✓	
Rates record			✓	
Electoral roll			✓	

Should the additional information that is available to the public in other jurisdictions be available here?

No

9.Available Information

Expanding the information provided to the public

Which of these options do you prefer?

Option 1 – Status Quo

Why?

	Required	Not	Optional
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		Required	
Live streaming video of council meetings on local government website		✓	
Diversity data on council membership and employees		✓	
Elected member attendance at council meetings		✓	
Elected member representation at external meetings/events		✓	
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District maps and ward boundaries		✓	
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Exemption from accounting standard AASB124 – Related party disclosures

Are the existing related party disclosure provisions in the Act sufficient without the additional requirements introduced by AASB 124?

Yes

Why or why not?

Disposal of property

Would raising these thresholds create an unacceptable risk that the items would not be disposed of to achieve the best price for the local government?

Is there an alternative model for managing the disposal of property? Please explain

1. Any \$ amounts should include CPI based increases to keep pace otherwise \$ amounts can become very dated very quickly.
2. Any transactions involving a “trade-in” should be exempt and not subject to “disposal of property” legislation.

11.Regional Subsidiaries

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Should regional subsidiaries be allowed to borrow money other than from the member councils?

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Local Government Act Review

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Public Interest Disclosure Policy

Policy Owner	Chief Executive Officer
Distribution	Councillors, All Shire Employee and Contractors
Responsible Officer	Chief Executive Officer
Date Adopted	19 July 2016
File Reference	ORGN-1017121432-85

Objective

To provide a clear and robust position and process for Councillors, all Shire employees and Shire contractors relating to public interest disclosures as defined by the *Public Interest Disclosures Act 2003* Section 3;

To assist in ensuring the Shire of Dowerin Councillors and all employees maintain the highest standards of ethics in behaviour that are in accordance with the Shire of Dowerin's objective of achieving a high performing organisation that serves its community efficiently and with high standards of integrity.

To ensure the Shire of Dowerin Integrity is trusted by the Community it serves and is accountable for its actions.

This policy will:

- ensure that there is a supportive and informed culture within the organisation in terms of public interest disclosures.
 - clarify the support for Councillors, staff or contractors who make Public Interest Disclosures.
-

Policy

This policy applies to all Councillors, all employees and all contractors of the Shire of Dowerin.

PRINCIPLES

The Shire of Dowerin does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Dowerin, its elected members, employees and contractors.

The Shire of Dowerin is committed to the aims and objectives of the *Public Interest Disclosure Act 2003* (PID Act). It recognises the value and importance of contributions of staff to enhance administrative and management practices and strongly supports disclosures being made, by staff, as to improper conduct.

The Shire of Dowerin will ensure every effort to provide protection to staff who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Dowerin will not tolerate any of its elected members, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

PROCEDURES

A person wishing to make a public interest disclosure should seek advice from the Shire's PID Officer to ensure they understand their rights and responsibilities under the Act prior to making a disclosure.

To meet the requirements of the Act, the disclosure must be made to the PID Officer.

The person holding or acting in the position of Governance and Organisational Development Officer (or a position as determined by the Chief Executive Officer) is designated as the PID Officer for the Shire of Dowerin.

The PID Officer is responsible for receiving disclosure of public interest information relating to matters falling within the sphere of the responsibility of the Shire of Dowerin. The PID Officer is to act in that role in accordance with the Public Interest Disclosure Act and Guidelines issued by the Commissioner of Public Sector Standards [which are to be read in conjunction with this policy].

The PID Officer will utilise the Public Sector Commission's Guideline template for the reporting of PID matters located at https://publicsector.wa.gov.au/sites/default/files/documents/public_interest_disclosure_guidelines_1.pdf

Should Councillors, staff or contractors feel unable to speak to the designated PID Officer for the Shire of Dowerin, they are to utilise one of the following:

1. Report the matter directly to the Shire of Dowerin Chief Executive Officer who will utilise the Public Sector Commission's Guideline template for reporting of PID matters
https://publicsector.wa.gov.au/sites/default/files/documents/public_interest_disclosure_guidelines_1.pdf
 2. The Public Sector Commission's Advisory service on 08 6552 8888 or minormisconduct@psc.wa.gov.au or utilise the resources of the Public Sector Commission to better inform themselves of their options – see link <https://publicsector.wa.gov.au/conduct-integrity/minor-misconduct/reporting-minor-misconduct-psc>
 3. The Department of Local Government and Communities Public Interest Disclosure Officer on 6551 8700.
 3. The Ombudsman of Western Australia via the Ombudsman's office on 08 9220 7555 or mail@ombudsman.wa.gov.au
-

Roles and Responsibilities

Chief Executive Officer

- To ensure the implementation of this policy

Managers

- Ensure all current and new employees are aware of this policy;
- Ensure that that this policy guides behaviours and actions of employees;

Noting that public interest disclosures can only be made to the PID Officer, Managers are to direct staff to the PID Officer and / or the following document.
<http://forms.wairc.wa.gov.au/files/Don't%20Be%20Afraid%20to%20Speak%20Up.pdf>

Employees

- Ensure they understand and comply with the requirements of this policy.
- Seek clarification from their supervisor or the PID Officer if they are unsure of the content or implications of this policy.

Related Legislation/Local Law/Policy/Procedure

Public Interest Disclosure Act 2003

Shire of Dowerin Code of Conduct

Shire of Dowerin Induction Manual

Related Delegation

Nil

Review History

Reviewed: February 2018

Next Review: February 2020



Dowerin Main Street Activation Plan

V4

December 2017

Prepared by the



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1. Activation Area

NOTE: In order to optimize and ensure effectiveness of the activation plan, we have limited the scope within the geographical area, as below. Secondary catchment area includes northern end of main street.



Majority of traffic flow E to Wyalkatchem and W to Perth

2. Objectives of the Activation Plan

The main objective of the plan is to create *an appealing and well patronaged main street environment* for the town and to *create a vision for the future of the Dowerin Town Centre* that promotes the sustainable development, redevelopment and potential growth of the town centre in a manner that genuinely considers community views and aspirations by:

- a) Increasing footfall
- b) Increasing patronage to main street businesses
- c) Differentiating the Dowerin main street from every other main street in the Wheatbelt
- d) Improving physical and emotional appeal of the main street for both locals and visitors
- e) Engaging the Dowerin community in the main street
- f) Implementing a set of standards for businesses and the community to adhere to
- g) Encouraging new business to the main street and to fill empty shop fronts
- h) Improving aesthetics and the level of overall activity

3. Background to the Project

The main street activation project is part of the economic development initiatives of the Shire of Dowerin. The Wheatbelt Business Network worked with the Shire of Dowerin to develop the Main Street Pop Up Shop, this project is a natural extension of that project to engage and improve the main street.

To date the main street businesses have been engaged, businesses at a WBN Business After Hours, the Dowerin Streetscape Committee, the Shire of Dowerin Councillors and Managers, the Shire of Northam Manager of Planning Services- Kobus Nieuwoudt, Architect- Rosalie Pech, and the Wheatbelt Business Network.

There are plans to engage artists and university students, as well as Dowerin community groups in this strategy. The plan will be launched at a joint Shire of Dowerin and WBN Business After Hours in early 2018

4. How to use this document

This Plan provides a snapshot of the Dowerin town centre and Stewart Street in its current form, and seeks ways forward in which Stewart Street – and the Dowerin Town Centre in particular – can be enhanced to better serve the needs and desires of the local and wider community into the long term. The elements of the Plan are derived directly from the opportunity and constraints analysis. That is, it is the intention to build on the strengths and turn them into opportunities. In doing this, it would also likely address many of the actual and perceived weaknesses of the study area.

5. Target Market for any improvements

- Shire of Dowerin community
- Dowerin businesses
- Visitors and tourists
- “Through traffic”
- Interest groups

6. Intended Outcomes

- 1) Leveraging the services Dowerin has to offer e.g. bakery, hairdresser, butcher, accountant
- 2) Encouraging investment and critical business thinking of business owners (new and existing)
- 3) Encouraging businesses and the community to “buy into” the Main Street space

7. Priorities

Following an afternoon working session with the Dowerin CRC and Streetscape Committee and an evening working session with the Shire of Dowerin Councillors (including Town Planner Kobus Nieuwoudt, Shire of Dowerin Assets and Works Manager Steve Geerdink and Community and Economic Development Officer Graeme Southey, and CEO), the following priorities for the Main Street Activation Plan were determined for the next 6-12months (February 2018 onwards)

- 1) Improving the physical appearance of vacant buildings at the southern end of the Main Street, coupled with trying to occupy them with businesses that can provide a product or service offering to the community, visitors and tourists
- 2) Encouraging people to drive into the Main Street, patron businesses, rest and use facilities
- 3) Developing an annual Main Street events calendar together with the Dowerin CRC, Dowerin Club, Dowerin Events Management and other local community and sporting groups
- 4) Improving the aesthetics of the Main Street through cultural and artistic initiatives

Secondary to these priorities were to:

- 5) Assist owners of vacant buildings and business owners to improve shop fronts in the Main Street
- 6) Improving the connection between both sides of the Main Street (gardens, moving parking from the middle of the Main Street to the western side, play spaces, rest areas etc)
- 7) Infrastructure and initiatives to encourage visitors and tourists to pull off the main road (signage, lowering the speed limit, road alignment etc)

8. Constraints Analysis

Constraint	Details	Opportunity
Regional setting of Dowerin	It's off the beaten track, population projections indicate only modest growth	<p>Success of the town centre depends on attracting a stronger resident community to the town, the need to create a new market, the most likely catalyst for which is tourism and an increased presence as an essential.</p> <p>Consider shop local campaigns to encourage local community to stay local.</p>
Image of the Town Centre	Largely an exercise in marketing and image creation	Increasing the sense of comfort in the town centre is essential to improving its image. A key step in this process is to attract more retail and entertainment uses. This will ensure a more constant level of activity on Stewart Street.
Operational characteristics	One of the key constraints to achieving a vibrant town centre in Dowerin is that businesses on Stewart Street tend to operate as isolated enterprises. Most shops keep independent hours, opening to suit their regular clientele.	<p>Unite business community behind common goal to improve main street attraction and operational hours. Utilise forums like Business After Hours to bring business community together.</p> <p>A successful town centre, however, needs to operate and be managed like a retail mall, maintaining a balanced tenant mix with coordinated hours, regular maintenance and clean-up of the public environment, coordinated lighting and signage, collective marketing and so on.</p>
ADSL Access	Currently switchboard is at maximum capacity inhibiting and internet based businesses to make the move to main street permanently	Once wifi is available, ensure businesses are aware of the available opportunity

9. Opportunities and Strategies

Items in green indicate an immediate strategy that will help achieve priority 1

- Items in yellow indicate an immediate strategy that will help achieve priority 2
- Items in blue indicate an immediate strategy that will help achieve priority 3
- Items in orange indicate an immediate strategy that will help achieve priority 4



Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
Identify main street area from highway	It is very easy to miss the town centre or turn too early. There is not enough buildup approaching the area, that would identify it to be the main street. The sign designating the town centre is also quite small, and would not naturally attract or engage visitors unless they were specifically looking for it. Discuss with MRWA the Goldfields Rd geometric design	3		H	\$\$	Easily identifiable Town Centre Greater patronage in the main street businesses
	Large signs indicating town centre on Goldfields Rd in lead up to the turn down Stewart St. indicating town services e.g. butcher, hardware, supermarket, hairdresser etc.	1		H	\$\$	Outline services in a contemporary manner and consumers can easily navigate to the main street

Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
						Visitors are aware of some of the mainstreet businesses and do not pass through but spot
	Approach owners of the vacant buildings on southern end of Stewart St to discuss their intentions, shop fronts, how to help add value to their buildings at minimal cost, ideas for businesses	1		H	\$	Vacant buildings are presentable and occupied
	Approach Op Shop owner to ask whether they would consider relocating to the Main Street					
	Initiate a Business Incentive program which is aimed at improving the external premises of a business in the town			H	\$\$	Business owners contribute 50% towards improving their business premises, they take pride in their building space and business aesthetics in town are improved
	Sculpture to activate and attract visitors to space in open area at start of Stewart St OR activate the Tin Dog sculpture with seasonal displays on it or near it e.g. Easter, Christmas, Harvest, Christmas in July etc	2		M	\$\$\$\$	Act as a navigation beacon and a tourist attraction – contributes to making Dowerin memorable / unique Adds value to an existing structure
Empty shop windows	Set standards and expectations for empty windows, allow amnesty period to transition to standards. Design guidelines to be developed			H	\$	Create upmarket appeal in empty windows
	Allocate vacant windows to different community groups. Host competition amongst window holders	4		M	\$	Involve entire community in display efforts
Empty Shops	Approach building owners to discuss business incubator / co working opportunities			H	\$	Extension of pop up shop project
Deadspace empty lots	Close deadspace with unique fencing to turn negative and dead space into and defined and manageable area	5		M	\$\$	Hide vacant lots Makes the main street look 'active', clean and tidy

Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
	Bring fences forward and set back only a few feet from footpath to decrease the size of the space that needs to be managed. Recommend using fences with a nod to the local area- jampost fences or brush fences or green wall	5		M	\$\$	Opportunity to use local suppliers and different mediums for unique fences
Art	Add visual information and history of sculpture in main street	6		L	\$	Additional tourist attraction Connection of the Dowerin story to the main street Encourages footfall
	Decorative rubbish bins, seating or pavers of various colours or assign them to a theme (ie The Tin Dog, transport (in light of train at Minnivale))	7		L	\$	Add pops of colour and consistent visuals across the entire activation area Bins could also connect the Dowerin story
	Add artwork/ murals to sides of buildings and empty shop windows (an art trail). Include local community groups, school children, and artists to design and adorn bare walls.	8		L	\$	Engage and involve community, community ownership and use vibrant artwork to liven up space, inviting and attractive Encourages footfall
	Chalkboard wall that can be constantly evolving and changing with inspiring messages, encourage everyone to act as contributors (minimum standards must be set, maintained and monitored). Invite well known artists up to use the chalkboard (speak to FORM)			M	\$	Allow everyone (tourist and community) to be involved in art – stories, images etc – and makes Dowerin a unique space Moving and ever changing activation Encourages footfall
	Art on the footpaths – modern illusionist artwork (could be tied to the Dowerin Field Days)			L	\$\$	An attraction for visitors – photo's and then hashtag #Dowerin on social media See http://mymodernmet.com/3d-street-art-illusions/
Garden Scale	Continue use of large scale plants. Small plants in such a large area and important space will get lost.			H	\$\$	Environment is calm, green and inviting (particularly in hot months)

Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
	Due to limited water, green grass space is not realistic so planters and garden beds need to make a large impact. Alternatively synthetic turf			H	\$	Big impact with minimal resources
	Vertical gardens for empty wall spaces and to divide areas, can be moved in the future			M	\$	Can use succulents or plants that do not require a lot of water
Flags and height	Add planter boxes and “café” flags at end of street to draw people down the street	11		M	\$\$	Draw people down main street and engage across full area Greater patronage in main street businesses Demonstrates ‘activity’ occurring in the town
	In dead space utilize fast growing trees to activate the space and encourage people to sit and stay	12		M	\$\$	Additional shade that creates an inviting space
Family play area	Use upcycle ideas e.g. renovated tractors, painted tyres, to make a family friendly play area across from the main street or near the public toilets – make the area unique rather than using standard play equipment	13		M	\$\$	Area for families to stay and play Visitors are encouraged to stop Unique rest point with upcycled items May encourage patronage for main street businesses
	Define space with creative ideas so it feels comfortable and easy to use.	13		M	\$\$	Ask for community input so they are invested
	Utilise loose furniture so it is easy to adjust for different groups of people	13		M	\$\$	Space will be versatile and easy to use for multiple uses
	Consider items to entertain big kids too e.g. large human scale board games and have music playing	13		M	\$\$	Family friendly space
Smarten Up Shop Fronts	Set standards and requirements allow amnesty period so owners can transition			H	\$	Unified appearance of space Businesses take ownership and understand expectations

Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
	Allow community groups to provide service as a fundraiser. Set “clean up package” that group(s) can offer to shop owners, subsidized by Shire. Proceeds will benefit community group.			M	\$\$	Donations to local groups as well as improved street appearance
	Encourage shop owners to spill their table and chairs, products etc onto the footpath and have lenient restrictions, to encourage street to look busy			L	\$	Street patronage may increase Businesses look inviting
	Encourage businesses to have sandwich boards (various sizes) along main street indicating they are open, opportunity to put a funny business quote on etc					Street patronage may increase Businesses encourage the ‘open for business’ message Consumers are aware of their opening times, products and services
	Gather any local stories regarding the main street or anecdotes about the central business area – look for interesting ways to tell them e.g. window storytelling, download locals telling stories using QR codes, photography etc			L	\$\$	
Community Notice Board	Increase size of community notice board	14		L	\$	Easier visibility of notice board, and larger activation of space Encourages participation in community groups and activities Community groups can share information
	Designate someone to maintain and regulate notice board			L	\$	Consistent and updated notices
	Outline standards/templates for posting			L	\$	Consistent and updated notices
Picnic Areas	Include water fountains in planning area			L	\$\$\$	Family friendly area Encourages footfall

Opportunity	Strategy	Map Location	Responsibility	Priority	Cost	Outcome
	Include shade or coverage in planning			L	\$\$\$	Area for people to stop, stay and play
	Make space suitable and usable for small and large groups (ie allow for multiple configurations in a small space)	15		M	\$\$	Can be used for community events or just picnics
	Allow for picnic areas at both ends of street	15		M	\$\$\$	Multiple areas so multiple businesses can benefit across the activation area
	Consideration for a community garden space or even edible gardens			L	\$	

10. Event Opportunities

Opportunity	Cost	Responsible	Timing	Description
Dowerin Annual Art Competition	\$		Annually	Utilise artwork in pavers along street. Add vibrancy and colour to street. Community ownership.
Christmas Lights Competition- Light up main street trees with fairy lights, host competition amongst local businesses and clubs.	\$		Annually/December	Make Dowerin a destination to visit over holiday period. Could involve outlaying farms on mainstreet and encourage large scale strawbale Christmas decor
Christmas street festival	\$		Annually/December	Ensure shop owners understand and maximise the opportunity of the festival, encourage consistent opening hours, may increase their patronage
Night time solar light display	\$\$\$		Change seasonally	Use solar lights to light up buildings (particularly historical and unique buildings), make main street interesting and inviting at night Encourages footfall through the main street in the evening Creates a sense of safety

Pop Up Shop - micro business expo	\$		Quarterly	Invitation to micro businesses, home based etc to participate in pop up shop or small business expo A new business may be attracted long term to the main street Demonstrates the Shire of Dowerin's vested interest in economic development
Monthly Market Day or Pop Up Shop extension	\$\$		Monthly	Designate space for monthly markets, invitation to micro businesses, community groups and home based businesses
New to town / welcome event	\$		Annually	An event inviting new residents to come out and meet the locals - shop owners, small businesses, at home businesses, etc (music concert, Business After Hours etc)
Night time walking tour	\$\$		Every 6 months	A historical night time tour of Dowerin telling the untold stories, incorporating the night time lights A star gazing tour (connect with Stargazers Club WA)
Joint marketing initiatives	\$		Ongoing	Encourage local businesses to get active on Twitter, Facebook and Instagram – individually and collectively. Promoting the town and one another. Create a Dowerin hashtag. Gathering positive customer testimonials online. Linking in with the Wheatbelt Way
Adding value to the Dowerin Field Days	\$\$		Annually	Consider displays leading into and out of town e.g. painted hay bales made to look like tractors (may be a competition), a school / field day/ main street art project (can source grant funding for this),
Adding value to National Events	\$\$		Annually	Determining ways to add value to national days like ANZAC Day (Merredin's poppy project), Australia Day etc

11. Community Group Opportunities

- Engage with the Streetscape Working Group
- Dowerin Butcher- Sausage Sizzle all supplies (except buns) supplied by butcher. Groups collect and keep all proceeds, could be run monthly to activate the main street on a Saturday morning
- Empty Shop Front Windows - Engage community groups to create spirit windows. Can allocate themes and host competition amongst groups.
- Art pillars - Engage different community groups to create and customise art pillars and sides of buildings

12. Standards for Empty Windows

- All Posters must exceed A3 size.
- All posters must have font of at least 85pt so it can be seen from a distance.
- Posters must be changed within 1 month of posting
- Colours to be used standardized and set
- Host window staging event to see and understand window staging, use of space and basic elements of design, merchandising (Business After Hours topic)

13. Clean Up Packages

Set out packages and determine donations and subsidies to be offered by the business owner or the Shire - to be set further in implementation. Additionally approach a paint company e.g. Dulux to bulk purchase paint for the businesses to use

- Quick Clean: Dust off and cobwebbing of space. Includes basic lightbulb change and paint touch ups.
- Re-Paint: Dust off and clean up with full repaint of exterior
- Re-Design: Repaint exterior and new signage for building

Resources

- <https://au.pinterest.com/wbnadmin/boards/>
- <https://www.scribblemaps.com/create/#id=Dowerin>
 - Map ID: Dowerin
 - Password: MainSt
- Rosalie Pech Eva Architect visited Dowerin to offer her insights
- Healthy Active By Design
- Tourism Planning Guidelines (Tourism WA)
- Art Alliance: The WBN is exploring a formal link between Dowerin and university arts students to engage in activities in Dowerin





<http://www.mainstreetsa.com.au/>



Occupational Safety, Health & Environmental Policy

Policy Owner	Asset and Works Manager
Distribution	All Employees, Elected Members , Public
Responsible Officer	Chief Executive Officer
Date Adopted	28 March 2017
File Reference	ORGN-1017121432-70

Objective

Policy

The Shire of Dowerin seeks to efficiently provide a wide range of vital services to residents and visitors to our region. We are an equal opportunity employer committed to providing and maintaining an environmentally conscious, safe and healthy workplace for all employees and those who may be affected by our work operations. This commitment is consistently demonstrated through the behaviours of our management and employees at the workplace.

Responsibilities for addressing safety, health and environmental concerns are shared by everyone at the Shire of Dowerin. Our management representatives acknowledge specific responsibility for providing and maintaining a legislatively compliant working environment where persons at the workplace are not exposed to hazards and are provided with adequate resources, education and training to meet our safety, health and environmental obligations. Employees assist our management team to fulfil obligations through actively ensuring their own safety and that of others in the workplace.

All workers engaged with the Shire of Dowerin are required to report in a timely manner any incident, hazard or issues that are identified as posing a risk to health, safety or to the environment. These are promptly managed in accordance with the hierarchy of risk controls and accepted risk management principles.

At the Shire of Dowerin, we vigorously monitor our environmental impact and we are committed to continually improving our environmental performance through the prevention of pollution, efficient use of resources, waste minimisation, reuse and recycling practices. Our environmental intent is to ensure that our operations are conducted in a manner that contributes to the overall environmental sustainability of Australia.

We are proud of our excellent workplace safety and environmental record and are committed to continuously improving our workplace safety and health performance aimed at the elimination of workplace injury through the achievement of the specific targets and objectives which are documented in our Safety, Health and Environmental Management Plan.

Our Safety, Health and Environmental Management Plan is supported by a procedural framework intended to guide our employees and subcontractors to work safely and in an environmentally conscious manner including, but not limited to,

compliance with all applicable legislative regulatory requirements, relevant Australian Standards and with all other requirements to which our organisation subscribes.

This Safety, Health and Environmental Policy and our supporting management systems documentation are regularly reviewed in line with continual improvement and occupational health and safety management system recommendations.

Roles and Responsibilities

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Related Delegation

Review History

30 September 2016

28 March 2017

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 December 2017

LOCAL GOVERNMENT ACT 1995

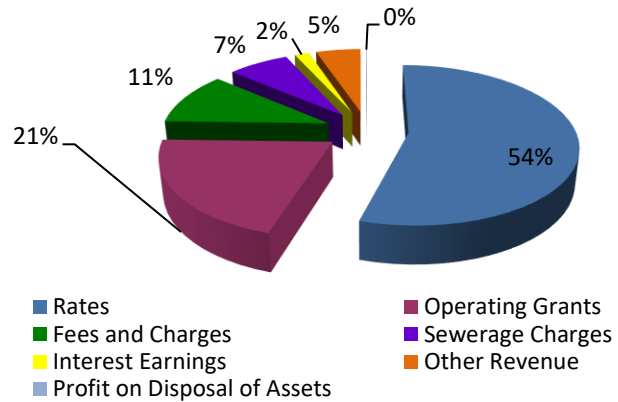
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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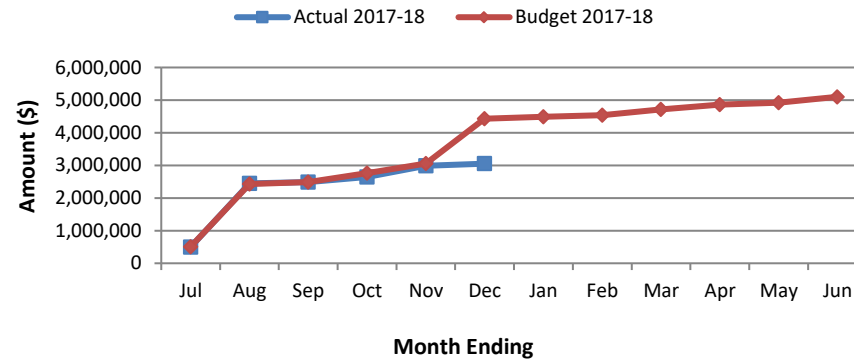
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 December 2017

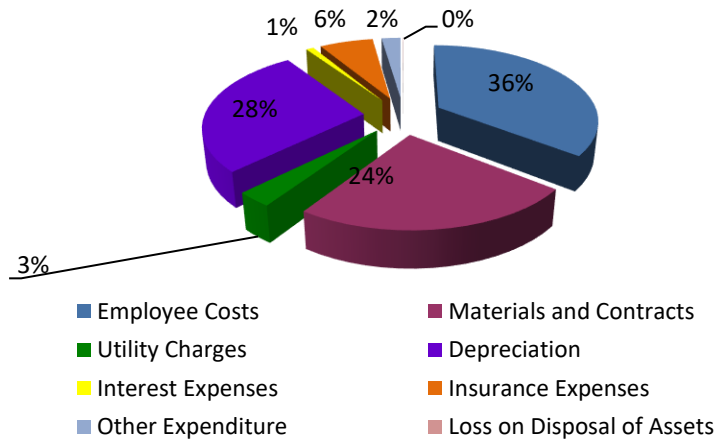
Operating Income



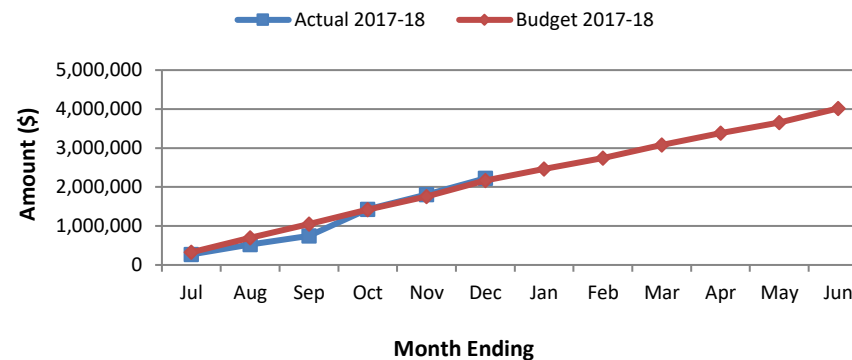
Budget Operating Income -v- YTD Actual
Refer Note 2



Operating Expenditure



Budget Operating Expenditure -v- YTD Actual
Refer Note 2



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 December 2017

	Note	Original Annual Budget	Annual Budget	Amended YTD	YTD Actual	(b)-(a)	(b)-	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,134,516	1,134,516	1,134,516	1,329,634	195,118	17%	😊
Revenue from operating activities								
Governance		7,530	7,530	5,158	9,086	3,928	76%	
General Purpose Funding - Rates	8	1,247,570	1,247,570	1,247,570	1,225,316	(22,254)	(2%)	
General Purpose Funding - Other		786,847	786,847	584,145	385,698	(198,447)	(34%)	😞
Law, Order and Public Safety		25,310	25,310	19,830	4,787	(15,043)	(76%)	😞
Health		267,152	267,152	148,892	146,852	(2,040)	(1%)	
Education and Welfare		132,510	132,510	62,258	61,418	(840)	(1%)	
Housing		142,590	142,590	71,286	64,928	(6,358)	(9%)	😞
Community Amenities		235,837	235,837	227,759	255,044	27,285	12%	😊
Recreation and Culture		81,840	81,840	52,916	16,366	(36,550)	(69%)	😞
Transport		185,630	185,630	174,536	9,665	(164,871)	(94%)	😞
Economic Services		137,866	137,866	69,963	59,681	(10,282)	(15%)	😞
Other Property and Services		10,710	10,710	5,353	3,436	(1,917)	(36%)	
		3,261,392	3,261,392	2,669,666	2,242,277			
Expenditure from operating activities								
Governance		(479,870)	(479,870)	(276,360)	(251,491)	24,869	9%	😊
General Purpose Funding		(142,710)	(142,710)	(63,092)	(61,549)	1,543	2%	
Law, Order and Public Safety		(68,680)	(68,680)	(34,314)	(33,240)	1,074	3%	
Health		(319,910)	(319,910)	(178,466)	(155,463)	23,003	13%	😊
Education and Welfare		(166,000)	(166,000)	(83,472)	(86,508)	(3,036)	(4%)	
Housing		(196,250)	(196,250)	(111,202)	(135,615)	(24,413)	(22%)	😞
Community Amenities		(295,770)	(295,770)	(147,768)	(129,108)	18,660	13%	😊
Recreation and Culture		(762,647)	(762,647)	(399,378)	(407,803)	(8,425)	(2%)	
Transport		(1,226,750)	(1,226,750)	(638,894)	(607,962)	30,932	5%	
Economic Services		(354,908)	(354,908)	(194,720)	(200,311)	(5,591)	(3%)	
Other Property and Services		(2,950)	(2,950)	(40,710)	(153,430)	(112,720)	(277%)	😞
		(4,016,445)	(4,016,445)	(2,168,376)	(2,222,481)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	565,532	617,065	51,533	9%	😞
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(33,600)	(779)	32,821	(98%)	
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	1,033,222	636,082			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	10	1,839,985	1,839,985	1,764,676	809,699	(954,977)	(54%)	😞
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)	(1,048,583)	(1,048,583)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(225,696)	(242,403)	(16,707)	7%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	
Plant and Equipment	12	(411,737)	(411,737)	(382,077)	(30,123)	351,954	(92%)	
Furniture and Equipment	12	(18,300)	(18,300)	(18,300)	(13,751)	4,549	(25%)	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(180,980)	(525,161)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(46,437)			
Closing Funding Surplus(Deficit)	3	6,001	6,001	1,998,540	1,394,118			



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 31 December 2017

	Note	Original Annual Budget	Annual Budget	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	1,329,634	195,118	17%	😊
Revenue from operating activities								
Rates	8	1,247,570	1,247,570	1,247,570	1,225,316	(22,254)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	878,029	465,995	(412,035)	(47%)	😞
Fees and Charges		422,200	422,200	251,992	241,819	(10,173)	(4%)	
Sewerage Charges		137,807	137,807	137,807	155,716	17,909	13%	😊
Interest Earnings		57,740	57,740	21,180	37,254	16,074	76%	😊
Other Revenue		203,526	203,526	92,288	114,443	22,155	24%	😊
Profit on Disposal of Assets		40,800	40,800	40,800	1,734			
		3,261,392	3,261,392	2,669,666	2,242,277			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,553,120)	(818,837)	(788,888)	29,949	4%	
Materials and Contracts		(843,690)	(843,690)	(485,083)	(533,355)	(48,272)	(10%)	😞
Utility Charges		(177,710)	(177,710)	(96,308)	(69,236)	27,072	28%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(565,532)	(617,065)	(51,533)	(9%)	😞
Interest Expenses		(39,455)	(39,455)	(20,264)	(20,264)	0	0%	
Insurance Expenses		(162,650)	(162,650)	(122,668)	(142,454)	(19,786)	(16%)	😞
Other Expenditure		(94,340)	(94,340)	(52,484)	(50,264)	2,220	4%	
Loss on Disposal of Assets		(7,200)	(7,200)	(7,200)	(955)	6,245	87%	
		(4,016,445)	(4,016,445)	(2,168,376)	(2,222,481)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	565,532	617,065	51,533	9%	😞
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	1,033,222	636,082			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	1,764,676	809,699	(954,977)	(54%)	😞
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)	(1,048,583)	(1,048,583)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(225,696)	(242,403)	(16,707)	7%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	
Plant and Equipment	13	(411,737)	(411,737)	(382,077)	(30,123)	351,954	(92%)	
Furniture and Equipment	13	(18,300)	(18,300)	(18,300)	(13,751)	4,549	(25%)	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(180,980)	(525,161)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(46,437)			
Closing Funding Surplus (Deficit)	3	6,001	6,001	1,998,540	1,394,118	(604,422)	(30%)	😞

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 31 December 2017

Capital Acquisitions

	Note	Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,308,700		1,048,583
Infrastructure Assets - Roads	12	1,213,927		242,403
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	257,000		0
Plant and Equipment	13	411,737		30,123
Furniture and Equipment	13	18,300		13,751
Capital Expenditure Totals		3,223,664		1,334,860
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,839,985	57%	799,699
Borrowings	9	0	0%	0
Other (Disposals & C/Fwd)		413,500	13%	11,818
Council contribution - Cash Backed Reserves	7	152,456	5%	0
Council contribution - operations		817,723	25%	\$523,343
Capital Funding Total		3,223,664		1,334,860

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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 31 December 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 31 December 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 31 December 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 31 December 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

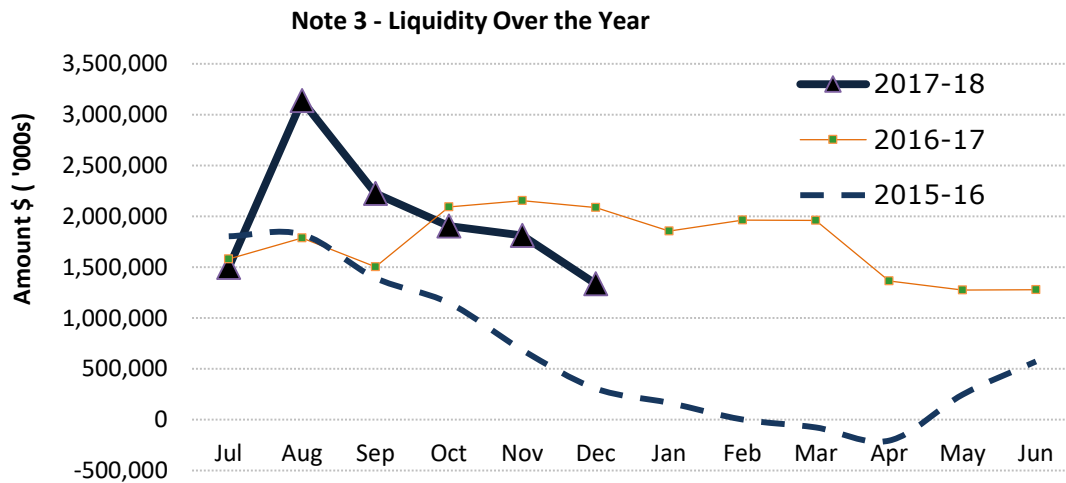
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	3,928	76%		Permanent	Good driver reimbursement, WALGA course, LGIS member dividend.
General Purpose Funding - Rates	(22,254)	(2%)		Timing	Ex gratia rates payment to be received.
General Purpose Funding - Other	(198,447)	(34%)	⊗	Permanent	The Financial Assistance grant has been reduced and the first quarter's payment for this financial year was received in advance in the prior financial year.
Law, Order and Public Safety	(15,043)	(76%)	⊗	Permanent	DFES subsidy has been reduced this year to \$7,815, due to underspend in 2015/16
Health	(2,040)	(1%)			Within Variance Threshold
Education and Welfare	(840)	(1%)		Timing	Reimbursement of Childcare wages is \$1k below TYD budget. This is a timing issue with invoicing being in arrears.
Housing	(6,358)	(9%)	⊗	Timing	\$10,000 per annum reduction in revenue as a result of housing being included in package for Managers, however increased rental charges as of 29 January in accordance with council policy shall reduce this variance from February
Community Amenities	27,285	12%	⊕	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	(36,550)	(69%)	⊗	Permanent	Swimming pool grant of \$32K will not be received as the funding program has been cancelled.
Transport	(164,871)	(94%)	⊗	Permanent	Main roads direct budget revenue will now only be \$73K. This is a reduction of \$52K which will be adjusted during the budget review
Economic Services	(10,282)	(15%)	⊗	Permanent	STA was operational from September 2017, therefore 2 months of no income. However, trends indicate budget estimate will be achieved.
Other Property and Services	(1,917)	(36%)		Timing	Diesel rebate has been processed in January 2018.
Operating Expense	\$	%			
Governance	24,869	9%	⊕	Timing	Expenditure low. Members fees to be paid and training costs.
General Purpose Funding	1,543	2%			Within Variance Threshold
Law, Order and Public Safety	1,074	3%			Within Variance Threshold
Health	23,003	13%	⊕	Timing	HACC and EHO expenses lower than budget.
Education and Welfare	(3,036)	(4%)			Within Variance Threshold
Housing	(24,413)	(22%)	⊗	Timing	Variance is the expenditure of the annual maintenance on the Independent Living units and Community Housing project. Budget will be reviewed.
Community Amenities	18,660	13%	⊕	Timing	Savings in recycling costs. Landcare expense to be processed.
Recreation and Culture	(8,425)	(2%)		Timing	Swimming pool expenses paid at the start of the season.
Transport	30,932	5%		Permanent	Budget to be reviewed during the budget review.
Economic Services	(5,591)	(3%)		Timing	Short term accommodation slightly overspent.
Other Property and Services	(112,720)	(277%)	⊗	Timing	Public works actual overhead recovery is not covering expenditure. Staff will review during the budget review.
Operating activities excluded from budget					
Depreciation	(51,533)	9%	⊗	Timing	YTD Depreciation budgeted at \$44K is higher than budget. A review of depreciation rates was carried out as at 30 June 2017, and has impacted depreciation expenses. Staff will review and correct this during the budget review.
Capital Revenues					
Grants, Subsidies and Contributions	(954,977)	(54%)	⊗	Timing	Grants to be received: \$200k for the Short Term Accommodation, 250K for the Bush Fire shed. The Storm water project for \$170K is not proceeding Roads to Recovery to be received of \$345K
Capital Expenses					<i>Refer to Note 12 for Capital expenditure detail</i>
Land and Buildings	0	0%			Within Variance Threshold
Infrastructure - Roads	(16,707)	7%		Permanent	Reduction in road expenditure due to reduction in the Roads to Recovery grant.
Infrastructure - Footpaths	14,000	(100%)		Timing	East street footpath planned for the first quarter of this financial year.
Infrastructure Assets - Other	(257,000)	0%		Permanent	Stormwater capture and re-use project \$170K grant application was unsuccessful.
Plant and Equipment	351,954	(92%)		Timing	Underspent - Grader to be purchased in March/April 2018.
Furniture and Equipment	4,549	(25%)		Timing	Underspent - computer equipment to be purchased in January 2018.
Financing					
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Opening Funding Surplus(Deficit)	195,118	17%	⊕		The opening funding surplus is \$205K higher than budget due to end of year adjustments required by the auditors. This relates to unanticipated income.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2017

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	31 Dec 2017
		\$	\$
Current Assets			
Cash Unrestricted	4	1,640,547	1,367,935
Cash Restricted	4	1,787,396	1,853,262
Receivables - Rates		49,852	252,311
Receivables - Other		408,576	140,256
Interest / ATO Receivable/Trust		101,647	24,180
Inventories		6,635	4,342
		3,994,654	3,642,286
Less: Current Liabilities			
Payables		(722,249)	(304,488)
Current Borrowings		(117,509)	(59,291)
Provisions		(185,111)	(185,111)
		(1,024,870)	(548,890)
Net Current Assets		2,969,784	3,093,395
Less: Cash Reserves	7	(1,787,396)	(1,787,396)
Plus: Current Borrowings included in Budget		93,753	35,534
Plus : Liabilities funded by Cash Backed Reserves		53,493	53,493
Net Current Funding Position		1,329,634	1,395,026



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

Current Ratio equals 1:3.26

This means that for every \$1.00 of liability Council has \$3.26 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2017

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	109,400			109,400	NAB	Variable	At Call
Cash Maximiser	1,092,531			1,092,531	NAB	2.05%	At Call
Trust Bank Account			12,787	12,787	NAB	Variable	At Call
(b) Term Deposits							
TD2361911	1,899	888,352		890,251	Bendigo	Variable	17-Aug-18
Reserve Bank Account - Bendigo					Bendigo	2.70%	13-Dec-17
90-558-1436-NAB		923,584		923,584	NAB	2.50%	21-Jun-18
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
	1,366,441	1,853,262	12,787	3,232,490			

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 31 December 2017

Note 5: Budget Amendments

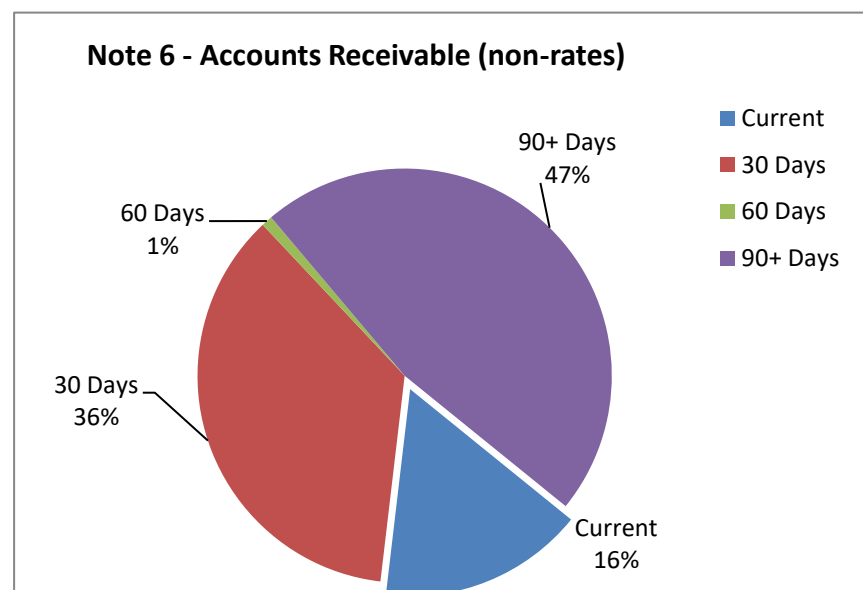
Amendments to original budget since budget adoption. Surplus/(Deficit)

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 31 December 2017

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	5,619	12,657	301	16,466	35,044
Balance per Trial Balance					
Sundry Debtors					25,898
Total Receivables General Outstanding					25,898



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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
Comunity 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 31 December 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	5,539	7,273	1,734		5,200	8,000	2,800	
D002	Ford Territory	Governance	5,500	4,545		(955)	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	
			11,039	11,818	1,734	(955)	121,900	155,500	40,800	(7,200)

Comments

The Ford Falcon and Ford Territory have been disposed of and a new Ford Range purchased for \$30,122

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 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										
	\$										
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 31 December 2017

Note 9 : Information on Borrowings
(a) Debenture Repayments

Particulars	01 Jul 2017	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	350,628		31,956	64,565	318,672	286,063	7,170	13,687
Economic Services								
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	756,512	741,804	12,105	23,982
Self Supporting Loans								
Loan 98 - Dowerin Events	60,856		11,782	23,756	49,074	37,100	989	1,786
	1,182,477	0	58,219	117,510	1,124,258	1,064,967	20,264	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 31 December 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 31 December 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:

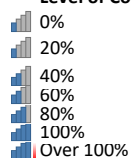
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Dec 2017
	\$	\$	\$	\$
Housing Bonds	3,428	0	0	3,428
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	0	0	2,522
Recreation 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	12,788

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 December 2017

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			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			11,049	13,000	13,000	(1,951)
Land Total			0	0	11,049	13,000	13,000	(1,951)
Buildings								
Shire Office	0364	Governance		0	0	72,500	72,500	(72,500)
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	21,770	(21,770)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	257,742		257,742	264,000	264,000	(6,258)
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	100,000	(100,000)
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		5,797	5,797	0	0	5,797
SHORT TERM ACCOMMODATION	7145	Economic Services	773,994		773,994	837,430	818,720	(44,726)
Buildings Total			1,031,737	5,797	1,037,534	1,295,700	1,276,990	(239,456)
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	1,000	(136)
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4400	-4400
Furniture & Equipment Total			0	13,751	13,751	18,300	18,300	(4,549)
Plant , Equip. & Vehicles								
Admin Vehicles	394	Governance		30,123	30,123	29,660	0	30,123
HACC - VEHICLE PURCHASE	1604	Health		0	0	32,077	32,077	(32,077)
PLANT - GRADER	6254	Transport		0	0	350,000	350,000	(350,000)
Plant & EquipmentTotal			0	30,123	30,123	411,737	382,077	(351,954)
Infrastructure - Roads								
ROADS - ROADS TO RECOVERY	4184	Transport		148,947	148,947	520,776	148,947	0
ROADS - UNCLASSIFIED	4604	Transport		15,660	15,660	212,688	0	15,660
ROADS - STATE 20/20	4884	Transport		76,749	76,749	480,463	76,749	0
ROADS - SIGNS	4194	Transport		1,047	1,047	0	0	1,047
Roads Total			0	242,403	242,403	1,213,927	225,696	16,707
Infrastructure - Footpaths								
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	14,000	(14,000)
Infrastructure - Footpaths TOTAL			0	0	0	14,000	14,000	(14,000)
Infrastructure - Other								
Infrastructure Other - Environment	2910	Transport	0		0	250,000	250,000	(250,000)
Infrastructure - other	4195	Transport			0	7,000	7,000	(7,000)
Infrastrcture -Other Total			0	0	0	257,000	257,000	(257,000)
Capital Expenditure Total			1,031,737	292,074	1,334,860	3,223,664	2,187,063	(852,203)

Level of Completion Indicators



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

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 31 January 2018

LOCAL GOVERNMENT ACT 1995

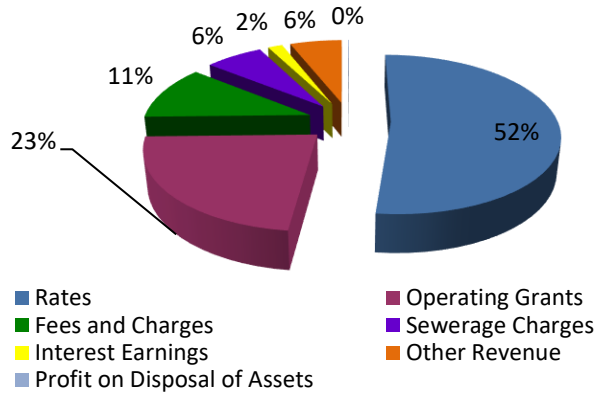
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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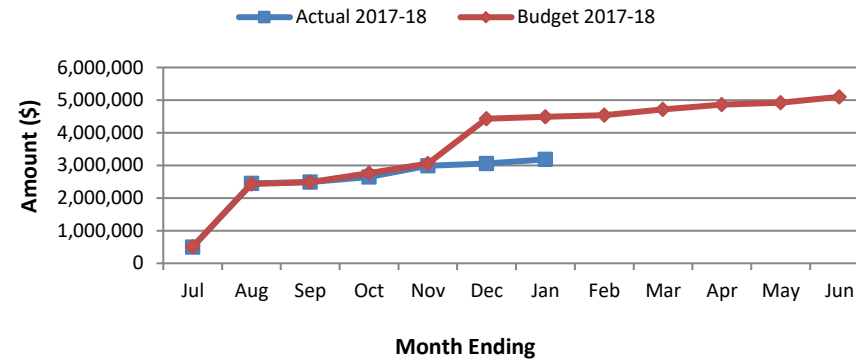
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 January 2018

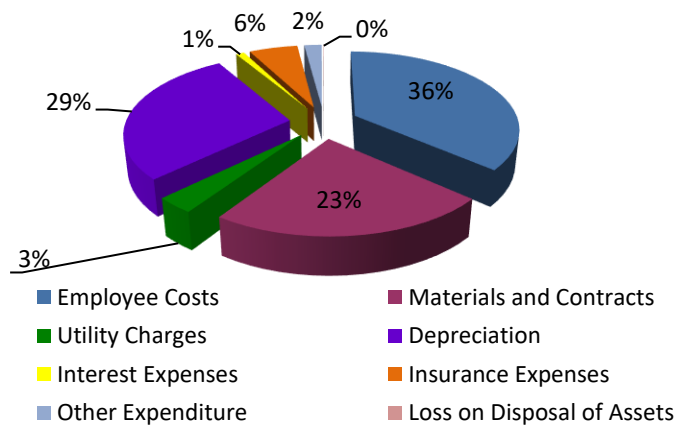
Operating Income



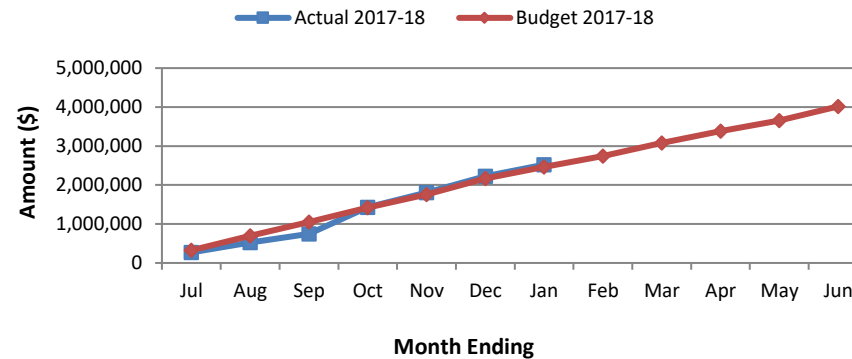
Budget Operating Income -v- YTD Actual
Refer Note 2



Operating Expenditure



Budget Operating Expenditure -v- YTD Actual
Refer Note 2



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 January 2018

	Note	Original Annual Budget	Annual Budget	Amended YTD	YTD Actual	(b)-(a)	(b)-	Var.
		\$	\$	\$	\$	\$	%	
Opening Funding Surplus(Deficit)	3	1,134,516	1,134,516	1,134,516	1,329,634	195,118	17%	😊
Revenue from operating activities								
Governance		7,530	7,530	5,551	14,493	8,942	161%	😊
General Purpose Funding - Rates	8	1,247,570	1,247,570	1,247,570	1,225,316	(22,254)	(2%)	😊
General Purpose Funding - Other		786,847	786,847	586,176	386,929	(199,247)	(34%)	😞
Law, Order and Public Safety		25,310	25,310	20,075	10,952	(9,123)	(45%)	😞
Health		267,152	267,152	158,939	209,915	50,976	32%	😊
Education and Welfare		132,510	132,510	73,301	77,390	4,089	6%	😊
Housing		142,590	142,590	83,167	75,637	(7,530)	(9%)	😞
Community Amenities		235,837	235,837	229,066	255,197	26,131	11%	😊
Recreation and Culture		81,840	81,840	55,982	23,441	(32,541)	(58%)	😞
Transport		185,630	185,630	176,382	10,656	(165,726)	(94%)	😞
Economic Services		137,866	137,866	85,477	66,682	(18,795)	(22%)	😞
Other Property and Services		10,710	10,710	6,245	6,914	669	11%	😊
		3,261,392	3,261,392	2,727,931	2,363,523			
Expenditure from operating activities								
Governance		(479,870)	(479,870)	(305,530)	(271,488)	34,042	11%	😊
General Purpose Funding		(142,710)	(142,710)	(73,524)	(69,110)	4,414	6%	😊
Law, Order and Public Safety		(68,680)	(68,680)	(40,033)	(36,203)	3,830	10%	😊
Health		(319,910)	(319,910)	(199,971)	(172,665)	27,306	14%	😊
Education and Welfare		(166,000)	(166,000)	(96,938)	(90,636)	6,302	7%	😊
Housing		(196,250)	(196,250)	(125,354)	(147,212)	(21,858)	(17%)	😞
Community Amenities		(295,770)	(295,770)	(171,896)	(154,512)	17,384	10%	😊
Recreation and Culture		(762,647)	(762,647)	(469,961)	(473,768)	(3,807)	(1%)	😊
Transport		(1,226,750)	(1,226,750)	(735,648)	(666,433)	69,215	9%	😊
Economic Services		(354,908)	(354,908)	(213,421)	(224,243)	(10,822)	(5%)	😞
Other Property and Services		(2,950)	(2,950)	(30,555)	(215,795)	(185,240)	(606%)	😞
		(4,016,445)	(4,016,445)	(2,462,831)	(2,522,065)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	660,954	720,747	59,793	9%	😞
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(33,600)	(779)	32,821	(98%)	😞
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	892,454	561,425			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	10	1,839,985	1,839,985	1,764,676	820,426	(944,250)	(54%)	😞
Proceeds from Disposal of Assets	8	155,500	155,500	0	11,818	11,818		😊
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(1,061,508)	(1,061,508)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(311,353)	(328,060)	(16,707)	5%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	
Plant and Equipment	12	(411,737)	(411,737)	(411,737)	(30,123)	381,614	(93%)	
Furniture and Equipment	12	(18,300)	(18,300)	(18,300)	(13,751)	4,549	(25%)	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(309,222)	(601,198)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(46,437)			
Closing Funding Surplus(Deficit)	3	6,001	6,001	1,729,530	1,243,424			



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 31 January 2018

	Note	Original Annual Budget	Annual Budget	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	1,329,634	195,118	17%	😊
Revenue from operating activities								
Rates	8	1,247,570	1,247,570	1,247,570	1,225,316	(22,254)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	886,799	538,669	(348,130)	(39%)	😞
Fees and Charges		422,200	422,200	284,889	262,503	(22,386)	(8%)	😞
Sewerage Charges		137,807	137,807	137,807	155,716	17,909	13%	😊
Interest Earnings		57,740	57,740	22,710	39,450	16,740	74%	😊
Other Revenue		203,526	203,526	107,356	140,133	32,777	31%	😊
Profit on Disposal of Assets		40,800	40,800	40,800	1,734			
		3,261,392	3,261,392	2,727,931	2,363,523			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,553,120)	(938,252)	(918,410)	19,842	2%	
Materials and Contracts		(843,690)	(843,690)	(545,617)	(581,552)	(35,935)	(7%)	😞
Utility Charges		(177,710)	(177,710)	(105,945)	(82,351)	23,594	22%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(660,954)	(720,747)	(59,793)	(9%)	😞
Interest Expenses		(39,455)	(39,455)	(20,264)	(24,395)	(4,131)	(20%)	
Insurance Expenses		(162,650)	(162,650)	(129,301)	(142,454)	(13,153)	(10%)	😞
Other Expenditure		(94,340)	(94,340)	(55,298)	(51,202)	4,096	7%	
Loss on Disposal of Assets		(7,200)	(7,200)	(7,200)	(955)	6,245	87%	
		(4,016,445)	(4,016,445)	(2,462,831)	(2,522,065)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	660,954	720,747	59,793	9%	😞
Movement in Leave Reserve		0	0	0	0	0		
Amount attributable to operating activities		349,627	349,627	892,454	561,425			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	1,764,676	820,426	(944,250)	(54%)	😞
Proceeds from Disposal of Assets	8	155,500	155,500	0	11,818	11,818		😊
Land Held for Resale		0	0	0	0	0		
Land and Buildings	12	(1,308,700)	(1,308,700)	(1,061,508)	(1,061,508)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(311,353)	(328,060)	(16,707)	5%	
Infrastructure Assets - Footpaths	13	(14,000)	(14,000)	(14,000)	0	14,000	(100%)	
Infrastructure Assets - Other	13	(257,000)	(257,000)	(257,000)	0	257,000	(100%)	
Plant and Equipment	13	(411,737)	(411,737)	(411,737)	(30,123)	381,614	(93%)	
Furniture and Equipment	13	(18,300)	(18,300)	(18,300)	(13,751)	4,549	(25%)	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(309,222)	(601,198)			
Financing Activities								
Proceeds from New Debentures		0	0	0	0	0		
Self-Supporting Loan Principal		23,756	23,756	11,782	11,782	0	0%	
Transfer from Reserves	7	195,844	195,844	0	0	0		
Repayment of Debentures	9	(117,510)	(117,510)	0	(58,219)	(58,219)		😞
Transfer to Reserves	7	(352,053)	(352,053)	0	0	0		
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(46,437)			
Closing Funding Surplus (Deficit)	3	6,001	6,001	1,729,530	1,243,424	(486,106)	(28%)	😞

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 31 January 2018

Capital Acquisitions

	Note	Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,308,700		1,061,508
Infrastructure Assets - Roads	12	1,213,927		328,060
Infrastructure Assets - Footpaths	13	14,000		0
Infrastructure Assets - Other	13	257,000		0
Plant and Equipment	13	411,737		30,123
Furniture and Equipment	13	18,300		13,751
Capital Expenditure Totals		3,223,664		1,433,442
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,839,985	57%	799,699
Borrowings	9	0	0%	0
Other (Disposals & C/Fwd)		413,500	13%	11,818
Council contribution - Cash Backed Reserves	7	152,456	5%	0
Council contribution - operations		817,723	25%	\$621,925
Capital Funding Total		3,223,664		1,433,442

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

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 31 January 2018

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 31 January 2018

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 31 January 2018

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 31 January 2018

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

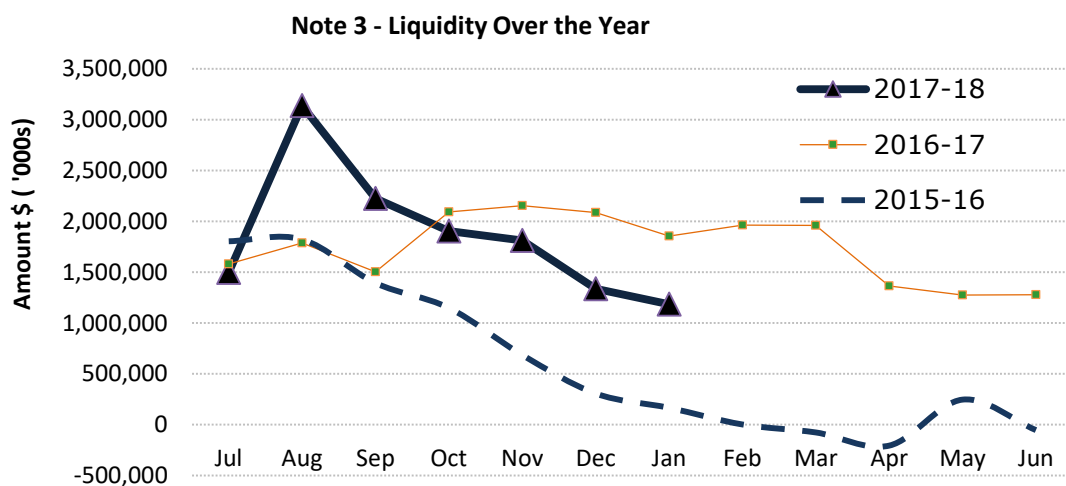
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	8,942	161%	⊕	Permanent	Good driver reimbursement, WALGA course, LGIS member dividend.
General Purpose Funding - Rates	(22,254)	(2%)			Within Variance Threshold
General Purpose Funding - Other	(199,247)	(34%)	⊗	Permanent	Financial Assistance grant has been reduced and the first quarter's payment for this financial year was received in advance in the prior financial year.
Law, Order and Public Safety	(9,123)	(45%)	⊗	Permanent	DFES subsidy has been reduced this year to \$7,815, due to underspend's in 2015/16
Health	50,976	32%	⊕	Timing	Hacc grant received for the financial year
Education and Welfare	4,089	6%		Timing	Budget phasing with the ChildCare payroll reimbursements
Housing	(7,530)	(9%)	⊗	Timing	\$10,000 per annum reduction in revenue as a result of housing being included in package for Managers, however increased rental charges as of 29 January in accordance with council policy should reduce this variance from February
Community Amenities	26,131	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	(32,541)	(58%)	⊗	Permanent	Swimming pool grant of \$32K will not be received as the funding program has been cancelled.
Transport	(165,726)	(94%)	⊗	Permanent	Main roads operational budget revenue will now only be \$73K. This is a reduction of \$52K which will be adjusted during the budget review
Economic Services	(18,795)	(22%)	⊗	Permanent	STA was operational from September 2017, therefore 2 months of no income. However, trends indicate budget estimate will be achieved.
Other Property and Services	669	11%		Timing	Workcover reimbursement.
Operating Expense	\$	%			
Governance	34,042	11%	⊕	Timing	Expenditure low. Members fees to be paid and training costs.
General Purpose Funding	4,414	6%		Timing	Valuation expenditure to be incurred at the end of the financial year.
Law, Order and Public Safety	3,830	10%		Timing	Bush fire grant other expenses underspent.
Health	27,306	14%	⊕	Timing	HACC and EHO expenses lower than budget.
Education and Welfare	6,302	7%	⊕	Timing	Dowerin Childcare wages are lower than budget. These wages are reimbursed by Dowerin Childcare.
Housing	(21,858)	(17%)	⊗	Permanent	Variance to expenditure is the annual maintenance of the Independent Living units and Community Housing project. Budget to be reviewed.
Community Amenities	17,384	10%	⊕	Timing	Savings in recycling costs. Landcare expense to be processed.
Recreation and Culture	(3,807)	(1%)		Timing	Within variance threshold.
Transport	69,215	9%	⊕	Permanent	Budget to be revised during the budget review.
Economic Services	(10,822)	(5%)	⊗	Timing	Short term accommodation (STA) slightly overspent.
Other Property and Services	(185,240)	(606%)	⊗	Timing	Public works actual overhead recovery is not covering expenditure. Staff will review during the budget review.
Operating activities excluded from budget					
Depreciation	(59,793)	9%	⊗	Timing	YTD Depreciation budgeted at \$58K is higher than budget. A review of depreciation rates was carried out as at 30 June 2017, and has impacted depreciation expenses. Staff will review and correct this during the budget review.
Capital Revenues					Within Variance Threshold
Grants, Subsidies and Contributions	(944,250)	(54%)	⊗	Timing	Grants to be received: \$200k for the Short Term Accommodation, 250K for the Bush Fire shed. The Storm water project for \$170K is not proceeding and Roads to Recovery to be received of \$345K.
Capital Expenses					Refer to Note 12 for Capital expenditure detail
Land and Buildings	0	0%			Within Variance Threshold
Infrastructure - Roads	(16,707)	5%		Permanent	Reduction in road expenditure due to reduction in the Roads to Recovery grant.
Infrastructure - Footpaths	14,000	(100%)		Timing	East street footpath planned for the first quarter of this financial year.
Infrastructure Assets - Other	(257,000)	0%		Permanent	Stormwater capture and re-use project \$170K grant application was unsuccessful.
Plant and Equipment	381,614	(93%)		Timing	Underspent - Grader to be purchased in March/April 2018.
Furniture and Equipment	4,549	(25%)		Timing	Underspent - computer equipment to be purchased in January 2018.
Financing					
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Opening Funding Surplus(Deficit)	195,118	17%	⊕		The opening funding surplus is \$205K higher than budget due to end of year adjustments required by the auditors. This relates to unanticipated income.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	31 Jan 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,640,547	1,248,353
Cash Restricted	4	1,787,396	1,853,262
Receivables - Rates		49,852	228,023
Receivables - Other		408,576	127,846
Interest / ATO Receivable/Trust		101,647	16,858
Inventories		6,635	2,106
		3,994,654	3,476,449
Less: Current Liabilities			
Payables		(722,249)	(302,035)
Current Borrowings		(117,509)	(59,291)
Provisions		(185,111)	(185,111)
		(1,024,870)	(546,437)
Net Current Assets		2,969,784	2,930,011
Less: Cash Reserves	7	(1,787,396)	(1,787,396)
Plus: Current Borrowings included in Budget		93,753	47,317
Plus : Liabilities funded by Cash Backed Reserves		53,493	53,493
Net Current Funding Position		1,329,634	1,243,424



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

Current Ratio equals 1:2.97

This means that for every \$1.00 of liability Council has \$2.97 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	140,263			140,263	NAB	Variable	At Call
Cash Maximiser	942,980			942,980	NAB	2.05%	At Call
Trust Bank Account			12,308	12,308	NAB	Variable	At Call
(b) Term Deposits							
TD2361911	1,899	888,352		890,251	Bendigo	Variable	17-Aug-18
90-558-1436-NAB		923,584		923,584	NAB	2.50%	21-Jun-18
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
	1,247,753	1,853,262	12,308	3,113,323			

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 31 January 2018

Note 5: Budget Amendments

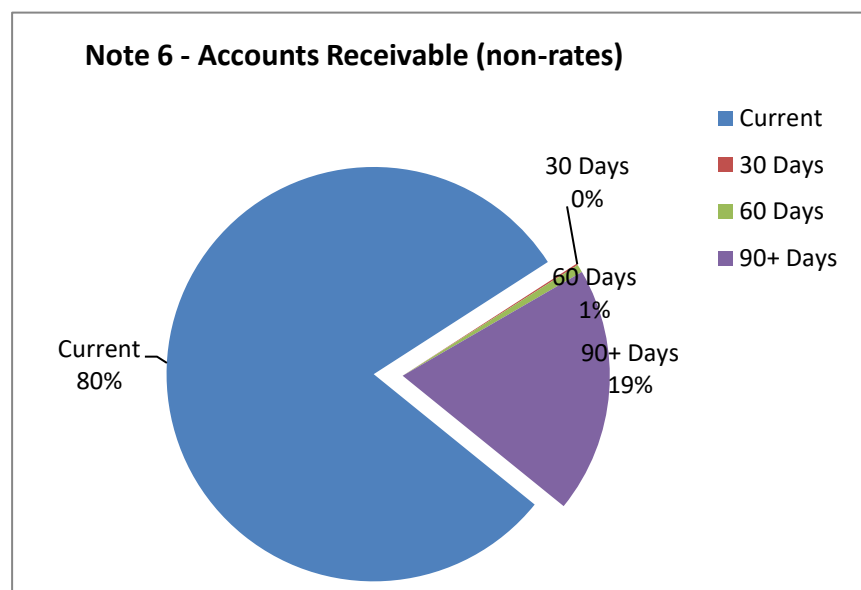
Amendments to original budget since budget adoption. Surplus/(Deficit)

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 31 January 2018

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	33,136	55	257	7,941	41,389
Balance per Trial Balance					
Sundry Debtors					41,389
Total Receivables General Outstanding					41,389



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

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
Comunity 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 31 January 2018

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	5,539	7,273	1,734		5,200	8,000	2,800	
D002	Ford Territory	Governance	5,500	4,545		(955)	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	
			11,039	11,818	1,734	(955)	121,900	155,500	40,800	(7,200)

Comments

The Ford Falcon and Ford Territory have been disposed of and a new Ford Range purchased for \$30,122

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

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	(1,454)	0	950,178	951,632	0	0	951,632
Sub-Totals		537	122,030,768	1,110,690	(1,454)	0	1,109,236	1,110,690	0	0	1,110,690
Minimum Payment	Minimum										
	\$										
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	(1,454)	0	1,225,316	1,226,770	0	0	1,226,770
Concession							0				0
Amount from General Rates							1,225,316	1,226,770			1,226,770
Ex-Gratia Rates							0	20,800			20,800
Specified Area Rates							0	0			0
Totals							1,225,316	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 31 January 2018

Note 9 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2017	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Amended Budget	Actual	Amended Budget	Actual	Amended Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	350,628		31,956	64,565	318,672	286,063	8,398	13,687
Economic Services								
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	756,512	741,804	14,801	23,982
Self Supporting Loans								
Loan 98 - Dowerin Events	60,856		11,782	23,756	49,074	37,100	1,197	1,786
	1,182,477	0	58,219	117,510	1,124,258	1,064,967	24,395	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 31 January 2018

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 31 January 2018

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:

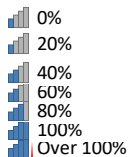
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 31 Jan 2018
	\$	\$	\$	\$
Housing Bonds	3,428	0	0	3,428
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	0	0	2,522
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	480	(480)	0
Yellow Ribbon	247	0	0	247
	12,307	480	(480)	12,308

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 January 2018

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			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			11,049	13,000	13,000	(1,951)
Land Total			0	0	11,049	13,000	13,000	(1,951)
Buildings								
Shire Office	0364	Governance		0	0	72,500	72,500	(72,500)
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	21,770	(21,770)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	266,202		266,202	264,000	264,000	2,202
SWIM POOL CAPITAL EXPENDITURE	3444	Recreation & Culture		0	0	100,000	100,000	(100,000)
WHEATBELT HERITAGE RAIL PROJECT	7144	Economic Services		5,797	5,797	0	0	5,797
SHORT TERM ACCOMMODATION	7145	Economic Services	778,460		778,460	837,430	821,840	(43,380)
Buildings Total			1,044,662	5,797	1,050,459	1,295,700	1,280,110	(229,651)
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	1,000	(136)
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4400	#####
Furniture & Equipment Total			0	13,751	13,751	18,300	18,300	(4,549)
Plant , Equip. & Vehicles								
Admin Vehicles	394	Governance		30,123	30,123	29,660	29,660	463
HACC - VEHICLE PURCHASE	1604	Health		0	0	32,077	32,077	(32,077)
PLANT - GRADER	6254	Transport		0	0	350,000	350,000	(350,000)
Plant & Equipment Total			0	30,123	30,123	411,737	411,737	(381,614)
Infrastructure - Roads								
ROADS - ROADS TO RECOVERY	4184	Transport		227,133	227,133	520,776	227,133	0
ROADS - UNCLASSIFIED	4604	Transport		15,660	15,660	212,688	0	15,660
ROADS - STATE 20/20	4884	Transport		84,220	84,220	480,463	84,220	0
ROADS - SIGNS	4194	Transport		1,047	1,047	0	0	1,047
Roads Total			0	328,060	328,060	1,213,927	311,353	16,707
Infrastructure - Footpaths								
FOOTPATH/CYCLEWAYS	6094	Transport		0	0	14,000	14,000	(14,000)
Infrastructure - Footpaths TOTAL			0	0	0	14,000	14,000	(14,000)
Infrastructure - Other								
Infrastructure Other - Environment	2910	Transport		0	0	250,000	250,000	(250,000)
Infrastructure - other	4195	Transport			0	7,000	7,000	(7,000)
Infrastructure -Other Total			0	0	0	257,000	257,000	(257,000)
Capital Expenditure Total			1,044,662	377,731	1,433,442	3,223,664	2,305,500	(872,058)

Level of Completion Indicators



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

LIST OF ACCOUNTS
01/12/2017 - 31/12/2017

DIRECT DEBITS

Chq/EFT	Date	Name	Description	Amount	Contra
29	21/12/2017	PUMA ENERGY	NOVEMBER FUEL USAGE	-2145.81	
30	04/12/2017	SHIRE OF DOWERIN - VISA CARD PAYMENTS	SNAP PRINTING - SCAN PLANS OF TOWN HALL	-25.00	
			BALLANTYNE JEWELLERS - COUNCILLOR SERVICE GIFTS	-466.00	
			ROYAL FLYING DOCTOR SERVICE - 8x CHRISTMAS CARD PACKS	-96.00	
			AUSTRALIA POST - POSTAGE & STAMPS.	-159.12	
			INSTITUTE OF MANAGERS & LEADERS - MEMBERSHIP	-265.00	
			AIRCRAFT OWNERS & PILOTS ASSOCIATION - REGISTER	-399.00	
			DOWERIN AIRSTRIP WITH AOPA		
			AUSTRALIA POST - POSTAGE	-53.60	
			MICROSOFT - MONTHLY SHAREPOINT DIRECT DEBIT	-443.85	
			GREGS DISCOUNT CHEMIST - FIRST AID SUPPLIES FOR POOL	-130.92	
			CARD FEE x2	-18.00	
TOTAL				-4202.30	0

EFT PAYMENTS

Chq/EFT	Date	Name	Description	Amount	Contra
EFT5447	07/12/2017	AVON WASTE	RUBBISH COLLECTION	-4822.08	4822.08
EFT5448	07/12/2017	CHILD SUPPORT AGENCY	Payroll deductions	-544.95	544.95
EFT5449	07/12/2017	BECARWISE	Payroll deductions	-1406.76	1406.76
EFT5450	07/12/2017	Building & Health Surveying Services	EHO - NOVEMBER 2017	-4425.44	
EFT5451	07/12/2017	RACHEL BUCK	EMERGENCY TOWER - ELECTRICITY USAGE	-141.15	141.15
EFT5452	07/12/2017	BOWMAN BRUSH	STA - INSTALL BRUSHWOOD PANELS WEST SIDE OF STA	-11550.00	11550
EFT5453	07/12/2017	COMMERCIAL HOTEL DOWERIN	MEMBERS RECEPTIONS - CARTON MILLERS CHILL, 2 BOTTLES WINE	-91.00	
EFT5454	07/12/2017	COUNTRY COPIERS	PRINTER SERVICE/METER READING	-790.64	
EFT5455	07/12/2017	CONPLANT	STEWART STREET - HIRE MULTI TYRE ROLLER, FREIGHT MULTI TYRE ROLLER	-2648.25	2648.25
EFT5456	07/12/2017	CONTRACT AQUATIC SERVICES	POOL MANAGEMENT - 2017/18 MANAGEMENT FEES PER CONTRACT NOVEMBER. 3m DEPTH STICKERS. HEAD IMMOBILISER & SPINAL STRAPS. FIRST AID BED. RESCUE EQUIPMENT. iCLEANER AUTO POOL VAC. POOL CHEMICALS.	-17116.80	
EFT5457	07/12/2017	DALLIMORE CARPET CHOICE	CHILDCARE MAINTENANCE - HEAVY DUTY CARPET SQUARES & VINYL PLANKS	-6888.00	
EFT5458	07/12/2017	DOWERIN COMMUNITY CLUB	RECEPTIONS - COUNCILLOR DINNER FAREWELL MAIN MEALS & DESSERTS	-400.00	
EFT5459	07/12/2017	DIAMOND LOCK & SECURITY	STA - INSTALL 3 COMBO LOCKS TO STA TOILETS	-2703.00	2703
EFT5460	07/12/2017	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	ESL- 2ND QTR CONTRIBUTION	-13522.50	13522.5
EFT5461	07/12/2017	SUSAN FITCHAT	STAFF TRAINING - REIMBURSEMENT FOR ACCOMMODATION & PARKING COSTS	-312.50	
EFT5462	07/12/2017	KENNARDS HIRE PTY LTD	DOWERIN MECKERING RD - HIRE 3.5 TONNE EXCAVATOR 3 DAYS	-1720.00	1720
EFT5463	07/12/2017	LGIS RISK MANAGEMENT	RISK MANAGEMENT SERVICES 2017	-1540.00	
EFT5464	07/12/2017	LOCAL GOVERNMENT PROFESSIONAL	SUBSCRIPTIONS - 2017/18 COUNCIL CORPORATE MEMBERSHIP	-938.00	
EFT5465	07/12/2017	MOORE STEPHENS	STAFF TRAINING - NUTS AND BOLTS FINANCE ESSENTIALS WORKSHOP S.FITCHAT	-1584.00	
EFT5466	07/12/2017	IXOM OPERATIONS PTY LTD	POOL CHEMICALS - CHLORINE SERVICE FEE 01/11/17 - 30/11/17	-81.84	
EFT5467	07/12/2017	PERFECT COMPUTER SOLUTIONS	IT SUPPORT - IT ASSISTANCE	-390.52	
EFT5468	07/12/2017	QUICK CORPORATE AUSTRALIA PTY LTD	HACC OFFICE - BISCUITS & TONER	-336.48	
EFT5469	07/12/2017	SUNNY INDUSTRIAL BRUSHWARE	PARKS/GARDENS - BRUSHES FOR SWEEPER	-291.50	
EFT5470	07/12/2017	TRANSAIR	SUPPLY AND INSTALL TWO WAY RADIOS & REPAIRS TO RADIO NETWORK (REPAYMENT OF INVOICE 11769 DUE TO PAYMENT BOUNCING BACK)	-9366.97	9366.97
EFT5471	07/12/2017	WESTRAC EQUIPMENT	D007 GRADER - CHECK/REPAIR NOISE TANDEM DRIVE 12m GRADER	-4877.93	
EFT5472	07/12/2017	WCS CONCRETE	FIRE SHED - CROSS OVER FIRE SERVICE BUILDING	-5874.00	5874
EFT5473	13/12/2017	ADVANCED AUTOLOGIC PTY LTD	OIL & GREASE - AUTO RAGS, GREASE CARTRIDGES	-172.00	
EFT5474	13/12/2017	AMD CHARTERED ACCOUNTANTS	AUDIT FEES - 2017 AUDIT. PRESENTATION OF 2017 AUDIT TO COMMITTEE.	-7294.18	
EFT5475	13/12/2017	BOEKEMAN MACHINERY	OVALS - DIFF OIL FOR TRACTOR. D012 LOADER - 20L FRUM HI SPIN 68. DEPOT - 1 BOX GREASE CARTRIDGE.	-410.51	
EFT5476	13/12/2017	BOC LIMITED	GENERAL PLANT - MONTHLY CHARGE FOR OXYGEN & ACETYLENE	-36.90	
EFT5477	13/12/2017	BUNNINGS GROUP LIMITED	STA - DOOR CLOSERS	-23.72	23.72

EFT5478	13/12/2017	CLIVE & JOAN CHESHIRE	RATES REIMBURSEMENT FOR INCORRECT PENSIONER REBATE CALCULATED 2014/15, 2015/16, 2016/17, 2017/18	-1349.58	1349.58
EFT5479	13/12/2017	DOWERIN IGA EXPRESS	MEMBERS RECEPTIONS - COUNCIL REFRESHMENTS	-150.24	
EFT5480	13/12/2017	DOWERIN BAKERY AND NEWS	NEWSPAPERS	-23.00	
EFT5481	13/12/2017	DOWERIN EVENTS MANAGEMENT	STA - ADVERTISING REIMBURSEMENT	-1391.50	
EFT5482	13/12/2017	LANDGATE	RATES - UV VALUATIONS	-65.50	
EFT5483	13/12/2017	DOWERIN TYRE AND EXHAUST	D004 TRUCK - SUPPLY & FIT NEW TRUCK TYRE. D004 TRUCK - FIT TYRE TO RIM. OVALS - TYRE REPAIRS FOR RIDE ON MOWER. BUS - NEW TYRE & FITTING. D02 TERRITORY & D002 RANGER - TRAILER PLUG ADAPTER.	-784.00	
EFT5484	13/12/2017	DOWERIN GOURMET BUTCHERSHOP	STAFF TRAINING - MEAT PLATTER, 2x SALADS	-24.40	
EFT5485	13/12/2017	DOWERIN ROADHOUSE	HACC - NOVEMBER MEALS	-294.00	
EFT5486	13/12/2017	GHD PTY LTD	RURAL ROAD MAINT - WANDRRA PROJECT MANAGEMENT WORKS NOVEMBER 2017	-3664.54	3664.54
EFT5487		CANCELLED PAYMENT - INVOICE ENTERED TWICE - BATCH 9836			
EFT5488	13/12/2017	MAYBERRY HAMMOND & CO	MUSEUM - PROFESSIONAL CHARGES FOR SETTLEMENT OF MUSEUM LAND AT MINNIVALE	-330.35	330.35
EFT5489	13/12/2017	MOUNSHER AMUSEMENTS	COMMUNITY EVENTS - BOUNCY CASTLES FOR XMAS EVENT	-360.00	
EFT5490	13/12/2017	OASIS OUTDOOR STRUCTURES	STA - INSTALL RETIC SYSTEM	-31735.00	31735
EFT5491	13/12/2017	POTS & TANGLES	AREA PROMOTION - PROMOTION OF XMAS EVENT	-750.00	
EFT5492	13/12/2017	R B MOTORS PTY LTD	D02 TERRITORY - SUPPLY AND FIT REPLACEMENT PART, SD CARD SYSTEM LABOUR	-497.20	
EFT5493	13/12/2017	RURAL RANGER SERVICES	ANIMAL CONTROL - RANGER SERVICES	-842.30	
EFT5494	13/12/2017	RESONLINE PTY LTD	STA - ROOM MANAGER MONTHLY FEES	-196.90	
EFT5495	13/12/2017	STIHL SHOP	STA - 1 STIHL BG 86 C-E BLOWER	-319.20	319.2
EFT5496	13/12/2017	RALPH THAXTER	MINNIVALE FIRE TRUCK - SERVICE. D008 RANGER - SERVICE & BATTERY. STREET SWEEPER - REPAIRS.	-1675.75	
EFT5497	13/12/2017	IT VISION	IT SUPPORT - LEAVE ACCRUAL ADJUSTMENTS, ON SITE IT VISION TRAINING	-2160.31	
EFT5498	13/12/2017	WESFARMERS KLEENHEAT GAS	REC CENTRE - YEARLY GAS FACILITY FEES	-727.87	
EFT5499	15/12/2017	Western Australian Treasury Corporation	LOAN 97 REPAYMENT	-39126.21	
EFT5500	22/12/2017	AUSTRALIAN TAX OFFICE	NOVEMBER 2017 BAS PAYMENT	-21205.00	21205
EFT5501	22/12/2017	BECARWISE	Payroll deductions	-703.38	703.38
EFT5502	22/12/2017	BRAYCO	STA - STAINLESS STEEL BENCHTOPS x2 914mm x 762mm	-280.00	280
EFT5503	22/12/2017	COMMERCIAL HOTEL DOWERIN	DRINKS FOR COUNCILLOR/STAFF DINNER 2017. XMAS MARKET EVENT - MEALS FOR BAND MEMBERS.	-1137.00	
EFT5504	22/12/2017	CONPLANT	STEWART STREET - HIRE MULTI TYRE ROLLER	-1831.50	
EFT5505	22/12/2017	CDA AIR CONDITIONING & REFRIGERATION	REPAIRS TO CHAMBERS AIR CON UNIT	-297.50	
EFT5506	22/12/2017	KEVIN CONWAY ENTERTAINMENT	COMMUNITY EVENTS - BAND BOOKING FOR CHRISTMAS EVENT	-3400.00	
EFT5507	22/12/2017	CONSULTING ENGINEERS	TOWN HALL - PROVIDE STRUCTURAL ENGINEERS REPORT FOR TOWN HALL ROOF FOR SOLAR PANELS	-2200.00	
EFT5508	22/12/2017	DOWERIN ENGINEERING WORKS	EJANDING WEST ROAD - FABRICATE 2x MOULDS FOR HEADWALL. RABBIT PROOF FENCE ROAD - FABRICATE 2x MOULDS FOR HEADWALL. OVALS - RHS FLAT BAR. STEWART ST - 2x CRANE LIFT FOR WATER TANK. D012 LOADER - REMOVE & REPLACE LOCKING BOLT.	-888.94	
EFT5509	22/12/2017	DOWERIN EVENTS MANAGEMENT	COMMUNITY EVENTS - REIMBURSEMENT OF TINSEL FOR XMAS EVENT	-92.00	
EFT5510	22/12/2017	DALWALLINU CONCRETE	DOWERIN - MECKERING RD - SUPPLY LINK PADS 1500x1200	-2758.80	2758.8
EFT5511	22/12/2017	DOWERIN GOURMET BUTCHERSHOP	MEAT FOR WORK CAMP BARBECUE	-139.42	
EFT5512	22/12/2017	ALL-WAYS FOODS	DCC - ROLL TOWELS	-189.57	
EFT5513	22/12/2017	JR & A HERSEY	RURAL ROADS - 20x 700mm TRAFFIC CONES, OHS - SUNSCREEN 2 BOXES, SAFETY GLASSES, REHYDRATION SACHETS	-1244.98	
EFT5514	22/12/2017	JK WILLIAMS & CO	STA - CLOTHES DRYER 6kg, WASHING MACHINE 7kg. EXTERIOR PAINT. 3 GEAR DRIVE ORBIT SPRINKLERS. CORDLESS DRILL. VARIOUS OTHER SUNDRIES	-2739.44	2739.44
EFT5515	22/12/2017	JOELECTRICS	STA - CEILING FAN INSTALLATION IN ABLUTION BLOCK	-2068.14	2068.14
EFT5516	22/12/2017	KENNARDS HIRE PTY LTD	COMMUNITY EVENTS - GENERATOR HIRE FOR XMAS EVENT	-2323.50	
EFT5517	22/12/2017	LGIS LIABILITY	WHR - INSURANCE	-1905.39	
EFT5518	22/12/2017	MIDWAY MAINTENANCE	FIRE SHED - HIRE OF DINGO	-742.50	742.5
EFT5519	22/12/2017	MARKET CREATIONS	ADMIN IT - MANAGED SERVICES FOR NOVEMBER	-1001.00	
EFT5520	22/12/2017	WORKWEAR GROUP PTY LTD	ADMIN UNIFORMS - E.HARDY. L.VALENTINE. E.RICHARDS. S.GEERDINK	-1382.00	
EFT5521	22/12/2017	PERTH LAUNDRY EQUIPMENT	STA - LEASE OF WASHING MACHINES & DRYERS	-419.46	
EFT5522	22/12/2017	QUICK CORPORATE AUSTRALIA PTY LTD	STATIONERY ORDER - BULK STATIONERY ORDER (INCLUDING A3 FRAMES AND TONER)	-1134.04	
EFT5523	22/12/2017	R B MOTORS PTY LTD	D002 RANGER - SUPPLY & FIT TONNEAU COVER. D02 TERRITORY - 105000km SERVICE & REPAIRS TO SAT NAV	-1177.90	
EFT5524	22/12/2017	ROADS 2000	STEWART ST - SUPPLY AND LAY 40mm ASPHALT	-39432.69	39432.69
EFT5525	22/12/2017	GRAEME SOUTHEY	REIMBURSEMENT FOR TINSEL AND CARD	-49.00	
EFT5526	22/12/2017	SWAN VALLEY CUDDLY ANIMAL FARM	COMMUNITY EVENTS - XMAS EVENT BOOKING	-1519.00	
EFT5527	22/12/2017	SKILL HIRE NORTHAM	STA - LABOUR HIRE	-4027.13	

EFT5528	22/12/2017	STABILISATION TECHNOLOGY	DOWERIN KALANNIE ROAD - CEMENT STABILISE AMERY RAIL CROSSING & ROLLER HIRE	-5463.30	5463.3
EFT5529	22/12/2017	TWINKARRI PTY LTD	HARRIS RD - ROAD SIDE PRUNING	-17226.00	
EFT5530	22/12/2017	TRUE PLUMBING AND GAS	UNIT A/11 HILDA ST - REPAIR LEAKING BATHROOM HOT WATER TAP. NEW FIRE SHED - HOT WATER REPAIRS.	-382.00	
EFT5531	22/12/2017	WREN OIL	ADMIN FEE FOR WASTE OIL REMOVAL	-16.50	
EFT5532	22/12/2017	WEST COAST SHADE	POOL MAINTENANCE - REPAIRS TO SHADE SAIL	-198.00	
EFT5533	22/12/2017	WA COUNTRY CHEMIST	WORKS OHS - EYE DROPS D.STONE	-20.35	
EFT5534	22/12/2017	REBECCA WINDSOR	GYM INDUCTIONS - 1	-20.00	20
TOTAL				-308384.90	167135.3
CHEQUE PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
10426	07/12/2017	COURIER AUSTRALIA	FREIGHT	-10.44	
10427	07/12/2017	LGRCEU	Payroll deductions	-58.20	58.2
10428	07/12/2017	SYNERGY	ELECTRICITY USAGE	-1590.10	
10429	07/12/2017	TELSTRA	TELEPHONE USAGE	-2141.96	
10430	07/12/2017	WATER CORPORATION	STANDPIPES - WATER USAGE	-111.19	111.19
10431	07/12/2017	CITY OF WANNEROO	GOVERN - LSL REIMBURSEMENT D.SIMMS	-1875.00	
10432	13/12/2017	COURIER AUSTRALIA	FREIGHT	-38.54	
10433		CANCELLED PAYMENT - INCORRECT AMOUNT			
10434	13/12/2017	PERTH ELECTIC TRAMWAY SOCIETY	WHR - 4 LIFTING JACKS FROM 2014 (UNPAID INVOICE)	-1700.00	1700
10435	13/12/2017	SYNERGY	STREET LIGHTING - ELECTRICITY USAGE	-2297.75	
10436	13/12/2017	GOOMALLING MEDICAL SURGERY	HR/RECRUITMENT - MEDICAL LAURA DEAN	-165.00	
10437	13/12/2017	TELSTRA	MOBILES - TELEPHONE USAGE	-336.61	
10438	13/12/2017	WATER CORPORATION	WATER USAGE	-278.57	
10439	15/12/2017	CASH	HACC PETTY CASH REIMBURSEMENT CHEQUE	-268.90	
10440	20/12/2017	CASH	SOCIAL WAGES PAYOUT - C.SMITH, D.MAXWELL, G.RICKWOOD, E.COULTHARD, M.KING, D.STONE, G.OLSTON, D.ALLSOPP, C.STOYSICH, T.MANN	-1300.00	1300
10441	22/12/2017	COURIER AUSTRALIA	FREIGHT	-45.65	
10442	22/12/2017	WATER CORPORATION	WATER USAGE	-13295.45	
10443	22/12/2017	WESTNET PTY LTD	INTERNET USAGE - HACC & DEPOT	-79.90	
10444	22/12/2017	SHIRE OF DOWERIN	FLEET LICENSING - 12 MONTHS	-6574.00	
TOTAL				-32167.26	3169.39
SUPER PAYMENTS					
Chq/EFT	Date	Name	Description	Amount	Contra
DD9839.1	13/12/2017	WA SUPER	Payroll deductions	-3258.44	
DD9839.2	13/12/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-76.23	
DD9839.3	13/12/2017	Australian Super	Superannuation contributions	-292.17	
DD9839.4	13/12/2017	REST SUPERANNUATION	Superannuation contributions	-52.85	
DD9839.5	13/12/2017	MLC SUPER FUND	Superannuation contributions	-508.36	
DD9839.6	13/12/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-164.05	
DD9839.7	13/12/2017	CBUS	Superannuation contributions	-164.85	
DD9839.8	13/12/2017	PRIME SUPER	Superannuation contributions	-475.15	
DD9839.9	13/12/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-127.51	
DD9856.1	13/12/2017	WA SUPER	Superannuation contributions	-3709.01	
DD9863.1	27/12/2017	WA SUPER	Payroll deductions	-3773.46	
DD9863.2	27/12/2017	FIDUCIAN PORTFOLIO SERVICES LIMITED	Superannuation contributions	-86.82	
DD9863.3	27/12/2017	Australian Super	Superannuation contributions	-286.88	
DD9863.4	27/12/2017	REST SUPERANNUATION	Superannuation contributions	-49.30	
DD9863.5	27/12/2017	MLC SUPER FUND	Superannuation contributions	-470.20	
DD9863.6	27/12/2017	NAB SUPERANNUATION FUND A	Superannuation contributions	-102.53	
DD9863.7	27/12/2017	CBUS	Superannuation contributions	-164.86	
DD9863.8	27/12/2017	PRIME SUPER	Superannuation contributions	-475.15	
DD9863.9	27/12/2017	HEALTH EMPLOYEES SUPER	Superannuation contributions	-128.16	
DD9839.10	13/12/2017	HOSTPLUS	Superannuation contributions	-79.21	
DD9839.11	13/12/2017	CHILDCARE SUPER	Superannuation contributions	-38.31	
DD9839.12	13/12/2017	CONCEPT ONE SUPER	Superannuation contributions	-20.09	
DD9863.10	27/12/2017	HOSTPLUS	Superannuation contributions	-82.54	
DD9863.11	27/12/2017	CHILDCARE SUPER	Superannuation contributions	-263.82	
DD9863.12	27/12/2017	CONCEPT ONE SUPER	Superannuation contributions	-10.05	
TOTAL				-14860.00	0
PAYROLL PAYMENTS					
	13/12/2017	Payroll Direct Debit of Net Pays		-49133.72	
	19/12/2017	Payroll Direct Debit of Net Pays		-26373.16	
	21/12/2017	Payroll Direct Debit of Net Pays		-51163.50	
TOTAL				-126670.38	0
MUNICIPAL TOTALS					
				Amount	Contra
DIRECT DEBITS				-4202.30	0

EFT TRANSACTIONS	-308384.90	167135.3
CHEQUES	-32167.26	3169.39
SUPER PAYMENTS	-14860.00	0
PAYROLL PAYMENTS	-126670.38	0
TOTAL	-486284.84	170304.7

LIST OF
01/01/201

			DIRI
Chq/EFT	Date	Name	
31	11/01/2018	SHIRE OF DOWERIN - VISA CARD PAYMENTS	

32	19/01/2018	PUMA ENERGY	
33	19/01/2018	Western Australian Treasury Corporation	
			EFT
Chq/EFT	Date	Name	
EFT5535	09/01/2018	AVON WASTE	
EFT5536	09/01/2018	CHILD SUPPORT AGENCY	
EFT5537	09/01/2018	BECARWISE	
EFT5538	09/01/2018	BOC LIMITED	
EFT5539	09/01/2018	Building & Health Surveying Services	
EFT5540	09/01/2018	CONTRACT AQUATIC SERVICES	
EFT5541	09/01/2018	COLAS WA	
EFT5542	09/01/2018	DOWERIN GOURMET BUTCHERSHOP	
EFT5543	09/01/2018	ALL-WAYS FOODS	
EFT5544	09/01/2018	GHD PTY LTD	
EFT5545	09/01/2018	KENNETH MYERS	
EFT5546	09/01/2018	MARKET CREATIONS	
EFT5547	09/01/2018	NARKAL NOTES	
EFT5548	09/01/2018	R B MOTORS PTY LTD	
EFT5549	09/01/2018	SONYA RALPH CATERING	
EFT5550	09/01/2018	RESONLINE PTY LTD	
EFT5551	09/01/2018	STIHL SHOP	
EFT5552	09/01/2018	STABILISATION TECHNOLOGY	
EFT5553	09/01/2018	TELLY'S AUTO ELECTRICAL & AIR-CONDITIONING	
EFT5554	09/01/2018	RALPH THAXTER	
EFT5555	09/01/2018	TRUE PLUMBING AND GAS	
EFT5556	09/01/2018	WESTRAC EQUIPMENT	

EFT5557	11/01/2018	DARREL PETER HUDSON
EFT5558	11/01/2018	DE METCALF
EFT5559	12/01/2018	AVON WASTE
EFT5560	12/01/2018	BOEKEMAN MACHINERY
EFT5561	12/01/2018	BECARWISE
EFT5562	12/01/2018	DOWERIN IGA EXPRESS
EFT5563	12/01/2018	DOWERIN BAKERY AND NEWS
EFT5564	12/01/2018	DOWERIN DESPATCH
EFT5565	12/01/2018	DOWERIN TYRE AND EXHAUST
EFT5566	12/01/2018	DOWERIN & DISTRICTS FARM SHED
EFT5567	12/01/2018	DOWERIN COMMUNITY CHILDCARE INC
EFT5568	12/01/2018	DOWERIN ROADHOUSE
EFT5569	12/01/2018	ENDEAVOUR COMMUNITY NEWSPAPER INC
EFT5570	12/01/2018	FAIRFAX MEDIA PUBLICATIONS PTY LTD
EFT5571	12/01/2018	SUSAN FITCHAT
EFT5572	12/01/2018	ALL-WAYS FOODS
EFT5573	12/01/2018	JK WILLIAMS & CO
EFT5574	12/01/2018	SAMANTHA JONES
EFT5575	12/01/2018	MINNIE MCLEOD
EFT5576	12/01/2018	IXOM OPERATIONS PTY LTD
EFT5577	12/01/2018	WORKWEAR GROUP PTY LTD
EFT5578	12/01/2018	QUICK CORPORATE AUSTRALIA PTY LTD
EFT5579	12/01/2018	RURAL RANGER SERVICES
EFT5580	12/01/2018	COLIN SMITH
EFT5581	12/01/2018	SKILL HIRE NORTHAM
EFT5582	12/01/2018	TRUE PLUMBING AND GAS

EFT5583	12/01/2018	SHIRE OF TAMMIN
EFT5584	12/01/2018	TOURISM COUNCIL WA
EFT5585	12/01/2018	WESFARMERS KLEENHEAT GAS
EFT5586	12/01/2018	WHEATBELT SIGNS
EFT5587	17/01/2018	AUSTRALIAN TAX OFFICE

CHEQU

Chq/EFT	Date	Name
10445	05/01/2018	SHIRE OF DOWERIN
10446	09/01/2018	COURIER AUSTRALIA
10447	09/01/2018	Department of Commerce WA
10448	09/01/2018	WA SUPER
10449	09/01/2018	SYNERGY
10450	09/01/2018	TELSTRA
10451	11/01/2018	JULIE CHATFIELD
10452	11/01/2018	LG HAGBOOM
10453	11/01/2018	LEN HOLBERTON
10454	11/01/2018	BEVERLEY WARD
10455	12/01/2018	LGRCEU
10456	12/01/2018	WA SUPER
10457	12/01/2018	SYNERGY
10459	19/01/2018	SYNERGY

SUPER

Chq/EFT	Date	Name
DD9905.1	10/01/2018	WA SUPER
DD9905.2	10/01/2018	REST SUPERANNUATION
DD9905.3	10/01/2018	MLC SUPER FUND
DD9905.4	10/01/2018	NAB SUPERANNUATION FUND A
DD9905.5	10/01/2018	CBUS
DD9905.6	10/01/2018	PRIME SUPER
DD9905.7	10/01/2018	HEALTH EMPLOYEES SUPER
DD9905.8	10/01/2018	HOSTPLUS
DD9905.9	10/01/2018	FIDUCIAN PORTFOLIO SERVICES LIMITED
DD9929.1	24/01/2018	WA SUPER
DD9929.2	24/01/2018	CARE SUPER
DD9929.3	24/01/2018	REST SUPERANNUATION
DD9929.4	24/01/2018	MLC SUPER FUND
DD9929.5	24/01/2018	NAB SUPERANNUATION FUND A
DD9929.6	24/01/2018	CBUS
DD9929.7	24/01/2018	PRIME SUPER

ACCOUNTS

8 - 31/01/2018

DEBIT DEBITS

Description	Amount	Contra
AUSTRALIA POST - POSTAGE	-30.55	
BLOOMYS NURSERY - CONDOLENCE FLOWERS FOR COOTE FAMILY	-190.90	
THE WEST AUSTRALIAN - DEATH NOTICE FOR BILL COOTE	-175.30	
COLES - COLES MYER GIFT CARD FAREWELL GIFT T.MANN	-220.00	
AUSTRALIA POST - POSTAGE	-35.82	
AUSTRALIA POST - POSTAGE	-61.02	
MICROSOFT - MONTHLY SHAREPOINT DIRECT DEBIT	-443.85	
CARD FEE - SELVEY	-9.00	
DECEMBER FUEL USAGE	-1224.65	
GUARANTEE FEES - LOAN 97, 98 & 99	-4131.05	
TOTAL	-6522.14	0

PAYMENTS

Description	Amount	Contra
RUBBISH COLLECTION	-4830.00	4830
Payroll deductions	-363.30	363.3
Payroll deductions	-703.38	703.38
GENERAL PLANT - MONTHLY CHARGE FOR OXYGEN & ACETYLENE	-42.17	
EHO - DECEMBER 2017	-4458.44	
POOL MANAGEMENT JAN 2018, VACSWIM EXTRA HOURS	-13227.50	
STEWART ST - 2 COAT EMULSION	-18589.11	18589.11
HACC DAY CARE - PREPARE AND SUPPLY CHRISTMAS LUNCH	-585.00	
HACC BUILDING - TOILET PAPER & HAND TOWEL	-135.16	
RURAL ROAD MAINT - WANDRRA PROJECT MANAGEMENT	-853.88	853.88
FIRE SHED - HIRE OF EXCAVATOR	-516.00	516
ADMIN IT - MANAGED SERVICES	-1495.19	
COMMUNITY EVENTS - XMAS MARKET ADVERTISING	-15.00	
OD TERRITORY - 105000km SERVICE	-346.30	
RECEPTIONS - CHRISTMAS DINNER FOR COUNCILLORS & STAFF	-1900.00	
STA - ROOM MANAGER MONTHLY FEES	-196.90	
SPORTS OVALS & AMENITIES - 2 BRUSHCUTTER HEADS FOR F585	-90.00	
STEWART STREET - CEMENT STABILISATION & ROLLER HIRE	-67414.88	67414.88
D010, D004, D040 - REPAIRS TO AIRCON SYSTEM	-475.31	
D07 COURIER - SERVICE, FLUSH RADIATOR & NEW COOLANT	-593.42	
SEWERAGE - URGENT REPAIR TO TOWN MAIN FEED LINE & REPAIRS TO PIPE UNDER CULVERT	-4592.50	
D007 GRADER - 2 HYDRAULIC HOSES, 1 SET FILTERS	-278.25	

COUNCIL NOMINATION REFUND	-80.00	80
COUNCIL NOMINATION REFUND	-80.00	80
RUBBISH COLLECTION	-2415.00	2415
DEPOT - GREASE GUN ENDS. D003 MITSUBISHI - 8 GLOBES	-88.14	
Payroll deductions	-703.38	703.38
COUNCIL MEETINGS - COUNCIL REFRESHMENTS. CARTON OF WATER. MILK. WORK CAMP BBQ SUPPLIES. STA - TOILET PAPER. PARKS/GARDENS - STAMINADE.	-196.46	
STAFF TRAINING - 20x ASSORTED SANDWICHES, 15x ASSORTED MUFFINS, 2x JUBILEE TWISTS. AFTERNOON TEA FOR S.GEERDINK FAREWELL. WORKCAMP BBQ - ROLLS. NEWSPAPERS.	-278.50	
ADVERTISING	-755.00	
D007 GRADER - REPAIRS TO TYRE	-98.00	
PARKS/GARDENS - MUMBELLUP POTTING MIX BULK BAG. PARKS/GARDENS - MUMBELLUP DROUGHT BUSTER BULK BAG. PARKS/GARDENS - MUMBELLUP MAGIC BULK BAG. 10hr JOLT BROADLEAF SPRAY. VARIOUS PLANTS, WINE BARREL POT, VALVE BOXES, ADAPTERS, GALCON TAP CONTROLLER, WORKS CLOTHING - 2x SAFETY BOOTS.	-2629.00	
CHILDCARE - CONTRIBUTION AS PER ITEM 10.1.5 APRIL 2017 COUNCIL MEETING	-1375.00	
HACC - DECEMBER MEALS. XMAS EVENT - LOLLIES. COMMUNITY EVENTS - GLASSES FOR SANTA, 2 BAGS ICE FOR WORKCAMP, FUEL FOR GENERATOR. SHIRE XMAS DINNER - 10 BAGS ICE	-484.63	240
COMMUNITY EVENTS - XMAS MARKETS ADVERTISING	-66.00	
AREA PROMOTION - CENTRAL WHEATBELT DIRECTORY 2017 - 2019	-275.00	
FUEL REIMBURSEMENT - 9/12, 31/12	-131.43	
REC CENTRE - 2x15kg JUMBO PARABLOCKS, 2x1000 COMMERCIAL GARBAGE BAGS. STA - MILK, SUGAR, COFFEE	-716.71	
WORKS STAFF CLOTHING - 25 SHIRTS, WORKS STAFF CLOTHING - 11 PANTS. POOL MAINTENANCE - 2 GAS BOTTLES. VARIOUS OTHER SUNDRIES	-2562.97	
OFFICE EXPENSES - REIMBURSEMENT FOR VENETIAN BLIND CLEANERS	-26.96	
XMAS MARKETS - FACE PAINTING	-300.00	
POOL CHEMICALS - CHLORINE SERVICE FEE 01/12/2017 - 31/12/2017	-84.57	
ADMIN UNIFORMS - R.HATHAWAY, E.HARDY, A.BEGLEY	-740.72	
HACC OFFICE EXPENSES - 4x TONERS, 3x DIARIES, VEHICLE LOG BOOK. FRAMES FOR EVAC MAPS	-1391.79	
ANIMAL CONTROL - RANGER SERVICES	-542.75	
REIMBURSEMENT FOR BBQ SAUSAGES FOR STEVEN FAREWELL AT DEPOT	-27.10	
STA - CASUAL EMPLOYEE WAGES	-6289.23	5050.85
FIRE SHED - CONNECT WATER & SEWER TO BUILDING AND HOT WATER REPAIRS	-8701.00	8536

COMMUNITY EVENTS - ADVERT FOR XMAS EVENT IN PAPER	-32.00	
TOURISM/AREA PROMOTION - STA ACCREDITATION	-145.00	
TOWN HALL, 12 COTTRELL ST, 16&18 ANDERSON ST, 4 O'LOGHLEN ST, CRC BUILDING, REC CENTRE, 36 STACY ST, 13 MAISEY ST - YEARLY GAS FACILITY FEES	-721.05	
TOURISM/AREA PROMOTION - 2 XMAS BANNERS & INSTALLATION. TOURISM - 2 RV SIGNS	-1320.00	
DECEMBER 2017 BAS PAYMENT	-19312.00	19312
TOTAL	-174271.08	129687.8

IE PAYMENTS

Description	Amount	Contra
BUS LICENSE RENEWAL	-394.70	
FREIGHT	-133.17	
BUILDING SERVICES LEVY	-545.91	545.91
STEVEN GEERDINK SUPER PAYMENT MISSED 15.06.2017, CHRISTOPHER STOYSICH SUPER PAYMENT MISSED 15.06.2017, SUSAN FITCHAT SUPER PAYMENT TO NEW FUND	-751.41	
DCC - ELECTRICITY USAGE	-1937.60	
OFFICE LINES TELEPHONE USAGE	-2309.45	
COUNCIL NOMINATION REFUND	-80.00	80
COUNCILLOR NOMINATION REFUND	-80.00	80
COUNCILLOR NOMINATION REFUND	-80.00	80
COUNCIL NOMINATION REFUND	-80.00	80
Payroll deductions	-38.80	38.8
SUSAN FITCHAT SUPERANNUATION - 15/11/2017, 29/11/2017, 13/12/2017, 27/12/2017	-1246.16	
STREET LIGHTING - ELECTRICITY	-2168.75	
WATER USAGE	-10283.90	
TOTAL	-20129.85	904.71

R PAYMENTS

Description	Amount	Contra
Payroll deductions	-3003.13	
Superannuation contributions	-27.36	
Superannuation contributions	-440.11	
Superannuation contributions	-164.05	
Superannuation contributions	-172.47	
Superannuation contributions	-475.15	
Superannuation contributions	-85.33	
Superannuation contributions	-73.54	
Superannuation contributions	-76.64	
Payroll deductions	-3026.92	
Superannuation contributions	-166.87	
Superannuation contributions	-27.36	
Superannuation contributions	-517.31	
Superannuation contributions	-164.05	
Superannuation contributions	-169.93	
Superannuation contributions	-475.15	

Superannuation contributions	-85.33	
Superannuation contributions	-73.54	
Superannuation contributions	-286.88	
Superannuation contributions	-74.24	
Superannuation contributions	-286.88	
TOTAL	-9872.24	0

LL PAYMENTS

Description	Amount	Contra
	-45357.87	
	-46580.80	
TOTAL	-91938.67	0

PIPAL TOTALS

	Amount	Contra
DIRECT DEBITS	-6522.14	0
EFT TRANSACTIONS	-174271.08	129687.8
CHEQUES	-20129.85	904.71
SUPER PAYMENTS	-9872.24	0
PAYROLL PAYMENTS	-91938.67	0
TOTAL	-302733.98	130592.5



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 within Australia only)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461



Statement Period 28 October 2017 to 28 November 2017
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$1,819.40 DR
Payments and other credits	\$1,819.40 CR
Purchases, cash advances and other debits	\$2,038.49 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$2,056.49 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,056.49 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
04/12/2017 AS PER OUR AGREEMENT.**

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
2 Nov 2017	\$1,819.40 CR	DIRECT DEBIT PAYMENT	74557047305
Total for this Period:	\$1,819.40 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billor Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3657-7475	MR STEVEN FRANCIS GE	\$6,000	\$0.00	\$25.00	\$9.00	\$34.00
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$2,013.49	\$9.00	\$2,022.49
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$1,819.40 CR	\$0.00	\$0.00	\$1,819.40 CR
			\$1,819.40 CR	\$2,038.49 DR	\$18.00 DR	\$237.09 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



Statement for
NAB Business Visa
NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm A
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: 28 October 2017 to 28 November 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 Oct 2017	\$466.00 ✓	BALLANTYNE JEWELLERS NORTHAM					74940527303
3 Nov 2017	\$96.00 ✓	ROYAL FLYING DOC JANDAKOT					05121163793
9 Nov 2017	\$159.12 ✓	POST DOWERIN LPO DOWERIN					74813847312
13 Nov 2017	\$265.00 ✓	AIM GROUP LTD BRISBANE					06182943536
20 Nov 2017	\$399.00	AOPA AUSTRALIA CONDELL PARK					74617637324
23 Nov 2017	\$53.60 ✓	POST DOWERIN LPO DOWERIN					74813847326
27 Nov 2017	\$443.85	MSFT *E01004TQI9> MSBILL.INFO RECURRING DIRECT DEBIT.					74798067329
27 Nov 2017	\$130.92 ✓	Greg's Midland Midland					74249237330
28 Nov 2017	\$9.00	CARD FEE					74557047332
Total for this period	\$2,022.49		Totals				

Employee declaration

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

Cardholder signature: _____

Date: 4/12/17



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: 28 October 2017 to 28 November 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
16 Nov 2017	\$25.00	SNAP PRINT MIDLAND MIDLAND					04134120919
28 Nov 2017	\$9.00	CARD FEE					74557047332
Total for this period	\$34.00		Totals				

Employee declaration

EMPLOYEE RESIGNED

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

Cardholder signature:

N/A

Date:

[Handwritten Signature]
4/12/17



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 within Australia only)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461



Statement Period 29 November 2017 to 28 December 2017
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$2,056.49 DR
Payments and other credits	\$2,056.49 CR
Purchases, cash advances and other debits	\$1,657.44 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$1,666.44 DR

**YOUR DIRECT DEBIT PAYMENT OF \$1,666.44 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
03/01/2018 AS PER OUR AGREEMENT.**

362/21/01/M03371/S009549/1019097

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Dec 2017	\$2,056.49 CR	DIRECT DEBIT PAYMENT	74557047335
Total for this Period:	\$2,056.49 CR		



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NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billers Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

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Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$1,657.44	\$9.00	\$1,666.44
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$2,056.49 CR	\$0.00	\$0.00	\$2,056.49 CR
			\$2,056.49 CR	\$1,657.44 DR	\$9.00 DR	\$390.05 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



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: MS ANDREA JANINE SELVEY
Account No: 4557 0455 3744 1887
Statement Period: 29 November 2017 to 28 December 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
11 Dec 2017	\$30.55	POST DOWERIN LPO DOWERIN					74813847342
12 Dec 2017	\$500.00	JK WILLIAMS AND CO DOWERIN					01150491379
13 Dec 2017	\$190.90	PETALS NETWORK ARMIDALE					03171185682
15 Dec 2017	\$175.30	WANEWSADV OSBORNE PARK					74564457348
18 Dec 2017	\$220.00	COLES 0353 FORRESTFIELD					74363967350
20 Dec 2017	\$35.82	POST DOWERIN LPO DOWERIN					74813847353
22 Dec 2017	\$61.02	POST DOWERIN LPO DOWERIN					74813847355
27 Dec 2017	\$443.85	MSFT *<E01004ZSJW> MSBILL.INFO					74798067360
		RECURRING DIRECT DEBIT.					
28 Dec 2017	\$9.00	CARD FEE					74557047362
Total for this period	\$1,666.44		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____



DOWERIN LOCAL EMERGENCY MANAGEMENT COMMITTEE

**Minutes of meeting held on
Monday 29 January 2018 at 11.00am
Shire of Dowerin, Council Chambers**

PRESENT:

Darrel Hudson	Shire President (Chair)
Andrea Selvey	Shire of Dowerin
Duncan Jones	St John Ambulance
Daniel Birleson	DFES Northam – Area Officer
Daniel Hendriksen	DFES Northam – Area Officer
Yvette Grigg	SEMC
Phil Pickering	Dowerin Bush Fire Brigade
Norma Metcalf	Crisis Care Coordinator
Lynley Arnott	Dowerin Community Resource Centre
Jo Spadaccini	Department for Child Protection and Family Support – Emergency Services Unit
Ella McDonald	Shire of Wyalkatchem

1. Welcome:

The Shire President opened the meeting at 11.02am and welcomed all attendees.

2. Apologies:

Ian McCabe	Shire of Wyalkatchem
Denise Sutherland	Dowerin St John Ambulance
Jarrad Savage	Dowerin Police Service
Barb Garner	Dowerin District High School
Suzanne Blay	Dowerin Events Management
Ross Bartley	Dowerin Police Service

3. Minutes of previous meeting:

Officers Recommendation: That the minutes of the meeting of the Local Emergency Management Committee held on 22 November 2017 be confirmed as a true and correct record of proceedings.

Moved: J Spadaccini

Seconded: L Arnott

Carried



4. Business arising:

4.1 LEMP for the provision of Welfare Support: J Spadaccini advised that the State Welfare Plan has gone to SEMC. Once approved it will be incorporated into Local Plans. It is anticipated this will be completed by mid-year this year. It will be brought to LEMC when it is completed.

4.2 Recent power outage resulted in mobile phone towers going down in Wyalkatchem. Dowerin retained Telstra mobiles but lost Optus connections. Y Griggs reported that it is an issue across Australia. It has been raised at DEMC. Y Griggs will raise it again. A Selvey to write to Y Griggs so that she has something to table at DEMC.

5. Standing items:

5.1 Agency updates;

St John: No update on building. Still trying to secure funding. Looking at getting a second ambulance to allow the centre to do hospital transfers. 7 jobs in January. 12 officers in Dowerin.

DFES/SEMC: The announcement of the restructure is due today. Restructure will take about 18months to 2 years to be implemented so no immediate changes expected. Daniel Hendriksen to replace Daniel Birleson on two month acting basis until positions are finalised in the restructure.

DCPFS– Emergency Services Unit: See attached report. Training being offered in managing Evacuation Centres being planned for 2018.

SHIRE: New Works Manager to commence late February. Will come to LEMC meetings when he starts.

BUSH FIRE BRIGADES: Will move into new shed after school holidays.

5.2 Emergency Contacts List update.

See attached updated list.



6. General business:

6.1 Assessing risks at a local level/AWARE funding:

Y Griggs reported that LGs need to do some local level risk/hazard assessment. Suggest working with neighbouring Councils (Wongan-Ballidu, Victoria Plains, Dalwallinu). AWARE funding of up to \$4000 per Council. Apply separately but combine resources to get best value.

ACTION: Y Griggs to discuss cluster/regional work with other Shires and advise A Selvey of outcome to progress with planning.

6.2 Joint exercise planning

Exercise – *Working Together*.

- Desktop exercise confirmed for Friday 23 February commencing at 12noon. Finish by 3pm. Venue: Dowerin Community Club, Corner of East and Fraser Streets, Dowerin.

Objectives:

- To understand regional capacity, resourcing, coordination of logistics.
- To test structures in place.
- To test Local Government capacity in the recovery phase.
- To test business continuity.
- To test the LEMAs.

Y Griggs has invited other Shires and agencies. Good response – expect around 35 people.

Bring LEMA and another emergency documents.

Thank you to Daniel Birleson for his work in putting the exercise together.

7. Next meeting:

Wednesday 21 March 2018

8. Close.

The Shire President closed the meeting at 11.55am.



Shire of Dowerin

Audit Committee Meeting

Minutes

16 February 2018 at 9.00am

Shire of Dowerin Council Chambers

COMMITTEE MEMBERS	
Cr D.P. Hudson	Shire of Dowerin
Cr A.J. Metcalf	Shire of Dowerin
Cr B.A. Ward	Shire of Dowerin
Mr Jason Whiteaker	External Advisor to the Audit Committee
OBSERVERS	
Andrea Selvey – CEO	Shire of Dowerin
Susan Fitchat – Finance and Corporate Services Manager	Shire of Dowerin

COMMITTEE TERMS OF REFERENCE (adopted by Council on 24 October 2017)

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
13 Cottrell Street
Dowerin WA 6461
08 9631 1202
www.dowerin.wa.gov.au

SHIRE OF DOWERIN

AGENDA FOR THE AUDIT COMMITTEE MEETING TO BE HELD ON 16 February 2018 at 9.00am at the Shire of Dowerin Council Chambers, Cottrell Street, Dowerin

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1. DECLARATION OF OPENING

The Shire President/Chair, Cr D.P Hudson, opened the meeting at 9.00am

2. ATTENDANCE

Members:

Cr D.P Hudson
Cr A.J. Metcalf
Cr B.A. Ward
Mr J. Whiteaker

Observers:

Ms A. Selvey - Chief Executive Officer
Ms S. Fitchat – Finance and Corporate Services Manager

3. APOLOGIES

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. DECLARATION OF INTEREST

IMPORTANT: Parts of Division 6 Subdivision 1 of the Local Government Act 1995 requires Council members and employees to disclose any direct or indirect financial interest or general interest in any matter listed in this agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter being discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision-making procedure relating to the disclosed matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

Nil

6. CONFIRMATION OF MINUTES

OFFICER RECOMMENDATION – ITEM 6.1

THAT THE MINUTES OF THE MEETING OF THE SHIRE OF DOWERIN AUDIT COMMITTEE HELD ON 20 NOVEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THAT MEETING.

COMMITTEE RECOMMENDATION – ITEM 6.1

THAT THE MINUTES OF THE MEETING OF THE SHIRE OF DOWERIN AUDIT COMMITTEE HELD ON 20 NOVEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THAT MEETING.

7. PRESENTATIONS

Nil

8. REPORTS

8.1 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S

Date: 13 February 2018
File Ref:
Disclosure of Interest: Nil
Author: A. Selvey, Chief Executive Officer
Attachments: Nil

Summary

This report provides an update on business arising from previous Audit Committee meetings.

Background

At the Audit Committee Meeting on 20 November 2017, the Audit Committee made recommendations for improved governance and financial management and queried the following.

1. Recommendation to develop a policy for use of untied surpluses;
2. Query on status of ATO debt.

Comment

1. Recommendation to develop a policy for use of untied surpluses.
Response: A policy has been drafted and will be presented to the Finance Committee for review before being listed for discussion at a Councillor Workshop.
2. Query on status of ATO debt.
Response: The ATO has advised that due to the circumstances that the best way to handle overclaimed GST was to provide a voluntary disclosure as this may reduce any penalty that the ATO may impose, rather than restate the BAS for each period which would incur penalty.

The forensic audit identified fraudulent transactions where funds stolen were directly claimed back from the ATO via the BAS, by 'grossing up' expenditure. It also identifies fraudulently created invoices where GST was claimed and should not have been. These are the transactions to be voluntarily disclosed.

The matter of credit card transactions and GST has been considered. All transactions via the credit card were for purchases subject to GST and as such these will not be included in the Voluntary Disclosure.

The process for Voluntary Disclosure provides necessary information to the ATO regarding prior mistakes and gives the opportunity to bring tax affairs into order.

The voluntary disclosure must be 'in the approved form'. There isn't an actual form to fill in. 'In the approved form' means you must:

- give the ATO information required to work out what the error or correct position is;
- provide the information in the required manner, such as by letter, through an approved ATO electronic channel, or (in limited circumstances) by phone or face-to-face; and
- ensure that it contains a declaration signed by an authorised person.

This disclosure process enables the ATO to determine the shortfall amount.

3. Recommendation on Risk Matrix amendment.

Response: The matrix was amended as per the Audit Committee recommendation, presented to the December Ordinary Meeting of Council and adopted by Council as per the Audit Committee recommendation.

Consultation

ATO; and

Megan Shirt, Financial Management Consultant.

Financial Implications

Nil

Risk

The item ensures that recommendations arising from Audit Committee meetings are considered and actioned.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

OFFICER RECOMMENDATION – ITEM 8.1

THAT THE AUDIT COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

COMMITTEE RECOMMENDATION – ITEM 8.1

Moved: J. Whiteaker

Seconded: Cr A Metcalf

Carried: 4/0

THAT THE AUDIT COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

8.2 2017 COMPLIANCE AUDIT RETURN

Date: 13 February 2018
File Ref:
Disclosure of Interest: Nil
Author: L. Valentine, Coordinator Governance and Organisational Development
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: Compliance Audit Return 2017; and
Compliance Audit Return 2017 – Report by Mr Gary Martin

Summary

The Compliance Audit Return (CAR) for the 2017 calendar year is required to be completed and submitted to the Council prior to being submitted to the Department of Local Government by the deadline of 31 March 2017. It is also a requirement that the Shire's Audit Committee reviews the CAR and reports the results to Council prior to the CAR's adoption by Council and submission to the Department.

Background

The CAR is a process for local governments to self-audit their compliance. The template/questionnaire is developed by the Department and covers the following areas:

- Commercial Enterprises
- Delegations of Power / Duty
- Disclosures of Interest
- Disposal of Property
- Elections
- Finance
- Local Government Employees
- Official Conduct
- Tenders for Providing Goods and Services

Comment

The 2017 CAR was completed by the Chief Executive Officer, with support and input from the Coordinator of Governance and Organisational Development and Governance Officer. An external consultant, Gary Martin, was engaged to conduct an independent review of the CAR and professional development where required to improve compliance.

The report by Mr Martin on this most recent CAR (i.e. 2017) states that *"...the standard of compliance is excellent. It is apparent that the Shire has developed a strong culture of awareness of compliance requirements since the damning review in February 2016"*.

Out of the 94 areas audited one item of non-compliance was found giving an achievement rate of 98.9%. The item of non-compliance relates to item 14 of the Finance section which requires that the agreement between the Shire and its External Auditor includes the method by which the Shire is to communicate with and supply information to the External Auditor. This information was not included in the agreement. The agreement will be amended accordingly for the 2017/18 audit.

Consultation

Mr Gary Martin; and

Shire office team

Financial Implications

It is noted that compliance does require significant resourcing. This has been considered by Council in the 2017/18 budget with a \$30,000 budget for compliance in addition to significant on-going staff resources.

Risk

The CAR is self-auditing process that assists Councils to manage the risk of legislative non-compliance.

Policy Implications

Nil

Statutory Implications

The CAR relates to Reg 13 of the *Local Government (Audit) Regulations 1996*.

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

OFFICER RECOMMENDATION – ITEM 8.2

- 1. THAT THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL RESOLVES TO ADOPT THE SHIRE OF DOWERIN 2017 COMPLIANCE AUDIT RETURN AND AUTHORISES THE CEO TO LODGE THE RETURN WITH THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES.**

COMMITTEE RECOMMENDATION – ITEM 8.2

Moved: J. Whiteaker

Seconded: Cr A Metcalf

Carried: 4/0

THAT THE AUDIT COMMITTEE RECOMMENDS TO COUNCIL THAT COUNCIL RESOLVES TO:

- 1. RECEIVE THE REPORT ON THE COMPLIANCE AUDIT RETURN FROM MR GARY MARTIN;**
- 2. ADOPT THE SHIRE OF DOWERIN 2017 COMPLIANCE AUDIT RETURN AND AUTHORISES THE CEO TO LODGE THE RETURN WITH THE DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES WITH THE FOLLOWING AMENDMENTS;**
 - i. UPDATE THE COMPLIANCE AUDIT RETURN TO REFLECT THE CURRENT STATUS OF THE INTEGRATED PLANNING AND REPORTING FRAMEWORK DOCUMENTS;**
- 3. UNDERTAKE THE 2018 INTERNALLY AND ENGAGE AN EXTERNAL CONSULTANT ON A BIENNIAL BASIS.**

8.3 INTERNAL CONTROLS

Date: 16 February 2018
File Ref:
Disclosure of Interest: Nil
Author: S. Fitchat, Manager Finance and Corporate Services
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: Sample Checklist

Summary

This item provides an update on Business Arising from minutes of the Audit Committee meeting on 17 February 2017 regarding concerns with internal controls.

Background

During 2016 there were a number of anomalies found as part of the Audit process and presented to the Audit Committee in December 2016. Some of the significant concerns raised included the following:

Bank Reconciliation anomalies:

- a) Daily banking not being checked or reconciled to the banking/receipting report thus resulting in over or under banking.
- b) Dishonoured cheques were being missed.
- c) EFT's were being processed in Synergy but not being paid, resulting in duplicate payments in the system.
- d) Bpay payments were being duplicated and not picked up.
- e) Interest not being correctly allocated to the reserve.
- f) The manual (small) cheques not being correctly entered into Synergy.
- g) Errors due to transactions not being allocated to the correct posting period.
- h) Bank fees not being entered.
- i) Errors around the way the BAS payments were being processed.

Cash bank balances / Cashflow:

Cash and Cash Equivalents in deficit due to overdrawing for creditor payments.

Comment

Bank reconciliation anomalies have been addressed via a monthly checklist to ensure that reconciliation of the bank accounts, reserves, investments, loans, debtor control accounts, BAS, GST, payroll and rates are carried out before completion of the financial statements. Actions on the checklist have been assigned to members of the Finance Team with timeframes. The responsible officer signs the reconciliation and the Finance Manager verifies the actions have been completed accurately. The checklist is signed by the Finance Manager and forwarded to the CEO with the Monthly Financial Statements.

- a) Daily banking not being checked or reconciled to the banking/receipting report thus resulting in over or under banking. As above.

- b) Dishonoured cheques were being missed. As above in Bank Reconciliation.
- c) EFT's were being processed in Synergy but not being paid, resulting in duplicate payments in the system. As above in Bank Reconciliation.
- d) Bpay payments were being duplicated and not picked up. As above in Bank Reconciliation.
- e) Interest not being correctly allocated to the reserve. As above in Bank Reconciliation.
- f) The manual (small) cheques not being correctly entered into Synergy. Small cheques discontinued.
- g) Errors due to transactions not being allocated to the correct posting period. As above in Bank Reconciliation.
- h) Bank fees not being entered. As above in Bank Reconciliation.
- i) Errors around the way the BAS payments were being processed. The BAS is currently being prepared by Finance Manager who is a qualified accountant and experienced in the preparation of BAS returns.

Cash bank balances / Cashflow:

A cashflow forecast spreadsheet has been implemented to ensure provision is made for loan payments and that the liquidity of the organisation is maintained.

Consultation

Consultation with the Shire's External Auditor has taken place.

Financial Implications

Additional duties absorbed by current staff as part of standard accounting practice.

Risk

Risk of fraud or anomalies in the misappropriation of cash management has been minimised.
Reputation risk and misconduct has been minimised.
Assurance of well controlled financial management prevents planned fraud. The occurrence of financial loss has been minimised. This provides the public, and government agencies assurance of accountability, trust, liquidity and sustainability for the future of the Shire.

Policy Implications

Processes outlined above align with Financial Management Policies as adopted by Council in October.

Statutory Implications

Compliance with *Local Government (Financial Management) Regulations 1996*.

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

OFFICER RECOMMENDATION – ITEM 8.3

THAT THE AUDIT COMMITTEE NOTES THE PROGRESS ON IMPROVEMENTS TO INTERNAL CONTROLS.

COMMITTEE RECOMMENDATION – ITEM 8.3

Moved: Cr B Ward

Seconded: J. Whiteaker

Carried: 4/0

THAT THE AUDIT COMMITTEE NOTES THE PROGRESS ON IMPROVEMENTS TO INTERNAL CONTROLS.

9. QUESTIONS FROM MEMBERS

Nil

10. URGENT BUSINESS

Nil

11. DATE OF NEXT MEETING

Date: To be advised (late June following interim audit).

Items for next meeting: Interim Audit

12. CLOSURE OF MEETING

The Chair closed the meeting at 9.33am.



Shire of Dowerin

MINUTES

Finance Committee Meeting

19 FEBRUARY 2018 at 3.00pm

Committee Members

Cr D.P. Hudson

Cr R.I. Trepp

Cr. B.N. Walsh

Observers

Andrea Selvey – CEO

Susan Fitchat – Finance and Corporate Services Manager

SHIRE OF DOWERIN

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19th FEBRUARY 2018 at 3.00 pm

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1. DECLARATION OF OPENING

In the absence of a Chair, the Shire President will open the meeting and act as Presiding Member until the election of a Chair.

Cr RI Trepp declared the meeting open at 3.00 pm

2. ATTENDANCE

Committee Members

Cr RI Trepp

Cr DP Hudson

Cr BN Walsh

Observers

Andrea Selvey – CEO

Susan Fitchat – Finance and Corporate Services Manager

Glen Brigg – Asset and Works Manager

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 11TH DECEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COMMITTEE RECOMMENDATION – ITEM 4.1

Moved: Cr BN Walsh

Seconded: Cr DP Hudson

Carried:

3/0

THAT THE MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 11TH DECEMBER 2017 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

5. MATTERS ARISING FROM PREVIOUS MINUTES

Matters arising from the previous minutes shall be a standard item.

Matters arising from the meeting held on 11 December 2017.

The Finance Committee requested more detail regarding the following items.

Request: Report on revenue and expenditure for each residential property.

Response: The Asset Management Officer presented an overview of the service level expenses spreadsheet and GIS property mapping system.

Request: Report on expenditure for the Short-Term Accommodation (STA)

Response: This information is now being included in monthly updates to Councillors.

Water Leak unforeseen expenditure:

Graeme Southey was invited to attend the meeting to brief the Committee regarding the water leak at the STA. The plumber will be providing a quote to repair; however the work could be done internally. The cause of the water pipe breakage is due to heavy equipment being used over the reticulation area.

Action: Investigate reclaiming/compensation for the water leak which is not due to plumber error. A certificate was issued when the reticulation was initially installed. However due to the circumstances surrounding the cause of the breakage, this claim might not be successful.

Query: EFT 5378 – How often is the piano tuned at the town hall? Perhaps only to be done on request.

Response: The piano is serviced on an annual basis in conjunction with the school and other customers in the local area to share costs. The Finance Committee agreed that the piano should be kept tuned and ready for usage by the community.

6. PRESENTATIONS

Glen Brig the Shire's new Asset and Works Manager provided an asset and works background of previous experience and skills working for local government

7. FINANCE REPORT

7.1 FINANCIAL ACTIVITY STATEMENTS – DECEMBER 2017 AND JANUARY 2018

Date:	19 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	1. Monthly Financial Activity Statements – DECEMBER 2017 2. Monthly Financial Activity Statements – JANUARY 2018

Summary

The financial statements for the period ending 31 December 2017 and 31 January 2018 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:

Please note: an issue regarding the correlation between the Net Current Funding Position on Note 3 and the Closing Funding Surplus/Deficit on the Statement of Financial Activity has been brought to our attention. The formulas in the spreadsheet are being investigated and January 2018 statements have been reviewed by our professional services consultant and tabled as correct.

- 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.

Comment:

At the Finance Committee meeting the Manager Finance and Corporate Services noted the following:

Income reduction for the 2017-2018:

There has been a reduction in Financial Assistance Grants Funding (general purpose) and Roads funding. The original budget was calculated at \$1,419,381 for 2017-18 and was reduced to \$1,366,384, due to reduced Commonwealth funding being received by the State. An advance payment of \$723,087 was received in June 2017. The balance for this year is a total of \$643,297

The Main Roads Direct Grant of \$125,640 has been reduced to \$52,768.

Grant funding to be received:

The following grant funding revenue will be received within the next one to two months: \$200,000 for the completed Short-Term Accommodation; \$250,000 Bush Fire shed grant; and \$354,000 for Roads from the Roads to Recovery program.

Cash flow forecast and liquidity statement:

A cash flow forecast for the period February to March 2018 was tabled forecasting an upturn in revenue due to the completion of the Bush Fire Shed, the Short Stay Accommodation and the funding to be received for the WANDRRA Road project, expected during March 2018.

The Manager of Finance and Corporate Services confirmed that the shire is currently liquid as a going concern and able to pay its accounts as and when they fall due.

Other financial implications are detailed within the context of the attached reports.

Actions

Nil

Risk Implications

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the Local Government act and Financial Management regulations.

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies.

Finances have been managed in accordance with these policies.

Statutory Implications

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

Strategic Implications

Nil

Voting Requirements

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

OFFICER RECOMMENDATION – ITEM 7.1

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING:

- 1 31 DECEMBER 2017; AND***
- 2 31 JANUARY 2018***

PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COMMITTEE RECOMMENDATION – ITEM 7.1

Moved: Cr BN Walsh

Seconded: Cr RI Trepp

Carried: 3/0

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACITVITY STATEMENT REPORTS FOR THE PERIOD ENDING:

- 1. 31 DECEMBER 2017; AND***
- 2. 31 JANUARY 2018***

PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

7.2 ACCOUNTS FOR PAYMENT – 01 DECEMBER 2017 TO 31 JANUARY 2018

Date:	14 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Emma Hardy – Finance Officer
Senior Officer:	Susan Fitchat – Finance and Corporate Services Manager
Attachments:	3. List of accounts for December 2017 4. List of accounts for January 2018 5. List of credit card summary for December 2017 6. List of credit card summary for January 2018

Background

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

Comment

The list as presented has been reviewed by the Finance and Corporate Services Manager and Chief Executive Officer.

The Finance Committee confirmed the sequencing, required further details and queried the following payments:

December 2017

1. EFT 5493 – Rural Ranger services – animal control.
Response: Some of the ranger costs will be recovered from the owners of offending animals.
2. EFT 5496 – Ralph Thaxter – Minnivale Fire Truck and Street Sweeper repairs.
Response: The fire truck repairs are covered by the grant received from Fire and Emergency Services. Therefore, this is a contra.
Action: The Street Sweeper maintenance costs are high, and a request should be put forward to AROC of the possibility of obtaining a larger more cost-effective resource sharing between the member shires of AROC.
3. EFT 5527 – Skill Hire Northam. STA Labour hire.
Response: these costs are covered by income received for the Short Term Accommodation facility therefore it is a contra.
4. EFT 5517 – LGIS Liability. Why have we received another Wheatbelt Heritage Rail invoice for insurance for the locomotives, bogies and other equipment.
Response: The invoice was an adjustment for insurance of rolling stock.
Action: Write to Heritage Rail to see whether they can contribute to the insurance cost.
5. EFT 5516 - Christmas event generator costs.
Action: Costs to be analyzed for next year's event for the community's interest.
6. Cheque 10440 – Social wages payout.
Response: This is a contra amount as the funds have been paid by staff into a social pool and then re-imbursed at the end of the year.
7. EFT 5503 – Commercial Hotel Dowerin.
Response: Staff and Council end of year Christmas function and meals for the band members that participated at the Christmas event.
8. Cheque 10434 – Wheatbelt Heritage Rail lifting jacks.

Response: Outstanding invoice from 2014. Unsure why it was not paid in 2014. Confirmed goods were received with Chris LeMarshall, the then project manager and Rail Heritage WA.

January 2018

1. EFT5549 – Sonya Ralph Catering – Christmas Dinner for Councilors and Staff.
Information required of the actual cost per head.
Response: Catered for 60 adults and 10 children; which is \$27.14 per head.

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 7.2

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 PERIODS:

- 1. 1 DECEMBER 2017 TO 31 DECEMBER 2017; and***
- 2. 1 JANUARY 2018 TO 31 JANUARY 2018.***

COMMITTEE RECOMMENDATION – ITEM 7.2

Moved: Cr RI Trepp Seconded: Cr BN Walsh 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 PERIODS

- 1. 1 DECEMBER 2017 TO 31 DECEMBER 2017; and***
- 2. 1 JANUARY 2018 TO 31 JANUARY 2018.***

7.3 MID YEAR BUDGET REVIEW 2017-2018

Date:	15 February 2018
Applicant:	Shire of Dowerin
Location:	N/A
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	To be tabled at the meeting.

Summary

To provide the Finance Committee with an update on the Draft Budget Review in preparation for adoption by Council in March 2018.

Background

The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

In reviewing the 2017-18 Budget; the following items are noted and / or proposed:

- The operating funding surplus of 1,329,634 was brought forward from 2016-17.
- Financial Assistance Grants(FAGS): The Shire has been advised that it will receive a reduced amount of FAGS income resulting in a reduction of \$79,790 in General Purpose Funding. The revised amount is \$643,297 for 2017-18.
- Main Roads has advised a reduction of 42% of funding (\$52,693), which has resulted in a revised amount of \$72,767.
- Heritage Rail interpretative centre grant was successful and we shall receive \$12,500.
- Scholarship applications for 2 Finance Officers was successful, and we shall receive \$5,000.
- Traineeship application was successful, and we shall receive \$20,000.
- WANDRRA Road Flood Damage Restoration Works – revenue of \$750,000; expenditure \$900,000.
- Additional professional services expenditure for consultant Megan Shirt \$25,000.
- Recruitment – changes to staff have resulted in some unbudgeted additional expenditure for recruitment, and payout of leave entitlements, including long service leave approximately \$60,000.

- Swimming pool operational grant income of \$32,000 will not be received as that grant funding program has been discontinued by the state government.
- Capital Storm water project capture and reuse project of \$250,000. The grant of \$170,000 was not successful as the grant funding program was cut by the state government. Therefore, it is proposed that this capital project should not proceed.

Statutory Requirements

Regulation 33A (Review of Budget) of the Local Government (Financial Management) Regulations 1996 requires:

- (1) Between 1 January and 31 March in each financial year local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must-
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review. *Absolute majority required.
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Strategic Implications

Objective 4.1 – An efficient and informative organisation.

OFFICER RECOMMENDATION – ITEM 7.3

THAT THE FINANCE COMMITTEE REVIEW THE DRAFT BUDGET REVIEW DOCUMENTATION AS PRESENTED

COMMITTEE RECOMMENDATION – ITEM 7.3

Moved: Cr RI Trepp Seconded: Cr DP Hudson Carried: 3/0

IT IS PROPOSED THAT AT THE NEXT FINANCE COMMITTEE MEETING THE MID YEAR REVIEW BUDGET IS DISCUSSED BEFORE IT IS PRESENTED TO COUNCILLORS TO COUNCIL. ALL WILL BE INVITED TO ATTEND.

7. QUESTIONS FROM MEMBERS

Nil

8. URGENT BUSINESS

End of Year Surplus Policy. The Chief Executive Officer tabled the draft end of Year Surplus Policy for comment and review. Requested further investigation and whether the policy should include an investigation of penalties that may apply for early retirement of debt.

9. DATE OF NEXT MEETING

Date: MONDAY 19th MARCH 2018.

Items for next meeting:

1. Mid Year Budget review workshop – all Councillors will be invited to attend.
2. Surplus policy.

10. CLOSURE OF MEETING

The Presiding Member, Cr RI Trepp, closed the meeting at 5.05 pm.