



AGENDA

ORDINARY COUNCIL MEETING

27 MARCH 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 27 FEBRUARY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

8. PETITIONS/DEPUTATIONS/PRESENTATIONS

8.1 PETITION

8.1.1 PETITION – SEEKING BAN OF TREE SLASHER/MULCHER HEAD MACHINE

Date:	19 March 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	1. Petition to ban the use of the tree slasher or mulcher-head machine on road verges in the Shire of Dowerin.

Summary

The purpose of this report is to advise Council of the receipt of a petition requesting that the Shire of Dowerin bans the use of the tree slasher or mulcher-head machine for tree pruning in the Shire.

Background

A petition was presented to the CEO on 20 March 2018. The petition is addressed to the Shire President Darrel Hudson and was lodged by Mrs Lyn Phillips.

Comment

The petition contains 81 signatures, noting that one signature is not from an elector or resident of the district and is therefore not consistent with the Standing Orders requirement.

Petitioners are seeking Council to ban the use of the tree slasher or mulcher-head machine on the road verges in the Shire of Dowerin.

The reason offered by petitioners is that the method is environmentally undesirable because:

1. It destroys the biodiversity of the Dowerin Shire;
2. It destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. It results in ugly, lopsided trees that are open to disease and may blow over or die;
4. It destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. It destroys native vegetation that provides habitat for all creatures;
6. It destroys everything in its path (including bobtails and nesting birds);
7. It leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. It creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. The cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

Financial Implications

There are direct no financial implications arising from the officer's recommendation to receive the petition. There is an indirect resource implication in terms of the time that will be required to investigate the request and prepare a detailed agenda item for Council.

Risk Implications

There are no risks in receiving the petition; potential risks arising from the subject of the petition will be explored in detail and presented in a report to Council.

Consultation

N/A

Policy Implications

Nil

Statutory Implications

There are no rules prescribed in the Local Government Act 1995 with regard to petitions; however, S. 3.4 of the *Shire of Dowerin Standing Orders 2000* stipulates requirements for a petition to be effective. This petition conforms with those requirements, with the exception of each petitioner providing a date they signed the petition.

Council has the option of rejecting the petition on the basis that it is non-conforming; however, considering the number of electors that have signed the petition, there is a public interest factor to be considered. On that basis, the officer's recommendation is that the petition be received in good faith.

Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.
4.1.5 – Provide opportunities for the community to have input into Council's decision-making.

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – 8.1.1

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.4 OF THE SHIRE OF DOWERIN STANDING ORDERS RESOLVES TO:

- 1. RECEIVE THE PETITION IN RELATION TO BANNING THE TREE SLASHER MULCHER HEAD MACHINE ON ROAD VERGES IN THE SHIRE OF DOWERIN; AND***
- 2. SEEK A FULL REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THIS MATTER AT THE ORDINARY MEETING OF COUNCIL ON 22 MAY 2018.***

9. ANNOUNCEMENTS BY PRESIDENT WITHOUT DISCUSSION

9.1 PRESIDENT ANNOUNCEMENTS

10. REPORTS OF COMMITTEE AND OFFICERS

10.1 OPERATIONS

10.1.1 RECRUITMENT OF A CHIEF EXECUTIVE OFFICER

Date:	18 March 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	<ol style="list-style-type: none">2. Confidential - WALGA Proposal for Recruitment of a CEO;3. Confidential - Proposal from Mr Gary Martin for the role of Acting Chief Executive Officer; and4. DLGC Guideline on recruiting a CEO

Summary

This report seeks Council consideration of a proposal from WALGA to manage the recruitment process for a new CEO and recommends that Council establishes a CEO Recruitment Committee to act on behalf of Council. The report also recommends the appointment of Mr Gary Martin as the Acting Chief Executive Officer for the period between the current incumbent's departure and the commencement of the incoming CEO.

Background

The CEO tendered her resignation on 14 March 2018 with the intent of the resignation taking effect in early June. To ensure as much continuity as possible and a seamless transition, the CEO has sought proposals from WALGA to manage the recruitment and for Mr Gary Martin to act in the Chief Executive Officer role during the transition period. See confidential attachments.

Comment

The officer's recommendation is that Council appoints the Shire President and two other Councillors to the Recruitment Committee based on the premise that a panel of three will provide sufficient representation of Council – noting however that Council may choose an alternative number for the Committee. It is relevant that the officer's recommendation is that the Recruitment Committee brings the final recommendation for appointment and the contract to Council for formal consideration.

The officer's recommendation to engage WALGA is in recognition of WALGA's role as the peak body for local government and the Shire's membership of WALGA.

The recommendation to appoint Mr Gary Martin to the role of Acting Chief Executive Officer is in recognition of Mr Martin's familiarity with the Shire of Dowerin as a result of acting in the role on two previous occasions. Mr Martin has indicated his availability at the moment and would advise if his circumstances change, giving sufficient notice to make alternative arrangements.

Financial Implications

It is anticipated that the total cost of recruitment will be approximately \$25,000 which is inclusive of the fee charged by WALGA and the relocation costs that usually forms part of the package. Due to the timing the cost can be spread over two financial years. The Mid Year Budget Review presented in this agenda (see Item 10.2.3) accommodated \$15,000 while the remaining cost of \$10,000 can be included in the 2018/19 budget. The cost of the Acting CEO has not been factored into the financial implications as the CEO's salary is already a budget item so there is no major additional impost. Mr Martin has indicated a cash remuneration level (incl. Super) based on the mid band range.

Risk Implications

The most pressing risk is the lack of continuity and loss of knowledge resulting from the departure of any staff member. This risk will be managed via a comprehensive handover process in the coming months to ensure at least one other officer in the organisation has background and records relating to ongoing projects.

The other risk is the disruption to operations. This risk is mitigated by engaging an experienced CEO to act during the interim period. It is also envisaged the committee will act promptly to meet with the WALGA consultant and to get the recruitment process underway to expedite the appointment of a new CEO.

Consultation

This matter was discussed with the Shire President.

Policy Implications

1. Purchasing Policy: The Shire's Purchasing Policy requires three written quotes for purchases over \$5000. While, WALGA's proposal exceeds that amount, the officer recommendation is to depart from the policy position given that purchasing via WALGA is exempt from statutory requirements and that the Shire is a member of WALGA and has had a close association with WALGA over the past two years.
2. Acting CEO Policy: Council's Acting CEO Policy stipulates that the Finance Manager and the Works Manager can be appointed as Acting CEO for periods of less than three months under delegation from the CEO. However, given the circumstances of two relatively new Managers with significant workloads of their own it is the officer's recommendation that an external appointment be approved by Council.

Statutory Implications

The recruitment of CEOs is required to comply with the s. 5.36 and s. 5.39 of the *Local Government Act 1995* and associated regulations. The role of the recruiting Manager from WALGA will be to continuously guide and advise Council to ensure all aspects of the process are compliant with legislative requirements.

A copy of the DLGC Guideline on recruiting a CEO is attached.

Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – 10.1.1

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S. 5.36 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. APPOINT THE FOLLOWING COUNCILLORS TO THE CEO RECRUITMENT COMMITTEE WITH AUTHORISATION TO MANAGE THE RECUITMENT PROCESS ON BEHALF OF COUNCIL SUBJECT TO THE FINAL APPOINTMENT AND CONTRACT BEING BROUGHT BEFORE FULL COUNCIL FOR FORMAL CONSIDERATION;***
 - a. CR DP HUDSON (SHIRE PRESIDENT);***
 - b. CR _____; and***
 - c. CR _____.***
- 2. APPOINT WALGA TO MANAGE THE RECRUITMENT PROCESS IN ACCORDANCE WITH THE PROPOSAL PROVIDED;***
- 3. CONSIDER THE ADDITIONAL EXPENDITURE OF \$15,000 FOR 2017/18 AS PART OF THE MID YEAR BUDGET REVIEW;***
- 4. APPOINT MR GARY MARTIN TO THE POSITION OF ACTING CEO FOR A THREE-MONTH PERIOD COMMENCING 11 JUNE 2018.***

10.1.2 FOOD PREMISE - TEMPORARY REGISTRATION

Date: 12 March 2018
Applicant: Shire of Dowerin
Location:
File Ref:
Disclosure of Interest: Nil
Author: Linton Thomas, Environmental Health & Building Officer
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: Nil

Summary

This item seeks a Council resolution to charge a registration fee for casual Food Vendors and provides the context for Council to consider the officer's recommendation.

Background

Councillors at a recent workshop discussed imposing a fee of \$75.00 on casual and mobile food registered businesses but exempting local food businesses, sporting and charitable groups.

This was to cater for the Dowerin Field Days and other festivals at different times of the year e.g. Christmas event.

Comment

Metropolitan and large regional Councils have been charging food premises a registration of \$120.00 plus and an operator's annual license fee at a cost of between \$200 and \$450.00.

For short duration functions a registration fee is charged at \$65.00 and an inspection charge of \$35.00 per day up to \$150 for many days. e.g. Royal Show.

This subject was discussed in 2004-05 at a Council meeting and at the time Council chose not to impose charges on the town's food businesses. Council didn't want fees imposed on vendors at the Field Days as they believed site fees were high and that Council was offering the health officer's surveillance, as part of a service to the community.

More recently it has common that food vendors are being charged a fee by many Councils. The \$75.00 recommended by the EHO is an average fee charged for this type of registration.

Financial Implications

The fees charged would offset the cost of inspections and raise some revenue for Council.

Risk Implications

Fees need to be cognisant of the ability and willingness of food vendors to pay. If they are set too high, they may risk discouraging food vendors which would have a determinantal effect on events that rely on quality food from vendors.

Consultation

Dowerin GWN7 Machinery Field Days administration (Dowerin Events Management)

Numerous food vendors at the Field Days 2017

Policy Implications

Nil

Statutory Implications

The power to impose a fee lies under Part 9 of the *Food Act 2008* Division 107 Subdivision (4)(b).

Local Government Act 1995 – Part 6 Division 5 Subdivision 2

Strategic Implications

Nil

Voting Requirements

Absolute majority is required.

OFFICER RECOMMENDATION – 10.1.2

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO PART 9 OF THE FOOD ACT 2008 RESOLVES TO IMPOSE A FOOD BUSINESS REGISTRATION FEE ON CASUAL AND MOBILE FOOD VENDORS OF \$75.00 PER EVENT; NOTING THAT LOCAL SPORTING, RELIGIOUS, CHARITABLE AND COMMUNITY GROUPS ARE EXEMPT FROM PAYING THIS FEE.

10.1.3 DRAFT LOCAL LAWS

Date:	18 March 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	5. Proposed Shire of Dowerin Dogs Local Law; and 6. Proposed Shire of Dowerin Waste Local Law.

Summary

This report seeks Council endorsement to commence the process to make the Shire of Dowerin Dogs Local Law and Shire of Dowerin Waste Local Law.

Background

At the Ordinary Meeting of Council on 25 July 2017, Council finalised the Local Law statutory review process which included actions to repeal, amend or develop new local laws. The administrative review resulted in nine actions to update the Shire's Local Laws. This item progresses three of those nine actions.

Comment

The administrative review recommended the following actions for three of the current local laws:

Refuse Disposal Facilities Local Law 2007	This Local Law was amended in 2008. The WALGA model Waste Local Law incorporates functions associated with the regulation of Waste Disposal Facilities. It is recommended that this Local Law be repealed, and its functions incorporated into the Shire's Waste Local Law.	Repeal, subject to amendment of the Shire's Waste Local Law.
Dogs Local Law 2008	This Local Law contains a schedule of modified penalties. The Dog Act 1976 has also been amended to require microchipping of Dogs. The Local Law will benefit from amendment to update modified penalties and functions arising from Dog Act amendments.	Amend, subject to review of the WALGA Model Dog Local Law and consequential requirements arising from Dog Act amendments.
Waste Local Law 2010	Amendment of this Local Law will enable consolidation of the Shire's Refuse Disposal Facilities Local Law as well as incorporate	Amend, subject to review of WALGA Model Waste Local Law and incorporation of the Shire's

any amendments arising from a Refuse Disposal Facilities Local Law 2007.
Model Waste Local Law.

In accordance with the review recommendation and the Council resolution the *Shire of Dowerin Dogs Local Law 2018* has been updated to reflect modified penalties and functions as per the Dog Act and to reflect the requirement for microchipping of Dogs. The proposed Local Law includes a clause that repeals the *Shire of Dowerin Dogs Local Law 2008*. The proposed Local Law provides for the regulation of the following:

- Impounding of dogs;
- Requirements and limitations on the keeping of dogs;
- Approved kennel establishments;
- Dogs in public places;
- Enforcement and penalties for offences.

In accordance with the review recommendation and the Council resolution the *Shire of Dowerin Waste Local Law 2018* has enabled the consolidation of the *Shire of Dowerin Refuse Disposal Facilities Local Law 2007* and the *Shire of Dowerin Waste Local Law 2010*. The proposed Local Law includes a clause that repeals the now outdated Local Laws. The proposed Local Law provides for the regulation of the following:

- Provision and management of waste receptacles;
- Duties of an owner/occupier;
- Operation of waste facilities, including fees and charges and prohibited activities;
- Enforcement and penalties for offences.

Both Local Laws have been developed using the WALGA Model Local Laws as the basis for the new law. It is noted that the WALGA Model Local Laws have been reviewed and approved by the Parliamentary Joint Standing Committee on Delegated Legislation, ensuring that they represent a standardised and compliant arrangement of Local Law matters.

Financial Implications

The direct financial implication is the cost of advertising of approximately \$500. This can be met via the Shire's approved operational budget for 2017/18.

Risk Implications

Local Laws provide a statutory tool for managing risks associated with non-compliance of Council's preferred position on various issues that arise in a community. Without adequate Local Laws Council faces a risk of not having any mechanism for managing and / or enforcing required standards.

Consultation

The proposed Waste Local Law was developed by the Shire's EHO, Mr Linton Thomas.

The proposed Dogs Local Law as developed by the Shire's contract Ranger, Ms Gloria Robinson.

This matter was listed for discussion at a Councillor workshop on 27 February 2018.

The next step of this process requires six-weeks statewide public notice and recommends local public notice of the proposed Local Laws, their purpose and effect.

Policy Implications

Nil

Statutory Implications

The process for making new local laws is legislated under Section 3.12 of the *Local Government Act 1995*. Under this statutory process, the Presiding Member is required to give notice to the meeting of the purpose and effect of the proposed local law. As such, the purpose and effect of each of the proposed Local Laws is detailed in the officer's recommendation.

This stage of the process requires the Shire to give statewide public notice of the proposal to make a new local law and provide a period of at least six weeks for public submissions on the proposal.

The Shire is also required to provide a copy of the proposed local law to the Minister responsible for administering the Act under which the local law is to be made.

Following the close of public submissions on each of the Local Laws, a further report will be presented for Council's consideration in accordance with s.3.12(4), which requires Council to consider any public submissions received and then, by absolute majority decision, Council may make the Local Law where it is not significantly different from what was proposed at the commencement of the process.

If however, public submissions identify matters which require the Local Law to be significantly amended, then the s.3.12 process of statewide advertising and six week public submission period would recommence based upon the amended Local Law.

Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.
 Theme 3 – Caring for our environment.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.3

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S.3.12 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO:

- 1. GIVE STATEWIDE AND LOCAL PUBLIC NOTICE OF ITS INTENTION TO MAKE THE SHIRE OF DOWERIN DOGS LOCAL LAW 2018 AS PER ATTACHMENT 5, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:
PURPOSE: TO PROVIDE FOR THE REGULATION OF DOG OWNERSHIP IN THE SHIRE OF DOWERIN;
EFFECT: TO PRESCRIBE OBLIGATIONS THAT APPLY TO OWNERS OF DOGS IN ORDER TO ENSURE RESPONSIBLE DOG OWNERSHIP THAT INCLUDES ADEQUATE CARE OF ANIMALS AND TO REDUCE RISK AND NUISANCE TO OTHER RESIDENTS;***

AND;

- 2. GIVE STATEWIDE AND LOCAL PUBLIC NOTICE OF ITS INTENTION TO MAKE THE SHIRE OF DOWERIN WASTE LOCAL LAW 2018 AS PER ATTACHMENT 6, THE PURPOSE AND EFFECT OF WHICH IS AS FOLLOWS:**

PURPOSE: TO PROVIDE FOR THE REGULATION ON THE EFFECTIVE MANAGEMENT OF WASTE IN THE SHIRE OF DOWERIN;

EFFECT: TO PRESCRIBE OBLIGATIONS THAT APPLY TO OWNERS AND / OR OCCUPIERS OF PROPERTY TO ENSURE THE EFFECTIVE MANAGEMENT OF WASTE AND RECYCLABLE MATERIALS AND ASSOCIATED RECEPTACLES VIA VERGE COLLECTIONS AND REFUSE SITES.

10.1.4 PERMISSION TO COLLECT SEEDS FROM NATIVE FLORA IN THE SHIRE OF DOWERIN

Date: 19 March 2018
Applicant: Mrs Jeanette Taylor and Mrs Suzanne Poli
Location: The Shire of Dowerin
File Ref:
Disclosure of Interest: Nil
Author: G Brigg, Manager Assets and Works
Senior Officer: A. Selvey, Chief Executive Officer
Attachments: Nil

Summary

This item brings a request from Mrs Jeanette Taylor and Mrs Suzanne Poli to collect native seeds from within reserves vested in the Shire before Council.

Background

Mrs Jeanette Taylor and Mrs Suzanne Poli have written to council seeking permission to collect seeds from Reserves (including road reserves) vested in the Shire. Mrs Jeanette Taylor and Mrs Suzanne Poli both hold current licenses issued by the Department of Conservation and Land Management (CALM) for collecting native seeds.

The letter indicates that Mrs Jeanette Taylor has been collecting Quondong seeds for over 15 years. Mrs Jeanette Taylor and Mrs Suzanne Poli's seed collection includes three species, Saltbush (*Atriplex Nummularia*), Quondong (*Santalum Acuminatum*) & Samphire (*Tecticornia*). The applicants are seeking for approval for 24 months.

Comment

The laws governing flora conservation are contained in the Wildlife Conservation Act and its regulations, which are administered by the Department of Conservation and Land Management. Flora native to Western Australia is protected under this Act, which means that regulations exist regarding the harvest of that flora. Certain flora that is considered to be threatened with extinction is declared as rare flora under the Act, and such flora is given special protection, and may not be harvested without the permission of the Minister for the Environment, on any lands. Protected flora other than declared rare flora may be harvested for seed as specified below.

On Crown land seed can only be taken where the person taking the seed holds a license issued by CALM. There are two types of Crown land licenses which may apply to people wishing to harvest seed. A Commercial Purposes license is required if the flora is to be taken for a commercial purpose (which would include mine site rehabilitation, or any circumstance where the seed picker obtains any gain, either direct or indirect, from disposing of the seed). Where the harvesting of seed is for non-commercial propagation, such as local rehabilitation by a community group, a Scientific or Other Prescribed Purposes license can be obtained.

Even when a license is held, all pickers must obtain the permission of the land manager before picking in any vested Crown land (e.g., State Forest, Water Reserves, etc). Both the Commercial Purposes license and the Scientific or Other Prescribed Purposes license generally preclude the taking of flora from the conservation estate - i.e., National Parks and Nature Reserves. On private land, protected

flora can only be taken by the owner or occupier of the land, or by a person who has the owner or occupier's consent to take the flora. If the flora is to be sold, the owner or occupier must hold a Commercial Producer's or Nurseryman's license. Further specific conditions are attached to each license and are designed to ensure that sustainable harvesting occurs.

The application appears to comply with the requirements of Parks and Wildlife Service requirements to collect native seeds as described in the letter. Council may wish to clarify where the seed can be used if it determines to grant approval. In granting an approval Council may wish to consider the following conditions in addition,

- the approval is for only 12 months period terminating 1st of May 2019
- all care to be taken to avoid any disturbance to fauna habitat
- all care taken to avoid the disturbance that may lead to soil degradation
- ensure appropriate hygiene measures are followed at, all times to prevent the spread of plant disease and weeds
- does it require Council to be specific about the percentage of seed collected, that can be utilized for research.

While the proponents have requested 24 months, the officer's recommendation is to provide approval for 12 months to enable the Shire to monitor and address any issues. It may be possible to consider 24 months in future.

Financial Implications

This issue has no financial implications for Council.

Risk Implications

There are risks involved -e.g. road safety. However, both proponents are experienced and will be advised to wear appropriate high visibility clothing. Environmental risks will be managed via the CALM license.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Licences are issued under the *Wildlife Conservation Act 1950* and the *Biosecurity and Agriculture Management Act 2007* and these pieces of legislation require a permission from the landholder, in this case the Shire of Dowerin. Council can provide permission under its power from s. 3.1 (General Function) of the *Local Government Act 1995*.

Strategic Implications

Community Strategic Plan: Theme 3 – Caring for our environment.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – 10.1.4

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S. 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO GRANT APPROVAL TO MRS JEANETTE TAYLOR AND MRS SUZANNE POLI TO COLLECT NATIVE SEEDS FROM COUNCIL MANAGED RESERVES AND ROAD RESERVES WITHIN THE SHIRE OF DOWERIN SUBJECT TO THE FOLLOWING CONDITIONS:

- **THE COLLECTION OF SEED IS TO BE CARRIED OUT SO AS NOT TO ENDANGER THE LONGTIME SURVIVAL OF THE NATIVE FLORA ON THE THOROUGHFARE;**
- **ALL PERSONS COLLECTING THE NATIVE SEED ARE TO HOLD A CURRENT LICENSE UNDER THE CONSERVATION ACT 1950 AND ABIDE BY THE CONDITIONS OF THAT LICENSE;**
- **ALL CARE TO BE TAKEN TO AVOID THE DISTURBANCE OF FAUNA HABITAT;**
- **ALL CARE TO BE TAKEN TO AVOID ANY DISTURBANCE THAT MAY LEAD TO SOIL DEGRADATION;**
- **ENSURE APPROPRIATE HYGIENE MEASURES ARE FOLLOWED AT ALL TIMES TO PREVENT THE SPREAD OF PLANT DISEASE AND WEEDS;**
- **THE APPROVAL BE GRANTED FOR 12 MONTHS PERIOD TERMINATING ON THE 1 MAY 2019;**
- **APPROVAL IS GRANTED TO UTILIZE SOME OF THE COLLECTED SEED FOR RESEARCH INTO BEST PRACTICE RE-VEGETATION AND DEVELOPMENT IN THE REGION.**

10.1.5 SCHEME AMENDMENT NO. 2 TO LOCAL PLANNING SCHEME NO. 2

Date:	20 March 2018
Applicant:	Shire of Dowerin
Location:	59 Goldfields Road, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	7. Location Plan
	8. Extract from <i>Planning and Development (Local Planning Schemes) Regulations 2015</i>
	9. Current Zoning (Scheme Map excerpt)

Summary

Council is requested to formally initiate a proposal to amend the Shire of Dowerin Local Planning Scheme No. 2 ('the Scheme') in respect of a part of Lot 28 (59) Goldfields Road, Dowerin (the site of the old Dowerin bowling club). The Scheme Amendment proposes to insert a new zone ('Mixed Use') into the Scheme.

The request follows the recommendations of Council's Residential Property Portfolio adopted by Council at the February 2018 Ordinary Meeting of Council. The Residential Property Portfolio aims to provide asset management plans for Council-owned properties, and to inform and guide future decisions of Council regarding its properties.

Background

Section 75 of the *Planning and Development Act 2005* ('the Act') gives a local government the power to amend its local planning scheme. The procedure for preparing and adopting an amendment is provided for by the *Planning and Development (Local Planning Schemes) Regulations 2015* ('the Regulations').

Should Council resolve to initiate the amendment, it will be required by section 81 of the Act to refer the amendment to the Environmental Protection Authority (EPA) for its consideration under section 48A of the *Environmental Protection Act 1986*.

Once Council has received advice from the EPA, it can advertise the amendment in accordance with Clause 47 of Part 5, Division 3 (process for standard amendments to local planning scheme) of the Regulations.

Submissions on the amendment will be accepted by Council in accordance with Clause 49 of the Regulations. Once the 42-day public submission period has ended, Council is obliged to consider the amendment in the light of submissions received (Clause 50 (2) of the Regulations) and resolve to adopt the amendment, modify it or resolve not to proceed. Refer Clauses 50 – 53 of the Regulations.

Purpose of Amendment

The purpose of the proposed Amendment is to:

1. Insert into Table 1: Zoning Table of the Scheme, the new 'Mixed Use' zone and associated permissibility as follows:

USE CLASSES	MIXED USE
RESIDENTIAL USES	
Aged or Dependent Persons Dwelling	D
Caretaker's Dwelling	D
Grouped Dwelling	D
Home Business	D
Home Occupation	D
Home Office	D
Home Store	D
Residential Building	D
Single House	D
TOURIST AND ENTERTAINMENT USES	
Amusement Parlour	A
Bed and Breakfast	D
Hotel	A
Motel	A
Tourist Development	D
OTHER USES	
Funeral Parlour	A
Service Utility	D
Telecommunications Infrastructure	D
Veterinary Centre	A
COMMERCE USES	
Betting Agency	D

USE CLASSES	MIXED USE
Bulky Goods Showroom	D
Cinema/Theatre	D
Consulting Rooms	P
Convenience Store	D
Dry Cleaning Premises	D
Fast Food Outlet	D
Lunch Bar	P
Market	A
Medical Centre	A
Office	P
Reception Centre	D
Recreation – Private	D
Restaurant/Café	A
Service Station	D
Shop	D
Trade Display	D
INDUSTRY USES	
Warehouse/Storage	A
CIVIC AND COMMUNITY USES	
Child Care Premises	P
Civic Use	D
Club Premises	D
Community Purpose	D

USE CLASSES	MIXED USE
Educational Establishment	D
Exhibition Centre	A
Family Day Care	D

All other land uses are to be designated as 'X' (prohibited)

Legend:

'P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;

'D' means that the use is not permitted unless the local government has exercised its discretion by granting development approval;

'A' means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice (advertising) in accordance with Clause 64 of the deemed provisions;

'X' means a use that is not permitted by the Scheme.

2. Insert under Clause 3.2 – Objectives of the Zones – the following text between 'Townsite zone' and 'Special Use zone':

Mixed Use Zone

The objectives are;

- To provide for the development of a range of residential, office, commercial and other compatible uses that enhance the local amenity to a high standard and provide for the safe and efficient movement of pedestrians and vehicles.
- To provide a compatible interface and transition between commercial, light industrial and residential areas.

3. Insert new Clause 4.11 – Development in the Mixed Use zone as follows:

Unless otherwise specified on the Scheme map, residential development in the 'Mixed Use' zone shall be in accordance with the R10/35 Code and shall satisfy the mixed use requirements of the Residential Design Codes.

4. Amend the Scheme Map by reclassifying Part Lot 28 (59) Goldfields Road, Dowerin from "Parks and Recreation" reserve to "Mixed Use" zone.

Comment

Should Council resolve to initiate the Scheme Amendment proposal, Council will be required to follow the process for “standard amendments” as provided for under Part 5, Division 3 (Clause 47 up to and including Clause 56 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

If initiated, Council staff will prepare the formal Scheme Amendment Document and refer the proposal to the Environmental Protection Authority (EPA) for consent to advertise.

Upon receipt of the EPA’s advice, staff will then refer Scheme Amendment documents to Government Agencies and public utility providers, and cause the proposal to be advertised for public comment for a period of 42 days (6 weeks).

At the close of the statutory advertising period, the Scheme Amendment will be referred to Council for consideration of submissions (if any) and Final Adoption.

Finally, executed copies of the Scheme Amendment Document will then be referred to the Western Australian Planning Commission (WAPC), requesting the documentation is presented to the Hon. Minister for Planning for Final Approval in the event no modifications are required. Once the Hon. Minister for Planning has approved the Scheme Amendment, the WAPC will then request the Shire to cause the Scheme Amendment to be gazetted.

Financial Implications

Council has budgeted \$6,000 for Planning activities in the 2017/18 budget. The consultant fees and advertising costs can be met within that budget allocation.

Risk Implications

There are no known risk implications for the Shire in relation to the recommendations of this report.

Consultation

The CEO has sought planning advice from Hinterland Urban & Regional Planning Consultants.

Policy Implications

Nil

Statutory Implications

- Planning and Development Act (as amended) 2005;
- Shire of Dowerin Local Planning Scheme No.2;
- State Planning Policy 3.1 – Residential Design Codes of WA;

Strategic Implications

Community Strategic Plan: Theme 2 - Local Economy and Business.

Voting Requirements

Simple Majority required.

OFFICER RECOMMENDATION – 10.1.5

THAT COUNCIL:

- 1. RESOLVES, PURSUANT TO SECTION 75 OF THE PLANNING AND DEVELOPMENT ACT 2005, TO AMEND SHIRE OF DOWERIN LOCAL PLANNING SCHEME NO.2 BY:**

- 1.1 REZONING PORTION OF LOT 28 (59) GOLDFIELDS ROAD, DOWERIN FROM “PARKS AND RECREATION” TO “MIXED USE” ZONE;**
- 1.2 INSERT INTO TABLE 1: ZONING TABLE OF THE SCHEME, THE NEW 'MIXED USE' ZONE AND ASSOCIATED PERMISSIBILITY AS FOLLOWS:**

USE CLASSES	MIXED USE
RESIDENTIAL USES	
Aged or Dependent Persons Dwelling	D
Caretaker's Dwelling	D
Grouped Dwelling	D
Home Business	D
Home Occupation	D
Home Office	D
Home Store	D
Residential Building	D
Single House	D
TOURIST AND ENTERTAINMENT USES	
Amusement Parlour	A
Bed and Breakfast	D
Hotel	A
Motel	A
Tourist Development	D
OTHER USES	
Funeral Parlour	A
Service Utility	D

USE CLASSES	MIXED USE
Telecommunications Infrastructure	D
Veterinary Centre	A
COMMERCE USES	
Betting Agency	D
Bulky Goods Showroom	D
Cinema/Theatre	D
Consulting Rooms	P
Convenience Store	D
Dry Cleaning Premises	D
Fast Food Outlet	D
Lunch Bar	P
Market	A
Medical Centre	A
Office	P
Reception Centre	D
Recreation – Private	D
Restaurant/Café	A
Service Station	D
Shop	D
Trade Display	D
INDUSTRY USES	
Warehouse/Storage	A

USE CLASSES		MIXED USE
CIVIC AND COMMUNITY USES		
Child Care Premises		P
Civic Use		D
Club Premises		D
Community Purpose		D
Educational Establishment		D
Exhibition Centre		A
Family Day Care		D

All other land uses are to be designated as 'X' (prohibited)

- 1.3 INSERT UNDER CLAUSE 3.2 – OBJECTIVES OF THE ZONES – THE FOLLOWING TEXT BETWEEN ‘TOWNSITE ZONE’ AND ‘SPECIAL USE ZONE’:

MIXED USE ZONE

THE OBJECTIVES ARE;

- TO PROVIDE FOR THE DEVELOPMENT OF A RANGE OF RESIDENTIAL, OFFICE, COMMERCIAL AND OTHER COMPATIBLE USES THAT ENHANCE THE LOCAL AMENITY TO A HIGH STANDARD AND PROVIDE FOR THE SAFE AND EFFICIENT MOVEMENT OF PEDESTRIANS AND VEHICLES.
- TO PROVIDE A COMPATIBLE INTERFACE AND TRANSITION BETWEEN COMMERCIAL, LIGHT INDUSTRIAL AND RESIDENTIAL AREAS.

- 1.4 INSERT NEW CLAUSE 4.11 – DEVELOPMENT IN THE MIXED USE ZONE AS FOLLOWS:

UNLESS OTHERWISE SPECIFIED ON THE SCHEME MAP, RESIDENTIAL DEVELOPMENT IN THE 'MIXED USE' ZONE SHALL BE IN ACCORDANCE WITH THE R10/35 CODE AND SHALL SATISFY THE MIXED USE REQUIREMENTS OF THE RESIDENTIAL DESIGN CODES.

- 1.5 AMEND THE SCHEME MAP ACCORDINGLY.

2. NUMBER THE PROPOSED LOCAL PLANNING SCHEME AMENDMENT ‘AMENDMENT NO.2’ TO SHIRE OF DOWERIN LOCAL PLANNING SCHEME NO.2;
3. RESOLVES, PURSUANT TO THE REGULATION 35(2) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015, THAT PROPOSED SCHEME AMENDMENT NO. 2 IS A STANDARD AMENDMENT PURSUANT TO CLAUSE 34(B) OF THE REGULATIONS AS IT IS:

- ***AN AMENDMENT THAT IS CONSISTENT WITH A LOCAL PLANNING STRATEGY FOR THE SCHEME THAT HAS BEEN ENDORSED BY THE WESTERN AUSTRALIAN PLANNING COMMISSION;***
 - ***AN AMENDMENT THAT WOULD HAVE MINIMAL IMPACT ON LAND IN THE SCHEME AREA THAT IS NOT THE SUBJECT OF THE AMENDMENT;***
 - ***AN AMENDMENT THAT DOES NOT RESULT IN ANY SIGNIFICANT ENVIRONMENTAL, SOCIAL, ECONOMIC OR GOVERNANCE IMPACTS ON LAND IN THE SCHEME AREA; AND***
 - ***ANY OTHER AMENDMENT THAT IS NOT A COMPLEX OR BASIC AMENDMENT.***
4. **REQUESTS STAFF PREPARE AS SOON AS PRACTICABLE THE FORMAL SCHEME AMENDMENT DOCUMENTATION CONSISTENT WITH POINT 1 OF THIS RESOLUTION;**
 5. **AUTHORISES THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO EXECUTE TWO (2) COPIES OF THE AMENDMENT DOCUMENTS IN ACCORDANCE WITH THE *PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015*;**
 6. **PURSUANT TO SECTION 81 OF THE *PLANNING AND DEVELOPMENT ACT 2005*, REFERS PROPOSED AMENDMENT NO. 2 TO THE ENVIRONMENTAL PROTECTION AUTHORITY PRIOR TO ADVERTISING IN ACCORDANCE WITH REGULATION 47(2) (A) UP TO AND INCLUDING (E) OF THE *PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015*; AND**
 7. **PROVIDES THE AMENDMENT DOCUMENTATION TO THE WESTERN AUSTRALIAN PLANNING COMMISSION FOR ITS ADVICE AND COMMENTS AT THE START OF THE ADVERTISING PERIOD.**

10.1.6 ROAD VERGE MANAGEMENT ADVISORY COMMITTEE MEMBERSHIP

Date:	19 March 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	10. Confidential Nominations for Road Verge Management Advisory Committee

Summary

This item brings the nominations for the Road Verge Management Advisory Committee before Council for Council consideration.

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 under taken 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.

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. That recommendation was acted up by Council at the Ordinary Meeting of Council on 27 February 2018 when Council resolved to form a Committee to advise Council with Councillors Hagboom and Holberton appointed as the Council representatives on the Committee.

The Terms of Reference for the Committee stipulated that nominations for the Committee would be open to all members of the Community with an interest in all aspects of road verge management.

Comment

Following Council's decision to form a Committee, an advertisement calling for expressions of interest from members of the community was placed on the Shire's website, Facebook and in the Despatch.

Six nominations were received – see confidential attachment.

The Terms of Reference for this Committee sets out the membership as four external community representatives. While Council has the option to increase the membership, the officer's recommendation is that the original membership of four external community members is retained. The four members have the opportunity to consult with other community members if required.

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.

Consultation

Advertisements calling for nominations were placed on the Shire's website and Facebook and in the Dowerin Despatch.

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.

Strategic Implications

Community Strategic Plan: Theme 4 – Local Government Leadership.
4.1.5 – Provide opportunities for the community to have input into Council's decision-making.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 10.1.6

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.10 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO APPOINT THE FOLLOWING NOMINEES AS COMMUNITY REPRESENTATIVES TO THE ROAD VERGE MANAGEMENT ADVISORY COMMITTEE:

a. _____;

b. _____;

c. _____;

d. _____.

10.1.7 PROPOSAL – SOUTH WESTERN WIRELESS WA

Date:	19 March 2018
Applicant:	South Western Wireless WA
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	11. Confidential Proposal

Summary

This item seeks a Council resolution regarding a proposal from South Western Wireless WA for a Shire contribution towards the provision of infrastructure for internet services in the Shire of Dowerin.

Background

The NEWROC group of Councils (being the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning, Westonia and Wyalkatchem) were successful in a grant application to install infrastructure for improving internet access in their shires. After a tender process, NEWROC selected South Western Wireless to deliver the infrastructure. This NEWROC project is currently under-development and estimated to be finalized by the end of April 2018.

CRISP Wireless T/As South Western Wireless WA is a communications company which installs and provides superfast internet. They are currently providing this service in 22 regional centres across regional Australia.

The attached presentation provides an overview of their model which includes the following:

- Hub and Spoke delivery;
- Fixed Wireless Internet;
- A data centre in Merredin – operates 24/7;
- Power backup for continuity of service in emergencies;

Following the Shire of Dowerin Strategic Planning workshops with Councillors, it became clear that current internet/telecommunications service in Dowerin was not meeting current demand and was a barrier to growth and development. Therefore, the CEO contacted NEWROC members to discuss their project and any options that may be available for Dowerin to leverage from it. This led to discussions with Mr Ballard who subsequently provided the attached CONFIDENTIAL proposal.

Comment

The attached proposal suggests that Dowerin could have access to a central technology centre on optical fibre at the Merredin Data Centre allowing Dowerin to gain access to a high speed synchronous internet service. The proposal suggests four towers (map available in proposal) to provide coverage across the Shire.

Inclusions in the proposal include:

- 4 x Full Operational Repeater Stations inclusive of Solar Power Generation system and Backup UPS Power System

- All civil works for installation
- Inclusive of any security fencing
- All community and council approval, certification, engineering requirements, planning and consultation as required
- All networking and associated cabling with installation of the repeater station
- All mast work including installation of new equipment/mast to standard
- All electrical works

Financial Implications

The total cost of the four towers (at \$100,000 each) plus the fee to the Merredin centre is \$435,000.00.

An opportunity currently exists to access State Funding under the Digital Farm Grants. The grant program offers 50% funding up to a maximum of \$500,000. The lead applicant in grant applications must hold a valid carrier licence under the *Telecommunications Act 1997*; therefore, the Shire cannot apply but can support an application from an agency with a carrier licence. South Western Wireless WA is able to fulfil this requirement. (Applications close on 13 April 2018.)

Based on a total cost of \$435,000 and a 50% grant, the balance of \$217,500 would need to be sourced. South Western Wireless has committed to providing \$80,000 (\$20,000 per tower x 4 towers) and is seeing a contribution of \$137,500 from the Shire.

This item seeks in-principle support from Council noting that any final commitment would be subject to council consideration and approval in the 2018/19 Budget. Should the project proceed, it would also be necessary to go to tender as the funds from Council would be over the tender threshold if all the towers were required. Mr Ballard is aware of this requirement for tenders to be called.

Risk Implications

While there is little risk involved in providing in-principle support subject to further consideration during the budget process, there is a risk that the project will not deliver the high speeds promised. The Shire of Dowerin is in a fortunate position in that the NEWROC project will be operational prior to the Shire of Dowerin having to make a final commitment. This will allow the Shire of Dowerin to assess the success of the NEWROC service.

Consultation

The CEO of South Western Wireless WA, Mr Leigh Ballard presented at the Councillor Workshop on 27 February 2018.

Policy Implications

Nil

Statutory Implications

Should the project progress, it will be necessary to adhere to statutory requirements for procurement as specified in Reg 11 of the *Local Government (Functions and General) Regulations 1996*.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.7

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S. 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO PROVIDE IN-PRINCIPLE SUPPORT FOR A DIGITAL FARMS GRANT APPLICATION FROM SOUTH WESTERN WIRELESS WA FOR FOUR TOWERS (REPEATER STATIONS) AND CONNECTION TO THE MERREDIN DATA CENTRE AT A TOTAL COST TO THE SHIRE OF DOWERIN OF \$137,500 NOTING THAT ANY FINAL COMMITMENT WOULD BE SUBJECT TO COUNCIL CONSIDERATION AND APPROVAL AS PART OF THE 2018/19 BUDGET.

10.1.8 ST JOHN AMBULANCE DOWERIN SUB-CENTRE

Date:	20 March 2018
Applicant:	St John Ambulance Dowerin Sub-centre
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	G Brigg, Manager of Works and Assets
Senior Officer:	A Selvey, Chief Executive Officer
Attachments:	Nil

Summary

This report presents a report for Council to consider a request from St John Ambulance Dowerin Sub-centre for the Shire to carry out siteworks for construction of their new building.

Background

Further to the Development Approval granted by the Council for the new St John Ambulance Sub-centre building on Memorial Avenue, Council has received a request from the President of St John Ambulance Dowerin Sub-centre to carry out site works for their new building. The request will involve the use of Shire machines, staff and sand.

Comment

The site works includes importing sand for building pad. There are no expected problems with the existing foundations. Council will install a concrete crossover once the building has been constructed. Approximate cost of the works is \$8,000. The officer's recommendation is to support this request given the important work of St John in our community, the fact that the group is a volunteer organisation and as, in the past, Council has tried to support volunteer groups where ever possible. The request is also supported as it is anticipated that it will have little impact on the works program.

Financial Implications

The anticipated cost of the works is \$8,000. This cost can be met within the existing works budget.

Risk Implications

There is a risk that without the Shire's support the St John Building will be delayed while further fund raising /grants are obtained.

Consultation

President, St John Ambulance

Policy Implications

Nil

Statutory Implications

Strategic Community Plan

Theme 1 – Community; Goal – A strong, healthy and safe community.

Voting Requirements

Simple majority required.

OFFICER RECOMMENDATION – ITEM 10.1.8

THAT COUNCIL, BY SIMPLE MAJORITY, PURSUANT TO S. 3.1 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO CONTRIBUTE THE USE OF EQUIPMENT, STAFF AND MATERIALS TO CARRY OUT SITE WORKS FOR THE NEW ST JOHN AMBULANCE SUB-CENTRE BUILDING IN MEMORIAL AVENUE, DOWERIN.

10.1.9 DRAFT STRATEGIC COMMUNITY PLAN 2018-2028

Date:	18 March 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	A. Selvey, Chief Executive Officer
Attachments:	12. Draft Shire of Dowerin Strategic Community Plan 2018-2028

Summary

Following extensive consultation and several workshops with Council, the Shire of Dowerin Strategic Community Plan (the Plan) is presented for formal consideration by Council with an officer's recommendation that Council adopts the Plan.

Background

The Strategic Community Plan is an integral component of the State Government's Integrated Planning and Reporting (IPR) Framework for Local Government.

The Strategic Community Plan provides a vision, strategic direction, long and medium-term priorities and resourcing implications for the Shire of Dowerin, with a horizon of 10 years. It is an informing strategy, which together with an Asset Management Plan, Long Term Financial Plan and Corporate Business Plan will provide integrated strategies to inform council decision making.

The Dowerin Strategic Community Plan was first developed in 2013. An extensive review and re-write of the Plan was undertaken in 2017 to reflect current IPR guidelines (updated in 2016) and to account for the evolution of community priorities for the Shire of Dowerin over the years since 2013.

The Western Australian Department of Local Government and Communities, IPR framework enables community members and stakeholders to participate in shaping the future of the community and in identifying issues and solutions. It is a process designed to articulate the community's vision, allocate resources to achieve this vision and monitor and report on progress toward achieving the vision.

Resource allocation occurs through long and medium term financial projections based on robust costings of services and assets. Identifying resourcing requirements is fundamental to balancing aspirations with affordability.

Comment

The community's aspirations for Dowerin are described through a vision statement and high-level objectives and outcomes that have been identified through extensive consultation. The vision serves to inspire the community and to guide the Shire of Dowerin in its activities over the term of the Plan.

Community Vision

Dowerin will be a thriving and growing rural community which offers lifestyle choice for all generations, is progressive in environmental management and is a preferred location for business development.

A thriving and growing rural community...

Dowerin will be progressive and successful community with a range of regular activities, events and opportunities available for residents, businesses and visitors to enjoy. Shire facilities will be heavily utilised, well managed and successfully maintained and local residents will play an intricate role in the community through volunteerism and participation.

A lifestyle choice for all generations....

With high quality facilities and services that will cater for the needs of a range of demographics. Dowerin will be a prime location for singles, families and seniors to relocate from the hustle and bustle of the metropolitan area and will offer an affordable and desirable community in which to live, work and play. We will have employment choices, high quality education for all ages, health and emergency services. These attributes will combine to make Dowerin a safe and friendly place to reside.

A preferred location for business development....

Dowerin will be a prosperous and successful place to live and do business. Opportunities will be available for economic growth and business activity leading to a sustainable economy for the long term. Young people will stay in Dowerin to take advantage of traineeships and apprenticeships leading to a bright future. Residents and businesses will have access to 21st century telecommunications technology ensuring they are connected with the rest of the world.

Progressive environmental management

Dowerin will be progressive in its environmental practises, minimising waste to landfill and maximising potential for recycling whilst utilising the Dowerin Recycling Centre. Residents will optimise opportunities to minimise energy use and utilise alternative green energy resources. Residents will actively volunteer to participate in the Tidy Towns program and conduct work at the recycling shed.

Community Values

Communication: Regular communication ensures the whole community is informed and aware.

Progress: Driving change through innovative and strong leadership.

Community spirit and participation: Inclusive, caring and involved community.

Transparency: Open, honest and accountable.

The key themes for the implementation of the Dowerin Strategic Community Plan are aligned to the pillars of sustainable development — community, infrastructure, economy, natural environmental and leadership. This section details the outcomes and actions that will help to achieve the community's objective in each of these four key areas.

Whilst presented under separate themes, the outcomes and objectives described here are inter-linked and will influence and interact to create the community that we aspire towards.

Financial Implications

There are no direct financial implications arising from the officer's recommendation that the plan be adopted. While strategies, projects and service delivery will require resourcing they will be considered by Council as part of the annual budget process.

In addition, Appendix Three is the Draft Long Term Financial Plan (LTFP) which provides a long-term view of the resourcing required by the Shire. The LTFP is in final draft and will be presented at the Ordinary Meeting of Council in April.

Risk Implications

A sound strategic plan and associated plan assists in mitigating the risk of ad-hoc decision-making.

Robust community input reduces the risk of the community feeling disengaged and removed from the Council decision-making process.

Consultation

In developing the Dowerin Strategic Community Plan, the Shire of Dowerin encouraged and supported robust community involvement. Input was encouraged from all sectors of the community through a range of engagement strategies, each of which was designed to capture community insight and aspiration with regard to priority services and projects for the Council over the coming decade.

A community survey was administered in May to June of 2017. The focus of this survey was two-fold:

- a) To review the vision, objectives and themes of the 2013 Dowerin Strategic Community Plan and gauge their relevance to the current planning process; and
- b) To determine service delivery priorities for the community.

Participation in the survey was promoted through advertisements in the Dowerin Despatch, the Shire website and social media. A total of 75 responses were received to the community survey, in its online and print formats.

Survey output indicated strong support for the high-level objectives of the 2013 Plan to remain the focus of the 2018-2028 Strategic Community Plan.

Two community workshops were held in June and August 2017. Participation in the workshops was open to all Dowerin Shire residents and was promoted through social media, local print media (i.e. the Dowerin Despatch), letters of invitation to stakeholder groups (e.g. sporting clubs, the local childcare centre, Dowerin Events Management, the Community Resource Centre, the school, etc.) and through phone calls to randomly selected rate payers.

Across the two workshops there were 102 participants representing a broad cross-section of the community including youth, older people, sporting groups and local businesses. Participants ranged in age from 14 to 84 and have lived in Dowerin from as few as one year to as many as 78 years.

The community workshops aimed to build on the survey by exploring in more depth the objectives and required actions and by prioritising Shire service delivery and assets.

Informing documents were developed and distributed to the community including:

- a) A “community scorecard” highlighting achievements of the Shire, as they related to the 2013 Strategic Community Plan;
- b) A community services booklet, providing a comprehensive overview of Shire service delivery, assets and expenditure; and

- c) Summary reports on the community survey and community workshops, to provide an opportunity for reflection on the input provided by community members and to ensure that the views and ideas of the community had been accurately captured.

A public comment period on the draft Dowerin Strategic Community Plan provided opportunity for all community members to review and provide further input in to the planning process. Community members were invited to review the Draft Plan throughout December and January 2017.

A planning workshop with Shire Council members and staff was held with the purpose of reviewing community input in to the Draft Plan and engaging in a rigorous process to prioritise near to medium term projects for inclusion in the Shire's Corporate Business Plan.

Policy Implications

Nil

Statutory Implications

The Local Government Act 1995 section 5.56 stipulates that

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996 Regulation 19C covers the detail of the process and timeframes.

While the updated Plan should have been adopted in 2017, adopting the Strategic Community Plan and Long Term Financial Plan progresses the Shire's compliance with the Act and Regulations. The next stage of the IPRF Process is to develop an updated Corporate Business Plan, Assets Management Plans and Workforce Plan. The aim is to finalise the remaining documents by the end of this financial year to ensure full compliance.

Voting Requirements

Absolute majority required.

OFFICER RECOMMENDATION – ITEM 10.1.9

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO S.5.56 OF THE LOCAL GOVERNMENT ACT 1995 RESOLVES TO ADOPT THE SHIRE OF DOWERIN STRATEGIC COMMUNITY PLAN 2018-2028.

10.1.10 DOWERIN MEMORIAL SWIMMING POOL RENEWAL – PHASE ONE

Date:	19 March 2018
Applicant:	The Shire of Dowerin
Location:	Memorial Avenue, Dowerin
File Ref:	
Disclosure of Interest:	Nil
Author:	G. Brigg, Manager of Works and Assets
Senior Officer:	A. Selvey, Chief Executive Officer
Attachments:	13. Dowerin Memorial Swimming Pool Report

Summary

This item brings information for Council to consider completing phase one repairs to the Memorial Swimming Pool. The report deals with the short term critical repairs to keep the pool operational and the long term renewal of pool and infrastructure and includes an officer's recommendation to progress with Stage One of the renewal at a cost of \$225,000.

Background

The CEO and Mat Mildwater, from Contract Aquatic Services met to discuss the critical repairs needed and the longer term future of the Dowerin Memorial Swimming Pool. Council engaged Mr Mildwater on a pro-bono basis to investigate the condition of the pool and compile a report on the options for the future of the pool. Essentially, the CEO was reluctant to recommend to Council that investment in renewal of the existing pool was a sound investment without knowing the full extent of the renewal required, the costs involved and the expected life-span for the pool compared with the costs for a new pool.

Comment

Mr Mildwater presented a report at two Council workshops which outlines the critical areas that are at risk of failure, the costs of repairs and future life refurbishing the existing swimming pool and how those costs compared to an aquatic centre redevelopment. Mr Mildwater's report includes a staged approach for renewal to the pool and infrastructure. The report breaks the renewal into two phases. The report includes estimated costs broken down for phase one being the critical repairs needed and phase two being future renewal.

Phase one repairs include:

1. Recirculation upgrades;
2. Renewal of existing sand filter;
3. Main Pool Basin – complete renewal of control joints;
4. Main Pool Basin – lane anchors;
5. Main Pool Basin – Resurfacing;
6. Learner Pool Basin – Resurfacing; and
7. Electrical – Plant room.

Other items from a compliance audit include repairs to balance and backwash tank ladders and installation of escape ladders to the backwash and balance tanks.

It is understood the estimated cost of phase one critical repairs is \$225,000 with a \$20,000 variance. The report indicates that phase one of the renewal will reduce the risk of failure in the upcoming season and phase two will complete a more extensive renewal of the infrastructure detailed in this report. Completing phase one repairs will allow officers time to seek other funding to supplement the overall phase two renewal cost in the coming years.

The Shire will need to tender phase one repairs as it exceeds the tender threshold of \$150,000 as required under the Local Government Act. Council was to carry out the repairs over two financial years. \$100,000 already allocated in 2017/18 budget and \$125,000 in 18/19 budget. It would be difficult to tender the total project of \$225,000 during 17/18 year without a formal budget for 18/19.

Financial Implications

A total of \$225,000 is needed for phase one repairs. The 2017/18 budget includes a provision of \$100,000 for the swimming pool repairs. The 2017/18 Mid Year Budget Review shows that the Shire would have a surplus of \$115,000. The Mid Year Budget Review being presented in this agenda includes utilising \$95,000 of the surplus for swimming pool renewal. Council's Recreation Facilities Reserve had an opening balance of \$180,866 at the start of the 2017/18 financial year. The Mid Year Budget review as presented as Item 10.2.3 in this agenda utilises \$30,000 of that reserve to this project. By utilizing the \$100,000 allocated in 2017/18, \$95,000 17/18 from the budget surplus and \$30,000 from the Recreation Facilities Reserve Shire officers can call tenders to complete phase one repairs during the season break commencing in April 2018.

Risk Implications

The report by Mr Mildwater clearly demonstrates that without critical works, the swimming pool is at risk of failure during the next season. This would result in the community not having access to local pool and residents would have to travel to nearby towns to access a place to swim.

Consultation

- Mat Mildwater (Contract Aquatic Services)
- Chief Executive Officer
- Councillors

Pending Council's decision at this Council Meeting it is proposed to hold a community information session on 10 April to inform the community of the renewal and the reasoning for the decision – noting this is not a consultation whereby community input is being sought.

Policy Implications

3.2.4 Recreation Facilities Reserve

Council will maintain a reserve to fund future maintenance, upgrades and developments of recreation facilities, including the swimming pool. This reserve will also allow Council to take

advantage of grant opportunities as they arise. This reserve, including the amount to be maintained in the reserve, will be informed by the Asset Management Plan for this class of assets.

While the Asset Management Plan for this class of asset has not yet been finalised, the use of reserve funding for renewal is consistent with the policy position on the use of this reserve.

Statutory Implications

Nil

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. PROGRESS WITH PHASE ONE OF THE DOWERIN MEMORIAL SWIMMING POOL RENEWAL;***
- 2. CONSIDER PHASE TWO AS GRANT FUNDING OPPORTUNITIES ARISE; AND***
- 3. ACKNOWLEDGE MR MAT MILDWATER FOR HIS PRO-BONO WORK ON THE SWIMMING POOL REPORT.***

10.2 FINANCE REPORT

10.2.1 FINANCIAL ACTIVITY STATEMENTS – FEBRUARY 2018

Date:	19 March 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 – February 2018

Summary

This report provides Council with an update on the status of the Financial Statements for the period ending 28th February 2018.

Background

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

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

Comment

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

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

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

- Capital Acquisitions

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

- Note 1 – Significant Accounting Policies

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

- Note 2 - Explanation of Material Variances

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

- Note 3 - Net Current Funding Position - Statutory Requirement

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

- Note 4 – Cash and Investments

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

- Note 5 – Budget Amendments

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

- Note 6 – Receivables

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

- Note 7 - Cash Backed Reserves

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

- Note 8 – Rating Information

This note provides details of rates levied during the year.

- Note 9 – Information on Borrowings

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

- Note 10 – Grants and Contributions received

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

- Note 11 – Trust Funds

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

- Note 12 – Capital Acquisitions

This note details the capital expenditure program for the year.

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 by 42% which equates to \$52,768 reduction in revenue.

Grant funding receivable:

The Bush Fire Shed grant of \$265,333 has been received. We expect to receive the following grant funding revenue within the next one to two months: \$200,000 for the completed Short-Term Accommodation; \$354,000 for Roads from the Roads to Recovery program and February expenses for the WANDRRA road project of \$135,000.

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.

Actions

The Committee queried why Note 3: Current Assets Receivables– Other - \$388,407(Page 11) was different to Note 6 Receivables \$306,228 (page 14) a difference \$82,179.

The Finance Manager explained that Note 3 Receivables – Other consists of other receivables and not just Sundry Debtors. The Committee requested more detail.

Action to provide more details.

Response:

Current Assets Receivables– Other - \$388,407(page 11) includes debts not included in the Note 6 Receivables \$306,228 (page 14) as follows as they are not classified as sundry debtors. Hence the difference.

Rubbish removal	:	\$ 29,949
Sewerage removal	:	\$ 46,507
Loans receivable	:	\$ 11,974
Emergency Services Levy	:	-\$ 6,251
Total	:	\$ 82,179

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 28 FEBRUARY 2018.

10.2.2 ACCOUNTS FOR PAYMENT – 1 FEBRUARY TO 28 FEBRUARY 2018

Date:	19 March 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:	15. List of accounts for February 2018 & Credit Card Statement

Background

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

Comment

The list as presented has been reviewed by the Finance Officer, Corporate Services Manager and Chief Executive Officer and presented to the Finance Committee at their meeting on 19 March 2018.

The Finance Committee required further details and queried the following payments which are inclusive of GST where applicable:

1. EFT5593 – All over walls and ceilings. 58 Stacey Street remove plasterboard ceiling and replace with Gyprock & Cornice - \$6,047.70.
Response: this payment was for 3 rooms.
2. EFT5602 – STA replacement cutlery, towels, bed linen and utensils-\$549.
Response: replacement items purchased due to loss of originals and spare inventory.
3. EFT5615 – Market Creations- IT replacement server and monthly licensing.
Response: monthly licensing should read service level agreement. The server was replaced in February 2018 for \$20,000. 8 x computers, 2 computers for HACC, 8 monitors, server Microsoft windows licenses. The service level agreement is for \$1,359.26 per month. Other costs should decrease as our information technology system stabilizes.
4. EFT5616-Navsdron Pty Ltd-\$28,903.60. Professional Services fees for Financial Management and reporting from August 2017 until January 2018.
Response: costs include Financial statements for Annual Report 2017, Budget, Long Term Financial Plan, handover to new Finance Manager and assistance with ad hoc issues with statements. This cost will decrease in the next financial year.
5. EFT5649-Colin Smith-\$350 for internet.
Response: Costs incurred for internet as there is no current provider at the depot for internet use. \$50 per month from September 2017.
Acton: Staff to investigate with Telstra an internet package. Telstra will be visiting the Shire in mid-March to recommend a solution.
6. EFT5656-TonyTait Paint & Décor-\$5,800. 2/13 Stacy Street- painting internal walls of a staff council house.
Response: Maintenance of housing was urgently required.
7. EFT5659-Avery Carpentry-\$1,170.62. Front door repairs for 13 Maisey Street and HACC office rear door repairs.
Response: Hacc office repairs is grant funded.
8. EFT5663-Dallimore Carpet Choice-\$4,258.10. 2/13 Stacy Street. Remove & Install new lino for staff council house.
Response: Maintenance of housing was urgently required.
9. EFT5674-Market Creations-admin IT -\$4,056.25 Office 365 migration.
Response: Migration of old data to new server and upgrade of software.

10. Cheque 10474. Solgen Energy Group-\$4,596.90. Shire office – supply and install solar system to admin building.

Response: Deposit paid on the installation of solar which will be for a total of \$22,985.

11. Cheque 10475. Celeste Smith-\$550.00 Regulations/Compliance Financial Modelling LTFP.

Response: Assistance with LTFP. The LTFP will be a useful document for the next 10 years and will form a basis for budget purposes.

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, RECEIVES THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 FEBRUARY 2018 TO 28 FEBRUARY 2018.

10.2.3 MID-YEAR BUDGET REVIEW

Date:	28 March 2018
Applicant:	Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Susan Fitchat – Finance and Corporate Services Manager and Megan Shirt (LG Consultant)
Senior Officer:	Andrea Selvey – Chief Executive Officer
Attachments:	16. Budget Review Report March 2018

Summary

This report presents the recommended budget amendments identified during a Mid-Year review process for Council consideration. The officer's recommendation seeks Council approval of the Budget Review Report.

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

The budget review has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council has adopted a 5% and a \$5,000 material variances for management reporting and is used in the statements of financial activity and the annual budget review.

Budget Implications

In reviewing the 2017-18 Budget and incorporating the audited surplus for the 2016-17 financial year of the following items are the major items included in the review.

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 \$37,000.
- 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.
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed.
- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with funds being retained in reserve for future purchase.

In addition, the Shire's reserves will be positively impacted with the following increases in transfer to reserves and reduction in transfers from reserve proposed.

PROPOSED TRANSFERS TO RESERVES:

Item	Original Budget	Amended Budget
	\$	\$
Leave Reserve	0	0
Plant Reserve	140,000	230,000
Sewerage	71,000	71,000
Land and Buildings *	42,000	407,000
Swimming Pool Reserve	0	0
Recreation Facilities	1,673	1,673
Community Housing Project Reserve	0	0
Community Bus Reserve	0	0
Economic Development Reserve	42,000	42,000
All Hours Gym Reserve	0	0
Bowling Green Replacement Reserve	10,000	10,000
Tennis Court Replacement Reserve	6,000	6,000
Interest	39,980	39,380
Total	352,053	807,053

*NB – Land and Building reserves transfer is dependent on the sale of 2 properties

PROPOSED TRANSFERS FROM RESERVES

Item	Original Budget	Amended Budget
	\$	\$
Grader	120,000	0

Based on the above changes and other minor changes to the budgeted income and expenditure the end of year surplus is projected to be \$115,535.

Predicted variances are disclosed in Note 3 of the Budget Review Report.

Consultation

The Shire's Management Team has worked collaboratively on this review and consulted with Megan Shirt, Finance Consultant.

The Finance Committee and several other Councillors has considered the Budget Review Report at their meeting/workshop on 19 March and recommended that Council approves the Report with the following changes:

COMMITTEE/WORKSHOP DISCUSSION ITEMS:

The surplus was discussed for allocation in terms of the budget project priorities; and will be transferred to Capital Expenditure as follows:

- Swimming pool capital expenditure \$ 95,000
- Short Term Accommodation \$ 15,000
- Total \$110,000

Transfer from Recreation Facilities Reserve to:

- Swimming pool capital expenditure \$30,000

The total allocation for the Swimming pool upgrade will be \$225,000.

- Current budget \$ 100,000
- Recreation Reserve \$ 30,000
- Surplus \$ 95,000
- Total \$ 225,000

Financial Implications

This review proposes an end of year surplus of \$5,535 with increased transfers of \$455,000 into reserves, and a transfer from reserves of \$30,000.

Risk Implications

The review must be completed and lodged with the Department of Local Government and Communities by the end of April or the Shire will be non-compliant with the requirements under the Financial Management Regulations.

Policy Implications

Nil

Statutory Requirements

Regulation 33A of the Local Government (Financial Management) Regulations 1996 requires:

Between 1 January and 31 March in each financial year a 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

Community Strategic Plan

Objective 4.2 - Strong Leadership and Governance

Voting Requirements

Absolute majority

OFFICER AND COMMITTEE RECOMMENDATION – ITEM 10.2.3

THAT COUNCIL, BY ABSOLUTE MAJORITY, PURSUANT TO REGULATION 33A OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996 RESOLVES TO APPROVE THE 2017-18 BUDGET REVIEW AS ATTACHED AND PROVIDE A COPY OF THE DETERMINATION TO THE DEPARTMENT OF LOCAL GOVERNMENT AND COMMUNITIES WITHIN 30 DAYS.

10.3 MINUTES TO BE RECEIVED

10.3.1 MINUTES FROM COMMITTEE MEETINGS TO BE RECEIVED

Date:	21 March 2018
Applicant:	The Shire of Dowerin
Location:	N/A
File Ref:	
Disclosure of Interest:	Nil
Author:	Andrea Selvey, CEO
Attachments:	17. Finance Committee Meeting Minutes (Unconfirmed), 19 March 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 internal Committees:

- Audit Committee;
- Finance Committee;
- Local Emergency Management Committee;
- Bush Fire Advisory Committee;
- Australia Day Honours Committee; and
- Road Verge Management Advisory Committee (formed February 2018).

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

Bringing the minutes of the Committee meetings to Council in a formal process mitigates the risk of Council not being aware of Committee discussions.

Policy Implications

Nil

Statutory Implications

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

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

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

Strategic Implications

The Strategic Community Plan

Objective 4.2 - Strong leadership and governance

Voting Requirements

Simple majority

OFFICER RECOMMENDATION – ITEM 10.3.1

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

- 1. RECEIVE THE MINUTES OF THE:***
 - a. FINANCE COMMITTEE MEETING (UNCONFIRMED), 19 MARCH 2018.***

11. NEW BUSINESS OF AN URGENT NATURE

12. ELECTED MEMBERS MOTIONS

13. CONFIDENTIAL ITEMS

14. CLOSURE OF MEETING

ORDINARY COUNCIL MEETING ATTACHMENTS

Tuesday
26 March 2018
3.00pm



ATTACHMENTS

- 8.1.1
 - 1. Petition to ban the tree slasher or mulcher-head machine on road verges in the Shire of Dowerin
- 10.1.1
 - 2. WALGA Proposal for Recruitment of a CEO (Confidential)
 - 3. Proposal from Mr Gary Martin for the role of Acting Chief Executive Officer (Confidential)
 - 4. DLGC Guideline on recruiting a CEO
- 10.1.3
 - 5. Proposed Shire of Dowerin Dogs Local Law
 - 6. Proposed Shire of Dowerin Waste Local Law
- 10.1.5
 - 7. Location Plan
 - 8. Extract from *Planning and Development (Local Planning Schemes) Regulations 2015*
 - 9. Current Zoning (Scheme Map excerpt)
- 10.1.6
 - 10. Nominations for Road Verge Management Advisory Committee (Confidential)
- 10.1.7
 - 11. Proposal (Confidential)
- 10.1.9
 - 12. Draft Shire of Dowerin Strategic Community Plan 2018-2028
- 10.1.10
 - 13. Dowerin Memorial Swimming Pool Report
- 10.2.1
 - 14. Monthly Financial Activity Statements – February 2018
- 10.2.2
 - 15. List of accounts for February 2018
- 10.2.3
 - 16. Budget Review Report March 2018
- 10.3.1
 - 17. Finance Committee Meeting Minutes (Unconfirmed), 19 March 2018

Shire of Dowerin
PO Box 111
Dowerin 6461

PO Box 45
Dowerin 6461
20/3/18

Att: Darrel Hudson (President)

Dear Sir,

Please see Petition, concerning the tree slasher or mulcher head machine.

I have included a 'cover letter', thanking the people who signed this petition. The period over which this Petition was signed was from 3rd January to the 7th March 2018(one electronic signature included).

Not only is this an issue for people from the Dowerin Shire, but for visitors to our district, so their signatures were included.

I read an article last night and every year, 3 million hectares of bushland is being cleared, in Australia. An interesting fact – do we value what is left?

Please trim the road verges, with the staff pruner, a far more economical and sensitive method. I am all for safety on our roads, especially the surfaces on which we drive, and prune overhanging trees.

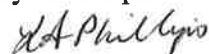
However, I cannot believe that \$17,000 was spent for a total of approximately 5kms of road – (the total distance of verge clearing on the Harris Rd and Amery-Benjaberring Rd, by the tree slasher machine). One of these roads is a minor road, with very little traffic. This road needed a light trim, but now many old trees have been broken or destroyed.

With the formation of the Road Verge Management Advisory Committee, perhaps more input from the community, will ensure that we are caring for the native vegetation on the road sides, for future generations to appreciate.

I request that this Petition be presented at the next Shire meeting, 27th March 2018.

Yours sincerely,

Lyn Phillips



Thank you, to all the people who signed the Petition 'To ban the use of the tree slasher or mulcher-head machine in the Shire of Dowerin'.

For me, it was an interesting experience talking to local people about this topic, with the hope of creating more awareness about the value of the roadsides or verges. Thank you again for your time and feedback.

The loss of native vegetation from our roadsides is a State-wide issue; it is not just confined to this Shire. I was surprised how many people from outside the Dowerin electorate, wanted to sign this Petition.

There are many reasons for loss of roadside vegetation including the tree slasher, grader clearing and spraying. Natural causes including old age, storm damage, salt encroachment, insect infestation etc...all contribute.

We take the roadside vegetation for granted, but I believe it should be protected as it has an economic value. WA boasts being 'The Wildflower State of Australia'. Tourists come from all over the world to admire our countryside; with the amazing old salmon gums, and a biodiversity of plant species, rarely seen elsewhere in the world. It is truly unique.

The Wheatbelt has been cleared for agriculture and thus the Shire of Dowerin has only 4% of remnant native vegetation remaining, according to a survey in 2004. This should be protected for future generations to enjoy.

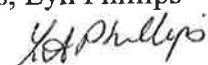
Aesthetically speaking, 'Do we want to live in a desert'? Tim Winton describes the Wheatbelt as being 'The Wastelands', in one of his books. Slowly and insidiously, the roadsides are being destroyed, especially in the past decade – death by a thousand cuts! Take a drive down the Cunderdin road, heading south from Namelkatchem corner. Often what regenerates after clearing are the weeds, such as love grass, wild oats, wild radish, calthrop etc...spread by the graders?

Once the native vegetation is removed from the roadsides, it is impossible to put it back. It is a very complex ecosystem. The sad reality is that some species of flora and fauna are already threatened with extinction. I believe that without roadside habitat we will lose many bird species. In England they cleared half the hedges, to make bigger farms and lost half the bird population. There was a public outcry.

A better method of trimming the roadside vegetation is needed. The staff pruning method does not leave jagged broken trees, and can be tailored to leave small bushes and shrubs, that do not obstruct the vision or passage of vehicles. The Goomalling Shire recently pruned Oak Park road, showing respect for the trees – they do not use the tree slasher or mulcher head machine. Most Australian species are slow growing.

A recent RAC survey found that roadsides with many trees growing along them (ie. Walpole, Denmark) have a much lower fatality rate, than roads in the Wheatbelt. Do not blame the trees for our road deaths, and drive to the condition of the road. Please grade the roads but leave the verge intact, if possible and this will be a cost saving exercise and help preserve the environment – we are the Care Takers.

Regards, Lyn Phillips



Petition

Petition to Shire of Dowerin WA

To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

This method of pruning is environmentally undesirable for the following reasons:

1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
3. it results in ugly, lopsided trees that are open to disease and may blow over or die;
4. it destroys native vegetation unnecessarily (small shrubs do not obstruct the view);
5. it destroys native vegetation that provides habitat for all creatures;
6. it destroys everything in its path (including bobtails and nesting birds);
7. it leaves road verges open to erosion (increasing the cost of road/culvert maintenance);
8. it creates a habitat for weeds (particularly grassy weeds, thus increasing fire hazard);
9. the cost of pruning roads with a tree slasher is expensive (it could be done with the staff pruner, a far more economical and sensitive method).

I, Lyn Phillips can be contacted at 80 Morrell North Rd, Dowerin 6461 ph 96321206

Please Print Clearly

Name	Address	Signature	Date
Lyn Phillips	80 Morrell North Rd, Dowerin 6461	Lyn Phillips	3/1/18
ROB BOASE	898 NAMBLING SOUTH RD	Rob Boase	
LEONIE STRATFORD	367 MINNIVALE NORTH-EAST RD, DOWERIN	Leonie Stratford	
Margaret Phillips	31 Goldfields Rd Dowerin 6461	Margaret Phillips	
Lesly Marshall	O'Loughlen St Dowerin	Lesly Marshall	
Diane Hatwell	240 O'Loughlen St Dowerin	Diane Hatwell	
Rex Adams	37 Sney Sm Dowerin	Rex Adams	
ROBERTA HAGBOOM	6 MAISEY ST, DOWERIN 6461	Roberta Hagboom	
Ray Bear	Lot 92 Nambling Rd 6461	Ray Bear	
David Kennott	1069 Old Koorda Rd 6462	David Kennott	
Lynley Annoti	22 Hughes St Minnivale 6462	Lynley Annoti	
LISA SINCLAIR	7 O'LOUGHLEN ST, DOWERIN 6461	Lisa Sinclair	
STYLIA WHIDENURSE	Lot 615 NAMBLING NTH RD 6461	Stylia Whidenurse	
Christine Mitson	Box 155 Dowerin, MANMANNING	Christine Mitson	
ROBERTA COOPER	PO Box 179 DOWERIN	Roberta Cooper	
ALLAN ANDERSON	Box 79 DOWERIN	Allan Anderson	
Lorraine Owen	PO Box 133 Dowerin	Lorraine Owen	
Russell Sutherland	P.O. Box 173 Dowerin	Russell Sutherland	
Lorraine Crippen	PO Box 180 Dowerin	Lorraine Crippen	
JUDY WESTRAL	PO Box 22 Dowerin	Judy Westral	

Petition

Petition to Shire of Dowerin WA

To all Councillors, and the CEO

We, the undersigned, petition the Shire of Dowerin Council to:

Ban the use of the tree slasher or mulcher-head machine, on the road verges, in the Shire of Dowerin.

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1. it destroys the biodiversity of the Dowerin Shire;
2. it destroys potential tourist revenue in our Shire, attracted by its unique biodiversity;
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Please Print Clearly

Name	Address	Signature
Danielle Perkins	8 Stacy St Dowerin	<i>[Signature]</i>
BRETT JONES	13 Blandford St	<i>[Signature]</i>
PAUL BEAR	296 Boodjamulla WST RD	<i>[Signature]</i>
GLENN RICHARDS	CUNIC RD	<i>[Signature]</i>
JADE RACKHAM	6 PLACE ST DOWERIN	<i>[Signature]</i>
Sam Jones	4 Couper St Dowerin	<i>[Signature]</i>
Jo-Ellen Jones	85 Norris Road Dowerin	<i>[Signature]</i>
Thelma Hatwell	209 Hindmarsh Rd DOWERIN	<i>[Signature]</i>
SHIRLEY DE JONG	82 STACY STREET, DOWERIN	<i>[Signature]</i>
NESELY JONES	32 MECKERING RD DOWERIN	<i>[Signature]</i>
Joyce Couper	4 MECKERING RD - DOWERIN	<i>[Signature]</i>
RYAN NAUGHTON	145 FITZGERALD ST Northam	<i>[Signature]</i>
Maree Grain	145 Fitzgerald St Northam	<i>[Signature]</i>
Natalie Lally	Northam Residential College	<i>[Signature]</i>
<i>[Signature]</i>	Wongan Hills	<i>[Signature]</i>
GILL PRESTON	100 BOX 1154 TOODUAY	<i>[Signature]</i>
Anita Phillips	40 Recreation Rd Kalamunda	<i>[Signature]</i>
Shirley Hagboom	8 Missey St Dowerin WA 6461	<i>[Signature]</i>
NORRIS BOURN	1111 WILLY PETER TREE	<i>[Signature]</i>
Dennielle REED	Rogers St Dowerin	<i>[Signature]</i>

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Name	Address	Signature
IAN J PHILLIPS	80 MORRELL NTH RD DOWERIN	[Signature]
DAYRELL JENNINGS	Dowerin	[Signature]
Jenny Thomas	545 SPARK RD Dowerin	[Signature]
Tamara Johnson	P.O Box 172 DOWERIN.	[Signature]
Lorna Fairlie	215 Webb Rd Dowerin	[Signature]
Verity Offszanka	8 ANDERSON ST, DOWERIN	[Signature]
JANE RIGGS	17 Cottrell St DOWERIN	[Signature]
Suzanne Crippen	95 JONES ST DOWERIN	[Signature]
Janet Johnson	Goodmatting	[Signature]
Kelly Spark	Dowerin	[Signature]
DON PHILLIPS	31 GOLD FIELDS RD	[Signature]
Irish Ailsopp	38 Goldfields RD	[Signature]
SUSAN LIVALL	4 PLACE ST DOWERIN	[Signature]
Paul Crute.	1267 Goodmatting-Wykebutcher Rd	[Signature]
Anne-Maree Crute	" "	[Signature]
Vill Symington	Northam	[Signature]
PETER SPARK	DOWERIN	[Signature]
ANTHONY SPARK	DOWERIN	[Signature]
LAURICE RICHARDS	866 STANDING WEST Rd	[Signature]
Ian Richards	" " "	[Signature]

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Please Print Clearly

Name	Address	Signature
ANNIE HOTAREAU	2263 RABBIT PROOF FENCE RD	[Signature]
Swannee McGrath	Worren Rd Dowerin	[Signature]
JOHN HULL	7 HEWITT ST MINNIVALE	[Signature]
PETER NOWIELSKI	7 HEWITT ST. MINNIVALE	[Signature]
Therese Wise	17 Kunzia Way Goomalling	[Signature]
Kristy Stephens	346 Pickering Rd Dowerin	[Signature]
Pat Woods	Woods Rd Dowerin	[Signature]
JEANNETTE CRUTE	510 BUNNING RD, MT HELENA 6082	[Signature]
Peter Turpin	79B Mars St Carlisle 6101	[Signature]
Haggie Redfern	79B MARS ST CARLISLE 6101	[Signature]
Lyn Marks	37 Anglessey Drive Kardinya 6163	[Signature]
Roz Wilson	120 Warrakooda Rd Kardinya	[Signature]
KERRY SMITH	81 Stirling Rd Exe, Kardinya	[Signature]
KERRI YOUNG	Strickland St South Perth	[Signature]
IVANKA SIYANGSI	39/81 KING WILLIAM ST DARLINGTON	[Signature]
Imogen Forsyth	36 Clinton Ave, St James 6102	[Signature]
RUTH PHILLIPS	2075 JACOBY ST MUNDARING	[Signature]
Phil Dawson	18 Mitchell St, Wangan Hills	[Signature]
Wayne Allsopp	38 Goldfields Rd Dowerin	[Signature]
Colin Riggs	17 CORRELL ST DOWERIN	[Signature]

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Please Print Clearly

Name

Dr Julie Clarke

Address

71 Sturt Valley Rd Stirling SA 5152

Signature

Julie Clarke

Date

7/3/18

11:22am

Electronic
signature.



Government of **Western Australia**
Department of **Local Government and Communities**

Local Government Operational Guidelines

Number 10 – Revised August 2012

Appointing a CEO

1. Introduction

Selecting and appointing a Chief Executive Officer (CEO) is one of the most important tasks elected members may undertake during their term of office. Choosing the right person is critical to the success of the council and the local government.

It is essential that correct processes are followed so that every opportunity is given to the candidates to put the appropriate information forward so the council can choose the person most suited to the position. It is important that elected members understand that when they appoint a CEO they are entering into a contractual relationship with the CEO. A commitment to trust and good faith by both parties will lead to an effective relationship between the council and the CEO. This guideline has been developed to assist councils to conduct an effective process when selecting their new CEO.

2. Legislation

There are three sections of the *Local Government Act 1995* (the Act) that have direct application to the appointment of a CEO. Section 5.36(2)(a) and (b) of the Act provides that a local government is not to employ a person to fill the position of CEO unless the council believes that the person is suitably qualified for the position and is satisfied with the provisions of the proposed employment contract. Section 5.39 contains provisions for the contracts of CEOs. Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above provisions of the Act the *Local Government (Administration) Regulations 1996*, regulations 18A, 18B, 18C, 18E, 18F and 19A also deal with advertising, contracts, and the selection and appointment process.

The principles of merit and equity refer to the process of filling vacancies whereby a thorough assessment is made of the candidates' skills, knowledge and abilities against the work related requirements of the vacancy. The process must be open, competitive and free from bias, unlawful discrimination, nepotism or patronage.

"Suitably qualified" is not defined in the legislation but the intention is not limited to academic qualifications. Through the position description and selection criteria the council needs to ensure that processes are in place to appoint the person that best meets the qualities required in terms of academic qualifications, experience, skills and knowledge.

3. Outsourcing the Recruitment Process

Depending on the size of the local government and the availability and skills of staff, outsourcing the recruitment process may be the best option.

Generally recruitment consultants provide a professional service and possess a wide range of knowledge and skills in staff recruitment. It is recommended that rigorous checks be conducted on any recruitment consultants before they are appointed to ensure they have the necessary skills and experience (local government recruitment experience would be beneficial) to effectively assist the council in its selection of a CEO.

An early decision needs to be made by council on whether it will handle the recruitment in-house or appoint a consultant to coordinate the appointment process. If a recruitment consultant is chosen, council should provide the consultant with a copy of these guidelines as part of the appointment process.

A recruitment consultant may be involved in the following aspects of the selection process:

- development or review of the position description;
- development of selection criteria;
- drafting of the advertisement;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews; and
- finalising the contract.

If a decision is made to outsource the recruitment process it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process.

4. Reviewing Necessary Documentation

There are two very important documents that need to be reviewed and approved by council prior to advertising the position. These are the Position Description Form and the Contract of Employment.

Given the importance of the position of CEO, a police clearance should also be sought.

Position Description Form

The Position Description Form, particularly the selection criteria and performance criteria (where it is included in the Position Description Form) should be reviewed prior to advertising. The council, a committee of council or the consultant (if one is used) should undertake this task.

Council needs to determine what they want their CEO to do and whether the selection criteria will facilitate the appointment of a person with the appropriate set of skills.

For example, it may be very important that a CEO work with diverse elements of the community such as developers, mine operators, Indigenous communities or other specific interest groups. Therefore, a selection criterion might be "Proven ability to work and negotiate with diverse groups in the community". If such criteria is not included an assessment of the applicants' abilities in this area may be overlooked. This is why councils must ensure when commencing the task of appointing a new CEO that the skills and qualities required are well understood and documented.

Selection criteria are generally classified as 'essential' or 'desirable'. Applicants who are able to satisfy all the essential criteria should be considered for interview.

If an application does not fully address the essential selection criteria the applicant should not be considered for interview.

However, on occasions an application may be received where the applicant has the skills and experience which indicate a capacity to satisfy the essential selection criteria even though it is not clearly elaborated in their address of the selection criteria in their application. In these circumstances the application may warrant further consideration.

Desirable criteria are not an essential requirement of the position. They are normally identified to attract applicants who may have a wider range of skills and experience which an employer would consider desirable.

Council may decide that it would be more appropriate to attract applicants with a wider range of knowledge, experience and management skills than just local government. If this is the case the selection criteria should accommodate this.

Performance Criteria

Performance criteria are quantitative and/or qualitative measures of performance. There are two broad categories of performance criteria; those that have general application and apply at all times and specific criteria that apply for a limited period of time. An example of the first type would be, "Advice to council is relevant, accurate and timely." An example of the second type of performance criteria would be, "Calling of tenders for the new

recreation centre is undertaken on time and in compliance with the law." It is obvious that the first is always going to be required, whereas the second is specific to the project of the new recreation centre.

Council may set ongoing permanent performance criteria that will be included in the contract. The successful applicant needs to be informed that performance criteria relevant to a specific project/s will also be subject to annual negotiation. These will be assessed at least once during each year.

In setting performance criteria, council will need to determine what it is they want their CEO to do over and above legislative requirements. Councils need to be realistic in terms of their expectations and provide appropriate resources to facilitate achievement of performance criteria.

The performance criteria must be consistent with the position description and the selection criteria.

It is not essential that performance criteria relating to a specific project/s are identified prior to the appointment but, if not, they must be identified very soon after so that the new CEO is aware of what is required of him or her in the coming year or years.

Contract of Employment

The council should review and amend, where necessary, the existing terms and conditions of the CEO contract before proceeding to advertise the position.

It is also recommended that council obtains advice on the contract where alterations or amendments are proposed and there is any (even slight) doubt as to the meaning of those alterations or amendments.

It should be noted that section 5.39(3) of the Act provides that an employment contract is of no effect unless it contains:

- an expiry date; and
- performance criteria for the purpose of reviewing the person's performance.

Regulation 18B of the *Local Government (Administration) Regulations 1996* also requires that the contract contains a provision that places a limit on the maximum amount of remuneration that can be paid to a person should the contract be terminated prior to its expiry date.

Amendments to Regulation 19A of the *Local Government (Administration) Regulations 1996* now sets that limit to a maximum of one year salary termination payment or the value of the remuneration for the balance of the period of contract that is left to run, whichever is the lessor of the two amounts.

To further assist local governments, model contracts have been developed by both the Western Australian Local Government Association (WALGA) and Local Government Managers Australia WA Division (LGMA).

CEO Remuneration

Amendments to section 5.39(7) of the Act now provide for a CEO's remuneration to be determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975*.

5. Advertising the Vacancy

Ideally, the position should be advertised as widely as possible to attract the best possible field of candidates. The minimum requirement for advertising under *Local Government (Administration) Regulation 18A(1)* is for the position to be advertised in a newspaper circulating generally throughout the State.

Regulation 18A(2) prescribes the minimum requirements to be included in an advertisement for the position of CEO. Those requirements are:

- the details of the remuneration and benefits offered;
- details of the place where applications for the position are to be submitted;
- the date and time for the closing of applications for the position;
- the duration of the proposed contract; and
- contact details for a person who can provide further information about the position.

In addition to the above, a local government is to include any other information in the advertisement which it believes is relevant.

The content and context of advertisements should be carefully considered.

An attractive and well-constructed advertisement is more likely to attract the interest of potential candidates.

A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request. Reference to, and instructions on how to access the kit should be included in the advertisement.

Allow sufficient time within the advertisement for potential applicants to prepare and forward applications.

It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

6. Confidentiality

From the beginning to the conclusion of the process, absolute confidentiality must be maintained by every person involved in the selection process. This cannot be emphasised enough as any information which finds its way into the public domain before a recommendation is made to council may well compromise the selection process.

Council should consider the use of a confidentiality agreement which requires all persons involved in the selection process to agree to appropriate levels of confidentiality.

7. Selection and Appointment Process

The selection and appointment process to be applied to a CEO position must be approved by council prior to advertising as prescribed under *Local Government (Administration) Regulation 18C*.

A check list is provided at Attachment 1 in this guideline to assist local governments with following an appropriate sequence in the selection and appointment process.

Extensive consideration should be given to the overall process, especially the shortlisting, as to whether preliminary interviews will be conducted and whether final interviews will be with full council.

Council must be very clear about the methods, techniques and questions used during the selection process.

It is essential that the council manages the process professionally and that members involved in the process have a thorough understanding of their roles and responsibilities.

Council may decide to establish a committee or panel to coordinate the preliminaries of the selection process. This committee or panel should liaise with the employment consultant if one is appointed.

If council establishes a formal committee (in accordance with the Act), then it can delegate its powers and duties to that committee.

It should be noted that, unlike council committees established under the Act, any selection panel that is appointed cannot be delegated any powers or duties by council, nor can the Mayor or President be delegated any power to make decisions on behalf of council, i.e. approve the conditions of the contract.

The respective roles of a consultant, council committee/panel, full council and individual elected members must be clear.

Applicants should be shortlisted according to their capacity to address the relevant selection criteria. Where there is a large pool of applicants, the most competitive should be shortlisted for interview. It is the responsibility of the selection panel/committee to determine how many applicants it will interview. Their assessment must involve detailed consideration of the applications and may involve a preliminary interview. The selection panel/committee should be provided with the full list of applicants,

not just those recommended for short listing and interviews.

Elected members may act as referees for applicants. This most often occurs when a person already employed by the local government applies for the CEO position. When this occurs it is recommended that the member provide a written referee report prior to interview (assuming the applicant is granted an interview).

Elected members should declare any previous association with a potential applicant at the time of shortlisting if they are part of the selection panel/committee established for the purpose. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If a member's relationship with an applicant is significant and may result in claims of nepotism, patronage or bias the member should exclude themselves from the selection process.

Where rating scales and other scoring tools are used to assess the relative performance of applicants, it is important that all elected members and other members involved in the interview understand how these are applied so they produce meaningful results. The selection panel/committee may also consider using psychological or other testing as part of the selection process.

8. Conducting the Interview

The interview process can be challenging for both panel members and applicants.

It is a practice in local government that the full council be involved with the final interview and selection. This is perfectly understandable, as all members of council

have to work closely with this person and trust them.

Often, all elected members feel they need to be involved in the assessment and final selection.

If this does not occur it is desirable that at the very least, all members of council have the opportunity to meet the recommended applicant prior to the appointment being considered by council.

Applicants should be provided with at least five working days notice of the impending interview wherever possible to allow them to adequately prepare. Obviously, if you are a council in regional Western Australia and are expecting an applicant to travel, then sufficient time needs to be allowed. Interviewing over a weekend may be an option.

It is important to provide an environment that puts the interviewee at ease and allows them to perform at the highest possible level. In this regard, consideration should be given to environmental factors such as location and lighting. A well organised process will ensure that everything runs smoothly.

The importance of the chairperson in managing the interview process cannot be overstated. The chairperson is responsible for ensuring that the interview is managed efficiently and effectively.

Ideally, all elected members who are to be in attendance at the final interview should be involved in planning the interview process.

Each applicant must be subject to the same assessment method, i.e. the interview questions or any tests to be undertaken. It is quite acceptable for the panel to ask additional questions to clarify a point or tease out further information during the interview.

It is not necessary for all elected members to have the opportunity to ask a question. Often, it is best to allocate the questions to a small group of elected members (a maximum of 3 is ideal) which ensures consistency of approach.

At the conclusion of the interview it is appropriate to provide the applicant with an opportunity to clarify any issues with the selection panel/committee.

9. Making a Decision

The council should not make a decision to appoint an applicant until all available information has been considered. This includes, but is not limited to, assessment of interview performance, quality of application, referee reports, copies of reports written by the applicant and the results of any psychological or other tests (if used).

The council must be satisfied regarding the claims by the applicant about their relative experience and qualifications.

Local Government (Administration) Regulation 18E makes it an offence for a person to provide false information relating to their academic qualifications.

A police clearance should be sought and considered, given the importance of the position of CEO.

Referee reports are an important part of the process and should be in writing and address the relevant selection criteria for the position.

The council may source a referee who is not one nominated by an applicant, providing they advise the applicant of their intention to do so.

In the event that a referee who was not nominated by the applicant provides a report that contains negative comments, the applicant should be given the opportunity to respond to any such comments.

10. Finalising the Appointment

Eventually, after considering all the information available to it, the selection panel/committee then has to make a decision on which applicant is the most suitable for appointment.

A selection report should be prepared for consideration by council which documents the assessment of each applicant interviewed. The report should identify the most suitable applicant/s and include a recommendation for council to approve an offer of appointment.

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO.

It is strongly recommended that the successful applicant not commence duties with the local government until the contract is signed.

The unsuccessful applicants (including those not interviewed) should be notified of the decision and offered the opportunity to seek feedback on their application or interview performance if they were granted an interview.

Should an unsuccessful applicant request feedback, it is recommended that the chairperson of the interview panel/

selection committee provide this.
If a recruitment consultant is used
they can undertake this task.

*Local Government (Administration)
Regulation 18F* does not allow a local
government to increase the value of
a CEO's remuneration and benefits in
excess of those advertised when
finalising the appointment.

For further reading it is suggested
reference should be made to:

- sections 5.36, 5.39 and 5.40 of
the *Local Government Act 1995*;
- *Local Government (Administration)
Regulations 1996* 18A, 18B, 18C, 18E,
18F and 19A.
- Salaries and Allowances Tribunal website:
www.sat.wa.gov.au/LocalGovernmentCEOs

Attachment 1

CEO Recruitment and Appointment Check List

Council to (preferably in conjunction with a professional HR adviser);

- ☐ Develop a profile of the preferred applicant (i.e. desired and essential skills, abilities, knowledge and qualifications).

- ☐ Approve an agreed salary package (set a suitable salary package that complies with the determination under section 7A of the *Salaries and Allowances Act 1975*).

- ☐ Review necessary documentation (contract of employment and position description).

NB: The key provisions to be included in the contract are: an expiry date, performance criteria and reference to the limit placed on the remuneration to be paid should the contract be terminated prior to the expiry date.

- ☐ Approve a process to be used for the selection and appointment of the CEO (i.e. stages of the process, who is to be involved and to what extent, whether a consultant is appointed and their role in the process).

NB: It is good practice for council to formally adopt a process to ensure transparency, clarity and a shared understanding. Once adopted, the process should be followed unless found to be flawed, in which case a decision should be made to amend the process as soon as possible.

- ☐ Advertise the position inviting applications from suitably qualified applicants (advertisement to contain information set out in 18A(2) of the *Local Government (Administration) Regulations 1996*).

- ☐ Applicants to be short listed (may be undertaken by consultants, selection panel/ committee or council).

NB: It is noted that in most cases this is done by the consultants or the selection panel/committee in conjunction with the consultants.

- ☐ Conduct interviews of the short listed applicants (may be undertaken by consultants, selection panel/ committee or council).

NB: This may be done prior to the final decision to appoint if availability of preferred applicant is limited due to travel arrangements etc. If not interviewed by the entire council it is recommended that all elected members meet with the preferred applicant prior to final appointment.

- ☐ Select preferred applicant/s (make recommendation for council to offer the position to the 1st preferred applicant subject to contractual negotiations, within the designated salary package, including the preliminary performance criteria to be contained in the contract).

NB: If 1st preferred applicant is not accepted or declines the offer, a decision may be made on any 2nd or 3rd preferred applicant in line until an offer and acceptance is reached or until no preferred applicants are appointed (applicants identity may remain confidential until such time a final appointment is made).

- ☐ Approve the formal and final appointment (must be decision by council that it:
 - (i) believes the person is suitably qualified for the position of CEO; and
 - (ii) is satisfied with the provisions of the proposed CEO employment contract).

NB: Absolute majority decision required for (ii).

NB: All legislative references are from the *Local Government Act 1995* and associated regulations.

These guidelines are also available on the Department's website at www.dlgc.wa.gov.au



About the Guideline series

This document and others in the series are intended as a guide to good practice and should not be taken as a compliance requirement. The content is based on Department officer knowledge, understanding, observation of, and appropriate consultation on contemporary good practice in local government. Guidelines may also involve the Department's views on the intent and interpretation of relevant legislation.

All guidelines are subject to review, amendment and re-publishing as required. Therefore, comments on any aspect of the guideline are welcome. Advice of methods of improvement in the area of the guideline topic that can be reported to other local governments will be especially beneficial.

For more information about this and other guidelines, contact the Local Government Regulation and Support Branch at:

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DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

DOGS LOCAL LAW

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dowerin resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Dowerin Dogs Local Law 2018*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The *Shire of Dowerin Dogs Local Law 2008* published in the *Government Gazette* on 29th February 2008 is repealed.

1.5 Interpretation

In this local law unless the context otherwise requires -

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

dangerous dog means a dog which is the subject of a declaration under section 33E of the Act declaring it to be a dangerous dog;

district means the district of the local government;

local government means the Shire of Dowerin;

pound keeper means a person authorized by the local government to perform all or any of the functions conferred on a "pound keeper" under this local law;

Regulations means the *Dog Regulations 2013*;

Schedule means a schedule in this local law;

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*;
and

town planning scheme means a town planning scheme made by the local government under the *Planning and Development Act 2005* which applies throughout the whole or a part of the district.

PART 2 - IMPOUNDING OF DOGS

2.1 Fees, charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995* -

- (a) the charges to be levied under section 29(4) of the Act relating to the seizure and impounding of a dog;
- (b) the additional fee payable under section 29(4) of the Act where a dog is released at a time or on a day other than those determined under clause 2.2; and
- (c) the costs of the destruction and the disposal of a dog referred to in section 29(15) of the Act.

2.2 Attendance of pound keeper at pound

The pound keeper is to be in attendance at the pound for the release of dogs at the times and on the days of the week as are determined by the CEO.

2.3 Release of impounded dog

- (1) A claim for the release of a dog seized and impounded is to be made to the pound keeper or in the absence of the pound keeper, to the CEO.
- (2) The pound keeper is not to release a dog seized and impounded to any person unless that person has produced, to the satisfaction of the pound keeper, satisfactory evidence -
 - (a) of her or his ownership of the dog or of her or his authority to take delivery of it; or
 - (b) that he or she is the person identified as the owner on a microchip implanted in the dog.

PART 3 - REQUIREMENTS AND LIMITATIONS ON THE KEEPING OF DOGS

3.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must -
 - (a) cause a portion of the premises on which the dog is kept to be fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
 - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) Where an occupier fails to comply with subclause (1), he or she commits an offence.

Penalty: Where the dog is a dangerous dog, \$4,000; otherwise \$2,000.

3.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been -
 - (a) licensed under Part 4 as an approved kennel establishment; or
 - (b) granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act -
 - (a) 2 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated within a townsite; or
 - (b) 4 dogs over the age of 3 months and the young of those dogs under that age if the premises are situated outside a townsite.

PART 4 - APPROVED KENNEL ESTABLISHMENTS

4.1 Interpretation

In this Part and in Schedule 2 of this local law-

licence means a licence to keep an approved kennel establishment on premises;

licensee means the holder of a licence;

premises, in addition to the meaning given to it in section 3 of the Act, means the premises described in the application for a licence; and

transferee means a person who applies for the transfer of a licence to her or him under clause 4.14.

4.2 Application for licence for approved kennel establishment

An application for a licence must be made in the form of that in Schedule 1, and must be lodged with the local government together with -

- (a) plans and specifications of the kennel establishment, including a site plan;
- (b) copies of the notices to be given under clause 4.3;
- (c) written evidence that either the applicant or another person who will have the charge of the dogs, will reside on the premises or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare;
- (d) a written acknowledgement that the applicant has read and agrees to comply with any code of practice relating to the keeping of dogs nominated by the local government;
- (e) the fee for the application for a licence referred to in clause 4.10(1).

4.3 Notice of proposed use

- (1) An applicant for a licence must give notice of the proposed use of the premises as an approved kennel establishment after the application for a licence has been lodged –
 - (a) once in a newspaper circulating in the district; and
 - (b) to the owners and occupiers of any premises adjoining the premises.
- (2) The notices in subclause (1) must specify that –
 - (a) any written submissions as to the proposed use are to be lodged with the CEO within 14 days of the date the notice is given; and
 - (b) the application and plans and specifications may be inspected at the offices of the local government.

(3) Where –

- (a) the notices given under subclause (1) do not clearly identify the premises; or
- (b) a notice given under subclause (1)(a) is of a size or in a location in the newspaper which, in the opinion of the local government, would fail to serve the purpose of notifying persons of the proposed use of the premises,

then the local government may refuse to determine the application for a license until the notices or notice, as the case may be, is given in accordance with its directions.

4.4 Exemption from notice requirements

Where an application for a license is made in respect of premises on which an approved kennel establishment is either a -

- (a) permitted use; or
- (b) use which the local government may approve subject to compliance with specified notice requirements,

under a town planning scheme, then the requirements of clauses 4.2(b), 4.3 and 4.5(a) do not apply in respect of the application for a license.

4.5 When application can be determined

An application for a licence is not to be determined by the local government until -

- (a) the applicant has complied with clause 4.2;
- (b) the applicant submits proof that the notices referred to in clause 4.3(1) have been given in accordance with that clause; and
- (c) the local government has considered any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises.

4.6 Determination of application

In determining an application for a licence, the local government is to have regard to –

- (a) the matters referred to in clause 4.7;
- (b) any written submissions received within the time specified in clause 4.3(2)(a) on the proposed use of the premises;
- (c) any economic or social benefits which may be derived by any person in the district if the application for a licence is approved;
- (d) the effect which the kennel establishment may have on the environment or amenity of the neighbourhood;

- (e) whether the approved kennel establishment will create a nuisance for the owners and occupiers of adjoining premises; and
- (f) whether or not the imposition of and compliance with appropriate conditions of a licence will mitigate any adverse effects of the approved kennel establishment identified in the preceding paragraphs.

4.7 Where application cannot be approved

The local government cannot approve an application for a licence where -

- (a) an approved kennel establishment cannot be permitted by the local government on the premises under a town planning scheme; or
- (b) an applicant for a licence or another person who will have the charge of the dogs will not reside on the premises, or, in the opinion of the local government, sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare.

4.8 Conditions of approval

- (1) The local government may approve an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions as the local government considers appropriate.

4.9 Compliance with conditions of approval

A licensee who does not comply with the conditions of a licence commits an offence.

Penalty: Where a dog involved in the contravention is a dangerous dog, \$4,000 and a daily penalty of \$400; otherwise \$2,000 and a daily penalty of \$200.

4.10 Fees

- (1) On lodging an application for a licence, the applicant is to pay a fee to the local government.
- (2) On the issue or renewal of a licence, the licensee is to pay a fee to the local government.
- (3) On lodging an application for the transfer of a valid licence, the transferee is to pay a fee to the local government.
- (4) The fees referred to in subclauses (1) to (3) are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*.

4.11 Form of licence

The licence is to be in the form determined by the local government and is to be issued to the licensee.

4.12 Period of licence

- (1) The period of effect of a licence is set out in section 27(5) of the Act.
- (2) A licence is to be renewed if the fee referred to in clause 4.10(2) is paid to the local government prior to the expiry of the licence.
- (3) On the renewal of a licence the conditions of the licence at the time of its renewal continue to have effect.

4.13 Variation or cancellation of licence

- (1) The local government may vary the conditions of a licence.
- (2) The local government may cancel a licence –
 - (a) on the request of the licensee;
 - (b) following a breach of the Act, the Regulations or this local law; or
 - (c) if the licensee is not a fit and proper person.
- (3) The date a licence is cancelled is to be, in the case of –
 - (a) paragraph (a) of subclause (2), the date requested by the licensee; or
 - (b) paragraphs (b) and (c) of subclause (2), the date determined under section 27(6) of the Act.
- (4) If a licence is cancelled the fee paid for that licence is not refundable for the term of the licence that has not yet expired.

4.14 Transfer

- (1) An application for the transfer of a valid license from the licensee to another person must be –
 - (a) made in the form determined by the local government;
 - (b) made by the transferee;
 - (c) made with the written consent of the licensee; and
 - (d) lodged with the local government together with –
 - (i) written evidence that a person will reside at or within reasonably close proximity to the premises the subject of the licence; and
 - (ii) the fee for the application for the transfer of a licence referred to in clause 4.10(3).

- (2) The local government is not to determine an application for the transfer of a valid license until the transferee has complied with subclause (1).
- (3) The local government may approve, whether or not subject to such conditions as it considers appropriate, or refuse to approve an application for the transfer of a valid license.
- (4) Where the local government approves an application for the transfer of a valid license, then on the date of approval, unless otherwise specified in the notice issued under clause 4.15(b), the transferee becomes the licensee of the license for the purposes of this local law.

4.15 Notification

The local government is to give written notice to -

- (a) an applicant for a licence of the local government's decision on her or his application;
- (b) a transferee of the local government's decision on her or his application for the transfer of a valid licence;
- (c) a licensee of any variation made under clause 4.13(1);
- (d) a licensee when her or his licence is due for renewal and the manner in which it may be renewed;
- (e) a licensee when her or his licence is renewed;
- (f) a licensee of the cancellation of a licence under clause 4.13(2)(a); and
- (g) a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act.

4.16 Inspection of kennel

With the consent of the occupier, an authorised person may inspect an approved kennel establishment at any time.

PART 5 - DOGS IN PUBLIC PLACES

5.1 Places where dogs are prohibited absolutely

Designation of places where dogs are prohibited absolutely is dealt with in the Act.

5.2 Places which are dog exercise areas

Designation of places which are dog exercise areas is dealt with in the Act

PART 6 - MISCELLANEOUS

6.1 Offence to excrete

- (1) A dog must not excrete on –
 - (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.

Penalty: \$1000

- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 7 - ENFORCEMENT

7.1 Interpretation

In this Part -

infringement notice means the notice referred to in clause 7.3; and

notice of withdrawal means the notice referred to in clause 7.6(1).

7.2 Modified penalties

- (1) The offences contained in Schedule 3 are offences in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if -
 - (a) the dog is not a dangerous dog; or
 - (b) the dog is a dangerous dog, but an amount does not appear in the fourth column directly opposite that offence.
- (3) The amount appearing in the fourth column of Schedule 3 directly opposite an offence is the modified penalty payable in respect of that offence if the dog is a dangerous dog.

7.3 Issue of infringement notice

Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, he or she may issue to that person a notice in the form of Form 8 of the First Schedule of the Regulations.

7.4 Failure to pay modified penalty

Where a person who has received an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, he or she is deemed to have declined to have the offence dealt with by way of a modified penalty.

7.5 Payment of modified penalty

A person who has received an infringement notice may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the penalty, with or without a reply as to the circumstances giving rise to the offence, and the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment.

7.6 Withdrawal of infringement notice

- (1) Whether or not the modified penalty has been paid, an authorised person may withdraw an infringement notice by sending a notice in the form of Form 9 of the First Schedule of the Regulations.
- (2) A person authorised to issue an infringement notice under clause 6.3 cannot sign or send a notice of withdrawal.

7.7 Service

An infringement notice or a notice of withdrawal may be served on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government.

Schedule 1 - Application for a license for an approved kennel establishment

(clause 4.2)

Shire of Dowerin Dog Local Law 2017

I/we (full name)
of (postal address)
(telephone number)
(facsimile number)
(E-mail address)

Apply for a licence for an approved kennel establishment at (address of premises)
.....

For (number and breed of dogs)

* (insert name of person) will be residing at the premises
on and from (insert date)

* (insert name of person) will be residing (sufficiently close to
the premises so as to control the dogs and so as to ensure their health and welfare) at
..... (insert address of residence)
on and from (insert date).

Attached are -

- (a) a site plan of the premises showing the location of the kennels and yards and all other buildings and structures and fences;
- (b) plans and specifications of the kennel establishment;
- (c) copy of notice of proposed use to appear in newspaper;
- (d) copy of notice of proposed use to be given to adjoining premises;
- (e) written evidence that a person will reside -
 - (i) at the premises; or
 - (ii) sufficiently close to the premises so as to control the dogs and so as to ensure their health and welfare; and
- (f) if the person in item (e) is not the applicant, written evidence that the person is a person in charge of the dogs.

I confirm that I have read and agree to comply with the Code of Practice known as, in the keeping of dogs at the proposed kennel establishment.

Signature of applicant

Date

* delete where inapplicable.

Note: a licence if issued will have effect for a period of 12 months – section 27.5 of the Dog Act.

OFFICE USE ONLY

Application fee paid on / /

Schedule 2 - Conditions of a licence for an approved kennel establishment

(clause 4.8(1))

An application for a licence for an approved kennel establishment may be approved subject to the following conditions -

- (a) each kennel, unless it is fully enclosed, must have a yard attached to it;
- (b) each kennel and each yard must be at a distance of not less than -
 - (i) 25m from the front boundary of the premises and 5m from any other boundary of the premises;
 - (ii) 10m from any dwelling; and
 - (iii) 25m from any church, school room, hall, factory, dairy or premises where food is manufactured, prepared, packed or stored for human consumption;
- (c) each yard for a kennel must be kept securely fenced with a fence constructed of link mesh or netting or other materials approved by the local government;
- (d) the minimum floor area for each kennel must be calculated at 2.5 times the length of the breed of dog (when it is fully grown), squared, times the number of dogs to be housed in the kennel and the length of the dog is to be determined by measuring from the base of the tail to the front of its shoulder;
- (e) the floor area of the yard attached to any kennel or group of kennels must be at least twice the floor area of the kennel or group of kennels to which it is attached;
- (f) the upper surface of the kennel floor must be –
 - (i) at least 100mm above the surface of the surrounding ground;
 - (ii) smooth so as to facilitate cleaning;
 - (iii) rigid;
 - (iv) durable;
 - (v) slip resistant;
 - (vi) resistant to corrosion;
 - (vii) non-toxic;
 - (viii) impervious;
 - (ix) free from cracks, crevices and other defects; and
 - (x) finished to a surface having a fall of not less than 1 in 100 to a spoon drain which in turn must lead to a suitably sized diameter sewerage pipe which must be properly laid, ventilated and trapped in accordance with the health requirements of the local government;
- (g) all kennel floor washings must pass through the drain in item (f)(x) and must be piped to approved apparatus for the treatment of sewage in accordance with the health requirements of the local government;
- (h) the kennel floor must have a durable upstand rising 75mm above the floor level from the junction of the floor and external and internal walls, or internal walls must be so constructed as to have a minimum clearance of 50mm from the underside of the bottom plate to the floor;

- (i) where a yard is to be floored, the floor must be constructed in the same manner as the floor of any kennel;
- (j) from the floor, the lowest internal height of a kennel must be, whichever is the lesser of -
 - (i) 2m; or
 - (ii) 4 times the height of the breed of dog in the kennel, when it is fully grown, measured from the floor to the uppermost tip of its shoulders while in a stationary upright position;
- (k) the walls of each kennel must be constructed of concrete, brick, stone or framing sheeted internally and externally with good quality new zincalume or new pre-finished colour coated steel sheeting or new fibrous cement sheeting or other durable material approved by the local government;
- (l) all external surfaces of each kennel must be kept in good condition;
- (m) the roof of each kennel must be constructed of impervious material;
- (n) all kennels and yards and drinking vessels must be maintained in a clean condition and must be cleaned and disinfected when so ordered by an authorised person;
- (o) all refuse, faeces and food waste must be disposed of daily into the approved apparatus for the treatment of sewage;
- (p) noise, odours, fleas, flies and other vectors of disease must be effectively controlled;
- (q) suitable water must be available at the kennel via a properly supported standpipe and tap; and
- (r) the licensee or the person nominated in the application for a licence, must, in accordance with the application for the licence, continue to reside -
 - (i) at the premises; or
 - (ii) in the opinion of the local government, sufficiently close to the premises so as to control the dogs, and to ensure their health and welfare.

Schedule 3 - Offences in respect of which modified penalty applies

(clause 6.2)

Offence	Nature of offence	Modified penalty \$	Dangerous Dog Modified Penalty \$
3.1	Failing to provide means for effectively confining a dog	200	400
4.9	Failing to comply with the conditions of a licence	200	400
6.1(2)	Dog excreting in prohibited place	200	

Dated..... 20_____

The Common Seal of the
Shire of Dowerin
was affixed by authority of a
resolution of the Council in the
presence of:

}
}
}
}
}

SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER

Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995

SHIRE OF DOWERIN

Waste Local Law 2018

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007*, the *Local Government Act 1995* and under all other enabling powers, the Council of the Shire of Dowerin resolved on to make the following local law.

Part 1 - Preliminary

1.1 Short title

This is the Shire of Dowerin Waste Local Law 2018.

1.2 Commencement

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

Shire of Dowerin Refuse Disposal Facility Local Law, published in the *Government Gazette* on 3 July 2007 and the Shire of Dowerin Waste Local Law 2010 are repealed.

1.5 Meaning of terms used in this local law

(1) In this local law —

authorised person means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

collectable waste means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

collectable waste receptacle means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;
- (b) a general waste receptacle; or
- (c) an organic waste receptacle;

collection, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

collection day means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

collection time means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

costs of the local government include administrative costs;

Council means the council of the local government;

district means the district of the local government;

general waste receptacle means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

LG Act means the *Local Government Act 1995*;

LG Regulations means the *Local Government (Functions and General) Regulations 1996*;

local government means Shire of Dowerin;

local government waste has the same meaning as in the WARR Act;

non-collectable waste has the meaning set out in Schedule 1;

occupier in relation to premises, means any or all of the following—

- (a) a person by whom or on whose behalf the premises are actually occupied; or
- (b) a person having the management or control of the premises;

organic waste means waste that decomposes readily, such as garden waste or food waste;

organic waste receptacle means a receptacle for the deposit and collection of organic waste;

owner has the same meaning as in the LG Act;

public place includes a place to which the public ordinarily have access, whether or not by payment of a fee;

receptacle, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

recycling waste receptacle means a receptacle for the deposit and collection of recycling waste;

recycling waste means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

specified means specified by the local government or an authorised person, as the case may be;

street alignment means the boundary between the land comprising a street and the land that abuts the street;

WARR Act means the *Waste Avoidance and Resource Recovery Act 2007*;

WARR Regulations means the *Waste Avoidance and Resource Recovery Regulations 2008*;

waste has the same meaning as in the WARR Act;

waste facility means a waste facility, as defined in the WARR Act, that is operated by the local government; and

waste service has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter —

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under subclause (a);
- (d) after the period referred to in subclause (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

1.7 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and sections 6.16 and 6.17 of the LG Act.

1.8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

Part 2 - Local government waste

2.1 Supply of receptacles

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must—
 - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
 - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

2.2 Deposit of waste in receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.

- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

2.3 General waste receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
 - (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
 - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

2.4 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

2.5 Organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

2.6 Direction to place or remove a receptacle

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —
 - (a) to place a receptacle in respect of those premises for collection; or
 - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
 - (i) within 1 metre of the carriageway;
 - (ii) placed so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
 - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—

- (a) the premises to which the exemption applies;
 - (b) the period during which the exemption applies; and
 - (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
 - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
 - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

2.10 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
 - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
 - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

Part 3 - General duties

3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;
- (c) take all reasonable steps to—
 - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
 - (ii) prevent the emission of offensive or noxious odours from each receptacle; and
 - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle.

3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
 - (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of —
 - (a) the local government or an authorised person; or
 - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

Part 4 - Operation of waste facilities

4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

4.3 Signs and directions

- (1) The local government or an authorised person may regulate the use of a waste facility—
 - (a) by means of a sign; or
 - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
 - (a) to a person who disposes of waste in accordance with the terms of—
 - (i) a credit arrangement with the local government; or
 - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
 - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
 - (a) at a location determined by a sign and in accordance with the sign; and
 - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

4.6 Prohibited activities

- (1) Unless authorised by the local government, a person must not—
 - (a) remove any waste or any other thing from a waste facility;
 - (b) deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law;
 - (c) light a fire in a waste facility;
 - (d) remove, damage or otherwise interfere with any flora in a waste facility;
 - (e) remove, injure or otherwise interfere with any fauna in a waste facility; or
 - (f) damage, deface or destroy any building, equipment, plant or property within a waste facility.
- (2) A person must not act in an abusive or threatening manner towards any person using, or engaged in the management or operation of, a waste facility.

Part 5 - Enforcement

5.1 Objection and appeal rights

Division 1 of Part 9 of the LG Act applies to a decision under this local law to grant, renew, vary or cancel –

- (a) an approval under clause 2.7(b);
- (b) an exemption under clause 2.8(2);
- (c) an approval under clause 2.9(b);
- (d) an approval under clause 2.10(1);
- (e) an authorisation under clause 3.2(1)(c);

- (f) an approval under clause 3.2(2); and
 - (g) an approval under clause 3.3.
- Offences and general penalty**
- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
 - (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

5.3 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.2, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
 - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or
 - (b) making good any damage caused to a waste facility.
- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

5.4 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.

5.5 Form of notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations.
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations.
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

Schedule 1 - Meaning of 'non-collectable waste'

[Clause 1.5(1)]

non-collectable waste means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government to be non-collectable waste.

Schedule 2 - Prescribed offences

Item No.	Clause No.	Description	Modified Penalty
1	2.1(2)(a)	Failing to pay fee or charge	\$350
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	\$350
3	2.2(1)	Depositing non-collectable waste in a receptacle	\$350
4	2.2(2)	Depositing waste in another receptacle without consent	\$350
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	\$350
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	\$350
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	\$350
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	\$250
9	2.5(a)	Depositing unauthorized waste in an organic waste receptacle	\$350
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	\$350
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	\$250
12	2.7(a)	Failing to keep a receptacle in the required location	\$250
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	\$250
14	2.7(c)	Failing to provide a sufficient number of receptacles	\$250
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	\$50
16	2.9(a)	Damaging, destroying or interfering with a receptacle	\$400
17	2.9(b)	Removing a receptacle from premises	\$400
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	\$400
19	2.10(2)	Removing waste for commercial purposes	\$350
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	\$250
21	3.1(a)	Failing to provide a sufficient number of receptacles	\$250
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	\$250
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	\$350
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	\$350
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	\$350
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	\$300

Item No.	Clause No.	Description	Modified Penalty
27	3.2(1)	Unauthorised removal of waste from premises	\$250
28	3.2(2)	Removing waste from a receptacle without approval	\$250
29	4.3(2)	Failing to comply with a sign or direction	\$500
30	4.3(4)	Failing to comply with a direction to leave	\$500
31	4.4(1)	Disposing waste without payment of fee or charge	\$500
32	4.5(1)	Depositing waste contrary to sign or direction	\$500
33	4.6(1)(a)	Removing waste without authority in a waste facility	\$250
34	4.6(1)(b)	Depositing toxic, poisonous or hazardous waste at a waste facility	\$500
35	4.6(1)(c)	Lighting a fire in a waste facility	\$300
36	4.6(1)(d)	Removing or interfering with any flora in a waste facility	\$300
37	4.6(1)(e)	Removing or interfering with any fauna without approval in a waste facility	\$300
38	4.6(1)(f)	Damaging, defacing or destroying any building, equipment, plant or property within a waste facility	\$500
39	4.6(2)	Acting in an abusive or threatening manner	\$300

Dated..... 20____

The Common Seal of the
Shire of Dowerin
 was affixed by authority of a
 resolution of the Council in the
 presence of:

}
 }
 }
 }
 }

Shire President

Chief Executive Officer



ATTACHMENT 1

LOT 28 (59) GOLDFIELDS ROAD, DOWERIN

LOCATION PLAN

20/03/2018

NOT TO SCALE



Part 5 — Amending local planning scheme

Division 1 — Preliminary

34. Terms used

In this Part —

basic amendment means any of the following amendments to a local planning scheme —

- (a) an amendment to correct an administrative error;
- (b) an amendment to the scheme so that it is consistent with the model provisions in Schedule 1 or with another provision of the local planning scheme;
- (c) an amendment to the scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2;
- (d) an amendment to the scheme so that it is consistent with any other Act that applies to the scheme or the scheme area;
- (e) an amendment to the scheme so that it is consistent with a State planning policy;
- (f) an amendment to the scheme map to include a boundary to show the land covered by an improvement scheme or a planning control area;
- (g) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if the scheme currently includes zones of all the types that are outlined in the plan;
- (h) an amendment that results from a consolidation of the scheme in accordance with section 92(1) of the Act;
- (i) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area

if the amendment will have minimal effect on the scheme or landowners in the scheme area;

complex amendment means any of the following amendments to a local planning scheme —

- (a) an amendment that is not consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (b) an amendment that is not addressed by any local planning strategy;
- (c) an amendment relating to development that is of a scale, or will have an impact, that is significant relative to development in the locality;
- (d) an amendment made to comply with an order made by the Minister under section 76 or 77A of the Act;
- (e) an amendment to identify or amend a development contribution area or to prepare or amend a development contribution plan;

standard amendment means any of the following amendments to a local planning scheme —

- (a) an amendment relating to a zone or reserve that is consistent with the objectives identified in the scheme for that zone or reserve;
- (b) an amendment that is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;
- (c) an amendment to the scheme so that it is consistent with a region planning scheme that applies to the scheme area, other than an amendment that is a basic amendment;
- (d) an amendment to the scheme map that is consistent with a structure plan, activity centre plan or local development plan that has been approved under the scheme for the land to which the amendment relates if

the scheme does not currently include zones of all the types that are outlined in the plan;

- (e) an amendment that would have minimal impact on land in the scheme area that is not the subject of the amendment;
- (f) an amendment that does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;
- (g) any other amendment that is not a complex or basic amendment.

Note for this regulation:

Under section 257B of the Act and regulation 10(4) the provisions in Schedule 2 are deemed provisions and have effect and may be enforced as part of each local planning scheme. Incorporation of the provisions set out in Schedule 2 into the text of a local planning scheme is not an amendment of the local planning scheme.

35. Resolution to prepare or adopt amendment to local planning scheme

- (1) A resolution of a local government to prepare or adopt an amendment to a local planning scheme must be in a form approved by the Commission.

Note for this subregulation:

Section 75 of the Act provides for a local government to amend a local planning scheme or adopt an amendment to a local planning scheme proposed by all or any of the owners of land in the scheme area.

- (2) A resolution must —
 - (a) specify whether, in the opinion of the local government, the amendment is a complex amendment, a standard amendment or a basic amendment; and
 - (b) include an explanation of the reason for the local government forming that opinion.

- (3) An amendment to a local planning scheme must be accompanied by all documents necessary to convey the intent and reasons for the amendment.
- (4) The local government may refuse to adopt an amendment to a local planning scheme proposed by a landowner if the local government is not satisfied that there is in place an agreement for the local government to use any copyrighted material provided in support of the proposed amendment —
 - (a) for the purpose of preparing and implementing the amendment; and
 - (b) for zero remuneration.

36. Landowner may request Commission's advice on type of amendment

- (1) A landowner may request the Commission to advise whether, in the opinion of the Commission, the amendment is a complex amendment, a standard amendment or a basic amendment if —
 - (a) the landowner has requested the amendment; and
 - (b) the landowner considers that the resolution made by the local government in respect of the amendment does not appropriately specify the amendment as being of a particular type.
- (2) If the Commission advises the local government that, in its opinion, the amendment is of a different type to that specified by the local government in the resolution, the local government must amend the resolution accordingly.

Division 2 — Process for complex amendments to local planning scheme

37. Resolution to proceed to advertise complex amendment

- (1) On completion of the preparation of a complex amendment to a local planning scheme or the consideration of a complex

modification to the amendment to the local planning scheme as directed by the Minister or authorised person.

Division 3 — Process for standard amendments to local planning scheme

47. Advertisement of standard amendment

- (1) Subject to sections 81 and 82 of the Act, if a local government resolves under regulation 35(1) to prepare a standard amendment to a local planning scheme or to adopt a standard amendment to a local planning scheme proposed by the owner of land in the scheme area, the local government must, as soon as is reasonably practicable, prepare a notice in a form approved by the Commission giving details of —
 - (a) the purpose of the amendment; and
 - (b) where the amendment may be inspected; and
 - (c) to whom and during what period submissions in respect of the amendment may be made.
- (2) On completion of the preparation of the notice, the local government must advertise the standard amendment to a local planning scheme as follows —
 - (a) publish the notice in a newspaper circulating in the scheme area;
 - (b) display a copy of the notice in the offices of the local government for the period for making submissions set out in the notice;
 - (c) give a copy of the notice to each public authority that the local government considers is likely to be affected by the amendment;
 - (d) publish a copy of the notice and the amendment on the website of the local government;

- (e) advertise the scheme as directed by the Commission and in any other way the local government considers appropriate.
- (3) The local government must ensure that the standard amendment to the local planning scheme is made available for inspection by the public during office hours at the office of the local government.
- (4) The period for submissions set out in a notice must be not less than a period of 42 days commencing on the day on which the notice is published in a newspaper circulating in the scheme area.

48. Land owner may be required to pay costs of publication

The local government may require a person to pay the cost of the publication of a notice under regulation 47(2) if —

- (a) the notice relates to an amendment to a local planning scheme in respect of land owned by the person; and
- (b) the person proposed the amendment to the local planning scheme.

49. Submissions on standard amendment

- (1) A submission on a standard amendment to a local planning scheme must —
 - (a) be made in writing to the relevant local government in a form approved by the Commission; and
 - (b) state the name and address of the person making the submission; and
 - (c) include a statement about the capacity in which the person makes the submission.
- (2) A local government must acknowledge in writing the receipt of each submission received by it.

50. Consideration of submissions on standard amendments

(1) In this regulation —

consideration period, in relation to a standard amendment to a local planning scheme, means the period ending on the latest of the following days —

- (a) the day that is 60 days after the end of the submission period for the amendment;
- (b) the day that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48F(2)(a) of the EP Act;
- (c) the day that is 21 days after the receipt of a statement in respect of the amendment delivered under section 48G(3) of the EP Act if that statement is in response to a request by the local government made under section 48G(1) of the EP Act before the later of the days set out in paragraphs (a) and (b);
- (d) a day approved by the Commission;

submission period, in relation to a standard amendment to a local planning scheme, means the period for making submissions specified in the notice in respect of the amendment referred to in regulation 47(1).

(2) The local government —

- (a) must consider all submissions in relation to a standard amendment to a local planning scheme lodged with the local government within the submission period; and
- (b) may, at the discretion of the local government, consider submissions in relation to the amendment lodged after the end of the submission period but before the end of the consideration period.

- (3) Before the end of the consideration period for a standard amendment to a local planning scheme, or a later date approved by the Commission, the local government must pass a resolution —
 - (a) to support the amendment without modification; or
 - (b) to support the amendment with proposed modifications to address issues raised in the submissions; or
 - (c) not to support the amendment.
- (4) If no submissions have been received within the submission period, the resolution referred to in subregulation (3) must be passed as soon as is reasonably practicable after the end of the submission period.

51. Local government may advertise proposed modifications to standard amendment

- (1) The local government may decide to advertise a modification to a standard amendment to a local planning scheme if —
 - (a) the local government proposes the modification to address issues raised in submissions made on the amendment; and
 - (b) the local government is of the opinion that the proposed modification to the amendment is significant.
- (2) If a local government makes a decision under subregulation (1) the local government must take any steps the local government considers appropriate to advertise the proposed modification to the amendment.
- (3) A proposed modification to an amendment to a local planning scheme may not be advertised on more than one occasion without the approval of the Commission.

- (4) Any advertisement of a proposed modification to the amendment to the local planning scheme must include a notice specifying —
 - (a) the proposed modifications to be made to the advertised amendment; and
 - (b) where the amendment and the proposed modifications may be inspected; and
 - (c) to whom and during what period submissions may be made; and
 - (d) the manner and form in which submissions may be made.
- (5) The period for making submissions set out in the notice referred to in subregulation (4) must be a period of 21 days commencing on the day on which the notice is first given or a longer period approved by the Commission.
- (6) A person may make a submission on a proposed modification to a standard amendment to a local planning scheme that has been advertised in accordance with subregulation (2) —
 - (a) in the manner and form specified in the notice; and
 - (b) within the period specified in the notice.
- (7) If a proposed modification to an amendment to a local planning scheme is advertised in accordance with this regulation, a local government —
 - (a) must consider all submissions on the proposed modification made to the local government within the period specified in the notice; and
 - (b) may, at the discretion of the local government, consider submissions on the proposed modification made to the local government after the period specified in the notice; and
 - (c) must make a recommendation in respect of each submission considered.

52. Incorporation of environmental conditions

If a local government receives a statement in respect of a standard amendment to a local planning scheme delivered under section 48F(2) of the EP Act after passing a resolution to prepare or adopt the amendment but before complying with regulation 53, the local government must amend the amendment documents —

- (a) to incorporate the conditions set out in the statement; or
- (b) if as the result of a request by the local government under section 48G(1) of the EP Act a statement is delivered to the local government under section 48G(3) of the EP Act, to incorporate the conditions set out in that later statement.

53. Information on standard amendment to be provided to the Commission

- (1) After passing a resolution under regulation 50(3) the local government must provide the advertised amendment to the local planning scheme to the Commission together with the following —
 - (a) a schedule of submissions made on the amendment;
 - (b) the response of the local government in respect of the submissions;
 - (c) particulars of each modification to the amendment proposed by the local government in response to the submissions;
 - (d) if any proposed modification to the amendment was advertised —
 - (i) an explanation of the reasons for advertising the modification; and
 - (ii) particulars of how the modification was advertised; and

- (iii) a schedule of submissions made on the proposed modifications; and
 - (iv) the recommendation of the local government in accordance with regulation 51(7)(c) in respect of each submission;
 - (e) a copy of the resolution passed under regulation 50(3);
 - (f) if that resolution was a resolution under regulation 50(3)(c) — a summary of the reasons why the local government does not support the amendment;
 - (g) details of any provision in the local planning scheme that varies or excludes a provision set out in Schedule 1;
 - (h) details of any provision in the local planning scheme as it will be amended that supplements a provision set out in Schedule 2;
 - (i) any relevant maps, plans, specifications and particulars required by the Commission.
- (2) The schedule of submissions referred to in subregulation (1)(a) and (d)(iii) must include the following —
- (a) the name and address of the person making the submission;
 - (b) where it is relevant, a description of the property that is the subject of the submission;
 - (c) the submission or a summary of the submission.
- (3) The documents referred to in subregulation (1) must be provided to the Commission —
- (a) in the case of a resolution to support an amendment to a local planning scheme without modification or not to support an amendment to a local planning scheme — within 21 days of passing the resolution; or

- (b) in the case of a resolution to support an amendment to a local planning scheme with proposed modifications —
 - (i) if the local government decides not to advertise the proposed modification — within 21 days of passing the resolution; or
 - (ii) otherwise — within 21 days of complying with regulation 51(7);
- or
- (c) if the Commission in any case approves a longer period — within that longer period.

54. Commission may direct amendment be treated as complex amendment

If, on receipt of documents provided to it under regulation 53(1), the Commission considers that the amendment to the local planning scheme is a complex amendment, the Commission may direct the local government —

- (a) to readvertise the amendment as a complex amendment;
- or
- (b) to take any other steps the Commission considers appropriate to advertise the amendment.

55. Commission to submit standard amendment and recommendations to Minister

Unless the Commission makes a direction under regulation 54, the Commission must, within 60 days of receiving the documents provided to it under regulation 53(1), or within such longer period as the Minister or an authorised person allows —

- (a) consider the documents; and
- (b) make any recommendations to the Minister in respect of the amendment that the Commission considers appropriate; and

- (c) submit the documents and the recommendations to the Minister in accordance with section 87(1) of the Act.

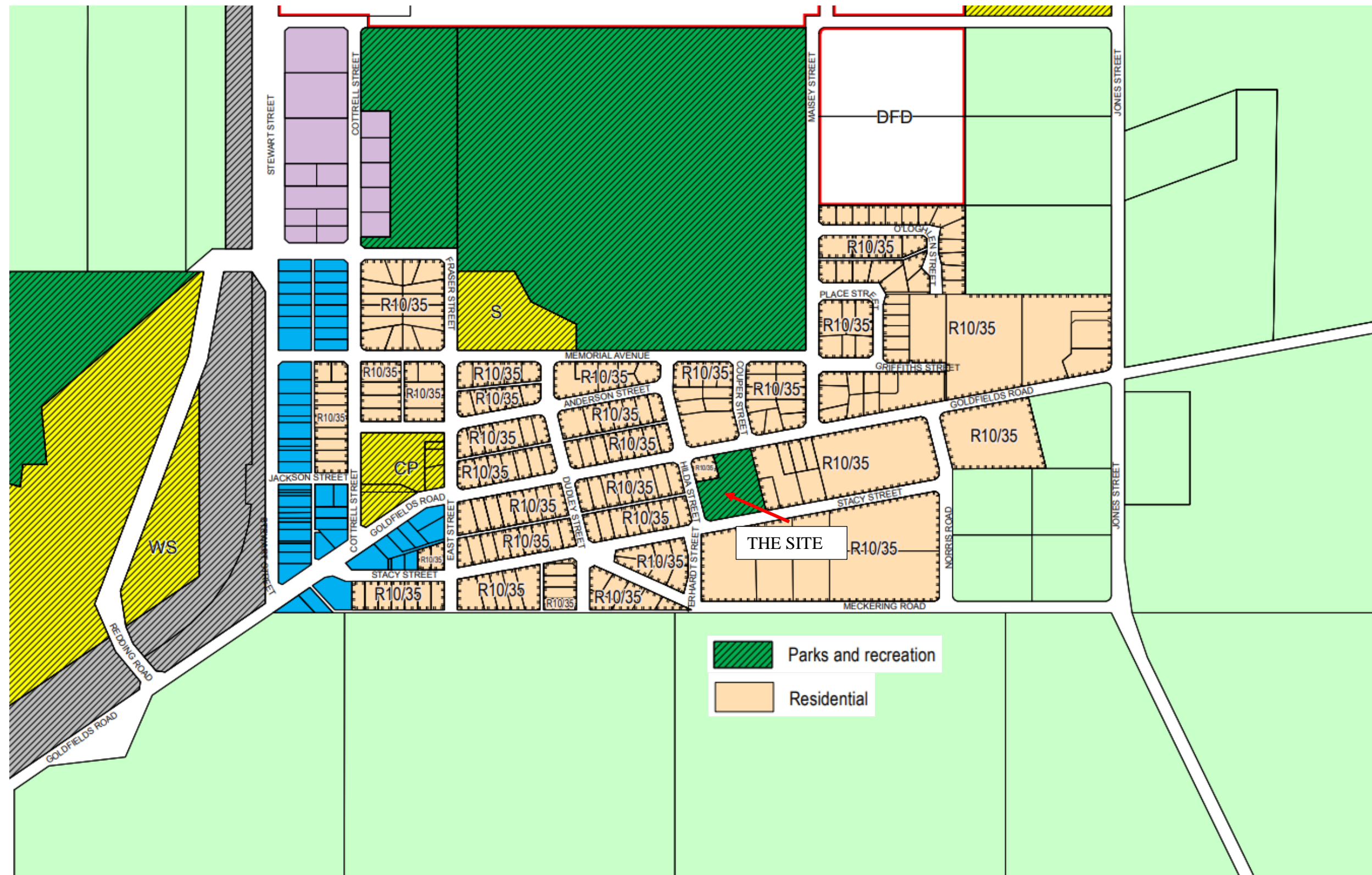
56. Minister or authorised person may direct modifications to standard amendment be advertised

- (1) Before a decision is made under section 87 of the Act, the Minister or an authorised person may direct the local government to advertise modifications to a standard amendment to a local planning scheme if —
 - (a) the local government proposes, or the Commission recommends, that the amendment that was advertised under regulation 47(2) be modified; and
 - (b) the Minister or authorised person is of the opinion that the modification is significant.
- (2) The direction must include details of the process to be followed in respect of the advertisement including timeframes for —
 - (a) the making and consideration of submissions on the modifications; and
 - (b) providing recommendations to the Minister or authorised person following the advertisement.
- (3) If a local government is given a direction under subregulation (1) the local government must advertise the modification to the amendment to the local planning scheme as directed by the Minister or authorised person.

Division 4 — Process for basic amendments

57. Incorporation of environmental conditions

If a local government receives a statement in respect of a basic amendment to a local planning scheme delivered under section 48F(2) of the EP Act after passing a resolution to prepare or adopt the amendment but before complying with regulation 58, the local government must amend the amendment documents —



ATTACHMENT 3

LOT 28 (59) GOLDFIELDS ROAD, DOWERIN

EXCERPT – LPS2 SCHEME MAP

20/03/2018

NOT TO SCALE



Draft Dowerin Strategic Community Plan 2018-2028



Dowerin Memorial Swimming Pool

Asset Management Report

Condition / Maintenance Issues & Observations,
Recommendations (Contract Aquatic Services),
Compliance (RLSSWA Audit / LGIS),
Asset Depreciation Schedule,
The Health Act / Building & Construction codes,
Refurbishment or New? (The Decision Process),
Refurbishment Vs New (\$ Summary),



Client: Shire of Dowerin
Title: Asset Management Report
Report date: November 2017
Our reference: CAS/SOD/AMR/2017
Compiled by: Mat Mildwaters
Approved by: Mat Mildwaters

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Pool Inspection Report – Wet Deck Pools (dye testing)

Control Joint Plan (Water Loss Diagram) – Dowerin Pool

Contractor estimates – Dowerin Memorial Swimming Pool refurbishment items

Quairading Public Swimming Pool – New development Cost breakdown FYI

Quairading Public Swimming Pool – Designs

Quairading Swimming Pool redevelopment project (illustrations)

Wet Deck Pools – Refurbishment illustrations

Introduction

Shortly after the management tender acceptance and just prior to Swimming Pool season 2016 / 2017 Shire of Dowerin CEO Andrea Selvey and Contract Aquatic Services met to discuss the future of the Dowerin Memorial Swimming Pool.

The purpose of this meeting was to discuss the aging condition of the swimming pool, any up and coming budget items, and to weigh up the costs and longevity of refurbishing the existing swimming pool complex in comparison to a new centre (replacement).

An agreement was made to develop an asset management plan to best service the Dowerin community in terms of longevity, patronage / usage, compliance / safety, standard of management services and budget implications to council regarding the Dowerin Memorial Swimming Pool. We (Council, Shire of Dowerin & Contract Aquatic Services) would then be well prepared, documented and informed to ensure the best outcomes for the Dowerin community moving forward.

Condition / Maintenance Issues & Observations

1.0 Recirculation

*The Main recirculation pump at the Dowerin swimming pool has reached its life cycle. The backing plate is leaking quite badly, and the housing of the pump and motor is showing signs of fatigue with heavy oxidization (rusting) of the metal casing

*Recirculation steel piping is in a very poor state (imminent failure in the near term) and this is also likely the case underground to the abutment of the concrete centre return channel (the attachment at the bottom of the dive bowl) *Primary screen box is in need of repair with shell brickwork depleted *learner and main pool basins are a fixed system with no independent flow control to each other.



2.0 Filtration & Components

*The concrete shell of the sand filter at the Dowerin Swimming pool appears in a good condition *All metal piping on both inlets and outlets is badly rusted and the structural integrity of the piping is in a poor state (imminent failure in the near term) *All valves are in very poor condition, with many also very difficult to operate *Pressure gauges need replacing.



3.0 Plant Room

*Electrical board is disorganised, messy, incorrectly labelled and non-compliant. Electrical upgrades required (new IP66> board and circuit breakers) * Main pump contactor and switch is non-compliant (requires an emergency stop and must be also be installed to only allow manual activation of the main pump after a power failure)
*Walkways leading to plant room have some heavy run off damage and require filling
*Area between the plant and balance tank needs retaining and has some heavy signs of water runoff damage *overflow drain should be run from the balance tank to rear field to eliminate overflow damage *Chemical injection equipment is in good working order with emergency shutdown system in place



4.0 Balance Tank

*Balance tank appears in reasonable condition * Shade cloth lid is splitting * No existing ladder to minimize risk *access to balance tank area is steep and eroded with sand regularly flowing down onto pathway.



5.0 Backwash Tank

*Backwash tank does not have a ladder to minimize risk *Backwash drainage pump does not have its own power supply (currently runs an extension across the path)



6.0 Main Pool Basin

*Main pool basin leaks at several control / expansion joints as per Wet Deck findings
*Control joint at the front of the dive bowl is in a poor condition and has also been identified as an area of water loss *Basin concrete / substrate is in good condition *Wall tiles are in an average condition and approaching their life cycle *wall tiles are old and also need re-grouting

7.0 Learner / Toddler pool Basins

*Learner pool recirculation cannot be adjusted it is fixed as part of the main recirculation system *Basin concrete appears in good condition *No interactive equipment for young children of any kind *Wall tiles are in an average condition and approaching their life cycle *tiles need re-grouting

8.0 Bulk Heads

*Bulk heads are in good structural condition *Wall tiles are in an average condition and approaching their life cycle *Tiles need re-grouting * Lane rope anchor points are dangerous and an identified hazard



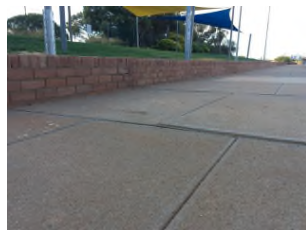
9.0 Pool Pediment / Gutters

*Pool pediment is in poor condition with signs of concrete cancer showing *1 area on the main pool basin is breaking away and has been coned off for now.



10.0 Pool Concourse

*Pool concourse is moving in some areas *A few trip hazards exist where movement has occurred



11.0 Change rooms

*Change rooms are in an average but acceptable condition.



12.0 Front entrance

*Installation of the front entrance gardens greatly improved the centres visual appeal

*Brickwork is old and lacks visual appeal



13.0 Pool Surrounds

*The swimming pool surrounds and landscaping are great in design in a reasonable condition *The left side lawn area is average *Left side irrigation is manual only * The fence separating the pool area and the plant is transparent.



Recommendations on Observations (Contract Aquatic Services)

1.0 Recirculation

A complete rebuild is recommended from the main recirculation pump to the plumbing attachment into the main pool basin.

- *Replacement of main recirculation pump. CAS has donated a good condition second hand model.
- *Recirculation Piping will need to be replaced at the time of filter repairs. This will include micro tunneling into the pool basin to completely convert all piping to PVC.
- *Replacement of recirculation valves
- *Primary screen box needs rebuilding

2.0 Filtration & Components

Refurbishment of existing filter over replacement is recommended. The actual concrete shell of the sand filter at the Dowerin Swimming pool appears in a good condition and in the experienced opinion of Brain McDonald (Wet Deck Pools) and myself would likely last another fifty-year life cycle with a refurbishment.

- *Diamond core and remove existing steel Pipework
- *Replace all steel piping with PVC
- *Replacement of all filtration valves
- *Replacement of filter gauges
- *Reinstatement of new compressor for backwashing filter media

3.0 Plant Room

Complete rewire and replacement of the main electrical switchboard is recommended. Retaining of the access area to the balance tank is recommended. Repairs to all pathways required.

- *Replace the main electrical switchboard and all breakers to combo RCD configuration
- *Rewire the main recirculation pump contactor to include an emergency stop above the pump. The pump must also not be auto start (currently on a timer).
- *Replace all lighting to LED IP65 rating or better

4.0 Balance Tank

*Repairs to shade cloth cover or replacement with a solid lid is recommended. *Install ladder for OHS

5.0 Backwash Tank

*Install ladder for OHS *Install weatherproof GPO for backwash tank drainage pump

6.0 Main Pool Basin

*Complete rebuild of all control joints (not just caulking) *Resurface of the main pool basin *Installation of new lane anchors *Replacement of wall tiles *Re-grouting of wall tiles

7.0 Learner / Toddler Pool Basins

*Resurface of the learner pool basins *Replacement of supply plumbing to PVC and independent flow control at the time Gutter replacement with a wet deck drainage system (the concourse will also have to be removed at this time giving us easy access to plumbing) *Installation of some simple fountain / water features for the kiddies also at the time of Wet deck installation

8.0 Bulk Heads

*Removal of old lane anchors *Possible tiling of bulkheads when a wet deck gutter system is installed

9.0 Pool Pediment / Gutters

*Removal and replacement with a wet deck drainage system required.

10.0 Pool Concourse

*Concourse should be removed and replaced at the time of gutter removal and conversion to a wet deck drainage system

11.0 Change Rooms

*Change rooms could do with a basic facelift at the time of major works, most likely being the gutter removal and installation of the wet deck drainage system.

12.0 Front Entrance

*Recommend a render coat or a mural (CAS can help here) at the time of future major works. This would best be timed with the gutter removal and conversion to a Wet Deck drainage system.

13.0 Pool Surrounds

The transparent fence between the plant and swimming pool area would look a lot better if a solid NETA screen type structure (or as a minimum covered in shade cloth). This would exclude the plant, backwash tank, balance tank, and open dry fields from the visual appeal of the swimming pool area.

*Remove existing cyclone fence and install a NETA solid screen fence between the pool and plant areas *Reinstate the auto irrigation on the left side lawn areas *At time of major works skim / kill off this area and either re-turf or seed with a good quality grass *

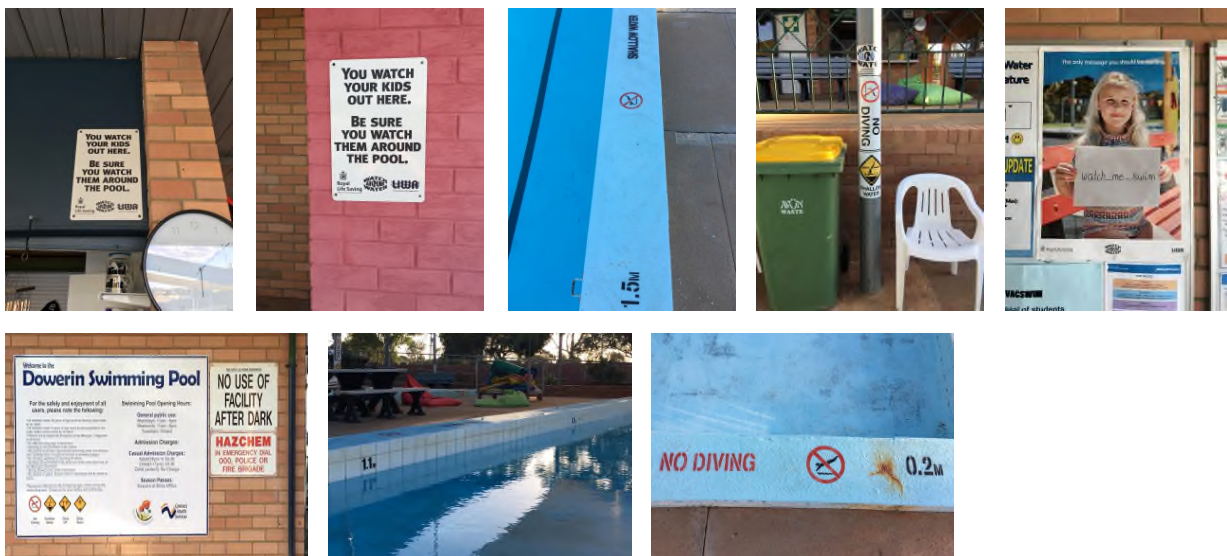
Compliance (RLSSWA / LGIS)

During recent times we have had multiple visits by Royal Life Saving Western Australia to the Dowerin Memorial Swimming Pool for a compliance audit. The audit is funded by LGIS, comes around every 3 years or so, and provides a valuable insight to centre safety and compliance issues. The report issues the complex with an aggregate score expressed as a percentage (maximum score is 100%). This score is then broken down in a detailed format highlighting all areas in which units of compliance and safety were passed or failed.

The RLSSWA audit process has been well accepted statewide and is great news for the regional aquatic industry. Expressed in document form it is also a valuable tool for budgeting and works at the swimming pool.

In a three-year period we have managed to upgrade our compliance score from the low 70s to mid-90s. This is a very good achievement for a centre such as the Dowerin Memorial Swimming Pool which has avoided any decent fund allocation for a substantial length of time.

Credit to the Shire of Dowerin for a proactive approach in budget, and also to Contract Aquatic Services who provides many resources and also labour no charge on compliance issues at the swimming pool. Examples include but are not limited to: Automated shut down systems, wind socks, policies / procedures, manuals, stenciling, signage, stickers, rescue equipment etc.



Dowerin Memorial Swimming Pool - Asset Depreciation Schedule

* This spreadsheet has been created and provided free of charge to the Shire by Contract Aquatic Services. All content has been constructed with the goal to assist the Shire with an accurate and efficient means to allocate funding at the Pool, as well as assist the Shire in providing a safer environment for patrons, Shire staff and associated contractors when on site. Contract Aquatic Services accepts no responsibility for any inaccuracies or liability arising from the content, or misuse of the content, of this report. This report has been constructed in confidence for the Shire / council only, and its contents are strictly confidential. Under no circumstances is this spreadsheet to be shared or distributed beyond the Shire of Dowerin and its council / staff members without the permission of Contract Aquatic Services.

Annual Servicing / Requirements (Mandatory)										
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Calibration of chlorine gas detection / shutdown system	Contract Aquatic	1	2017	1	Calibration of detection cells and testing of unit	1	\$0.00	\$0.00	CAS provides this service free of charge to our clients	H
Annual service of chlorine gas regulator / injector / ratemeter	Contract Aquatic	1	2017	1	Annual service	1	\$1,400.00	\$1,400.00	CAS removes, freights and reinstalls these units free of charge. We also receive a group discount for the service of multiple units (other CAS pools)	H
Annual service of breathing apparatus (BA)	Contract Aquatic	1	2017	1	Annual service	1	\$250.00	\$250.00	Replacement of the cylinder will still be required @ 10 years and is included in the equipment / tools sub category	H
Replacement of chlorine gas urethane delivery lines	Contract Aquatic	1	2017	1	Annual replacement with new urethane lines	1	\$0.00	\$0.00	CAS provides this service free of charge to our clients	H
Annual service of oxygen resuscitation equipment	Contract Aquatic	1	2017	1	Annual service	1	\$200.00	\$200.00	Units are serviced as a group discount @ australian safety engineers along with units from other CAS pools	H
Annual replenishment of first aid supplies	Contract Aquatic	1	2017	1	Restock as required	1	\$100.00	\$100.00	Local replenishment with st Johns / ambulance	H
Annual tagging of fire extinguishers	Contract Aquatic	1	2017	1	Annual inspection and tagging	1	\$0.00	\$0.00	Outsourced and completed with other Shire servicing of fire extinguishers	H
Annual update of PPE	Contract Aquatic	1	2017	1	Replenishment as required	1	\$0.00	\$0.00	Contractor requirement	H
Update of all MSDS and risk analysis on site	Contract Aquatic	1	2017	1	Update as required	1	\$0.00	\$0.00	Contractor requirements, MSDS must be less than 5 years old, risk analysis must be the current matrix for each chemical	H
Annual inspection of defibrillator unit, replacement of batteries as required	Contract Aquatic	1	2017	1	replacement of batteries and pads as required	1	\$300.00	\$300.00	Have included as an annual inspection item however replacement batteries / pads are more than likely a 3 year life cycle	H
Testing and tagging of all electrical appliances on site	Contract Aquatic	1	2017	1	Test and tag, repair and replace as necessary on faulty devices	1	\$300.00	\$300.00	CAS can provide this service if a local is not available	H
Plant And Components										
Recirculation										
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Ball Float Assembly (Auto & Manual Fill)	Contract Aquatic	5	X	4	Replace as required, parts easily available from local hardware	5	\$200.00	\$40.00		
Footvalve / urstake assembly to lint Pot	Contract Aquatic	5	X	4	Replace as required	5	\$1,500.00	\$300.00	Backlog pipe is leaking. Carving and cooling fire are rusted.	
Hair and Lint Pot	Contract Aquatic	10	X	7	Replace as required	10	\$3,500.00	\$350.00	Contract Aquatic has a replacement pump on site and will undertake replacement free of charge	
Main recirculation Pump	Contract Aquatic	10	2017	0	replace or re-finish	10	\$8,000.00	\$800.00	Current valves are stiff and hard to operate. Replacement recommended at time of filtration repairs	H
Butterfly valves	Contract Aquatic	15	X	0	Replace at expiry	15	\$3,500.00	\$233.33		H
Return Piping (Entry through plant floor to pool basins)	Wet Deck Pools	50	X	0	Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation	50	\$66,000.00	\$1,320.00	Current piping is rusted in visible areas and it is very likely the buried section of pipe is in the same condition. Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation	
Filtration										
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority

Filter and pipework	Contract Aquatic	50	X	0	Refreshment at expiry	50	\$25,000.00	\$500.00	Filter is leaking at the outlet piping and will fail in the near H future	
Compressor	Contract Aquatic	20	X	0	Replace with new compressor unit	20	\$5,000.00	\$250.00		
Pressure Gauges	Contract Aquatic	10	X	0	Replace with proposed filter repairs	10	\$300.00	\$30.00		
Filter Media	Contract Aquatic	50	X	10	Reevaluate at time of filter repair or replace at expiry	50	\$15,000.00	\$300.00	Media inspection and reevaluation at time of filter repairs. As Dowerin is a relatively quiet pool it is possible we can date the media another 50 years	

Disinfection (Chemical Treatment)										
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Chlorine Gas Detection / Shutdown System	Contract Aquatic	15	2016	14	Nil	15	\$12,000.00	\$800.00	Nil cost (With CAS annual inspection and calibration no charge)	
Chlorine Gas detection Cells	Contract Aquatic	4	2016	3	Replace at expiry	4	\$1,500.00	\$375.00	Costs of chlorine detection cells are \$1500 each with a life cycle of 4 years to meet compliance. CAS changes / installs these free of charge with our annual service / calibration of the shut down system and the gas regulator / rate meter / injector	
Chlorine Gas warning strobe	Contract Aquatic	10	2016	9	Nil	10	\$300.00	\$30.00	Replacement unit is \$300	
Chlorine Gas Warning Beacon	Contract Aquatic	10	2016	9	Nil	10	\$300.00	\$30.00	Replacement unit is \$300	
Windsack	Contract Aquatic	2	2016	1	Replacement when required with high quality sock	5	\$500.00	\$100.00	Replacement when required with high quality sock	
Chlorine Booster Pump	Contract Aquatic	5	2017	5	Nil	5	\$500.00	\$100.00		
Injection collars and Chlorine plumbing	Contract Aquatic	10	2017	10	Reinstalled with proposed filter repairs	10	\$1,500.00	\$150.00		
Chlorine Gas Regulator / Injector / Rate meter	Contract Aquatic	8	2013	3	Replacement	8	\$1,800.00	\$225.00		
Chlorine Gas Urethane Lines	Contract Aquatic	1	2017	1	Annual replacement by CAS free of charge whilst reinstalling serviced regulator / rate meter / injector and calibrating gas shut down unit	1	\$0.00	\$0.00	CAS does this free of charge, included in annual service sub category	
Breathing Apparatus C12 Gas	Contract Aquatic	10	X	2	Cylinder expiry and detailed service @ 10 years @ \$1200	10	\$1,200.00	\$250.00	service is covered in annual service category below	

Electrical	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Main board (electrical)	Contract Aquatic	20	X	0	Replacement / Upgrade	20	\$5,000.00	\$250.00	IP66 enclosure recommended	
Plant Room Lighting and GPO's	Contract Aquatic	10	X	0	Replacement / Upgrade	10	\$1,000.00	\$100.00	LED lighting recommended. All GPO and light fittings IP66 or above	
Other	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Safety Shower / Eyewash	Contract Aquatic	10	2007	0	Refurbish shower / eye fittings	10	\$300.00	\$30.00		
Walkways and access areas										

Swimming Pool Basins										
Main Pool	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)	Observations / Comments / Recommendations	Priority
Pool Shell Structure (Main Pool)	Wet Deck Pools	Currently OK. Dive well may have a problem	X		Pool Shell refurbishment. Removal of dive well and installation of new concrete floor and tiled	50	An extra \$65,000.00 added on to our refurbishment quotation is required to eliminate the dive well if necessary	This would guarantee a fully water tight public swimming pool with a 50+ year life span.	We have inspected many pools around various wheatbelt regions and always found that the concrete condition below the waterline is usually good.	

[illegible]

Dry Acid Holding Tank & Mixing Motor	Contract Aquatic	N/A	N/A	This unit is only required if 20 chlorine gas is eliminated as a disinfection option and will need to be installed with the above PROCAL unit if a new chemical injection system is required	\$3,000.00	\$150.00	Only required if the above PROCAL unit is installed in the event of an industry crackdown on chlorine gas usage as a primary disinfectant for treatment of group 1 swimming pools	
Optional								
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)
Pool Heating	Contract Aquatic	10						
Thermal Blankets and Blanket Buddy	Contract Aquatic	10						
Disabled Access Ramp to Main Pool Basin	Wet Deck Pools	50						
Learner Pool Features New Lane Anchors to Main Pool Pool Contourse Stencilling (Aesthetic Improvements) Panel Fencing Segregation of Pool Area & Plant access area (Aesthetic Improvements) Rendering of Pool Buildings Disabled / Family Change Lockers High Stack Storage Shelving (Heavy Duty)	Wet Deck Pools							
	Wet Deck Pools							
	Contract Aquatic							
	Contract Aquatic							
	Contract Aquatic							
Resolutions (Items past life cycle)								
Component	Information Source	Life Expectancy (total)	Life Cycle Commencement	Life Cycle Valuation (remaining)	Maintenance Task	New Life Expectancy (years)	Capital Cost	Annual Cost (Capital cost / minimum life expectancy)
Butterfly valves	Wet Deck Pools	10	2017	0	Change all current plant room valves to gear drive valves. These are serviceable valves prolonging there life.	15	\$3,500.00	\$233.33
								Gear-drive valves are easier for pool managers to operate. A small amount of grease applied yearly is the maximum amount of service these valves would require.
Repairs to Filter and pipework	Wet Deck Pools	Currently Failed	2017		As per quotation sent.	50	\$25,000.00	\$500.00
								The pipework itself will be fine for many years to come. We don't believe the pipework is prone to fail. It is the valves and other components of the pipework. Valves should also be replaced at the time of filter repair
Return Piping (Entry through plant floor to pool basins). Micro tunneling as per Wetdeck quotation / recommendation	Wet Deck Pools	50	2017	0	Micro tunnel new return plumbing into pool basins as per Wetdeck recommendation / quotation	50	\$66,000.00	\$1,320.00
Surface coating (Main Pool)	Contract Aquatic	7	2017	0	Resurface main and learner pool basins after repairs to the control joints for maximum life expectancy and reduced water usage	5-7 years	20-25k depending on prep	

The Health Act & Building / Construction Codes for Class 1 Aquatic Facilities (and how it affects our decision making and project costs)

Unfortunately, there is no segregation in the Health Act or swimming pool building / construction codes between metro and regional swimming pools. This is an issue I have voiced on numerous occasions to high ranking officials within these departments for the sake of our country communities to no avail. As it stands a newly constructed regional centre in a location such as Dowerin is bound by the same requirements as a 2000 person per day metro facility with a huge operating budget. The only defense we have from having the book thrown at us is leniencies under the categories of modifications / improvements to existing facilities.

The problem therefore lies in that we have significant costs added to any project that is not categorized as a modification / improvement / upgrade of the existing Dowerin Memorial Swimming Pool.

We have never had any issues of any kind at all our regional centres including Dowerin Memorial Swimming Pool and every effort should in my opinion be taken to ensure we steer away from this new legislation which has no consideration for regional areas and low patronage swimming pools, or the budget of the councils that own them. Ignoring this and undertaking a new build shall inevitably result in a more expensive and overcomplicated install and leave council with an unnecessary budget blowout in terms of the initial build and the ongoing management of the asset.

Refurbishment or New?

Building Costs (The initial outlay):

Refurbishing the existing plant / basin and buildings:

\$225,000.00 (Phase1) + \$1,500,000.00 (Phase 2)

Total Cost (with breathing room) \$1,725,000.00

*Includes items quoted by WETDECK POOLS and additional items noted by Contract Aquatic Services.

WETDECK QUOTATION has been attached to this report for an itemized breakdown of costs in refurbishing the Dowerin Memorial Swimming Pool.

The Refurbishment of the Dowerin Memorial Swimming Pool is a bit of a mixed bag in terms of urgency. Some items are critical and require immediate attention and others (some of which carry a hefty price tag) are able to be held off for a number of years to relieve budget pressure on Council, the Dowerin community, and allow for some planning and possible grant income. For this reason, it is the opinion of Contract Aquatic Services the refurbishment of the Dowerin Memorial Swimming Pool be split into two separate phases.

PHASE1 should be a combination of items of urgency that could potentially risk a swimming pool season for the community (such as the filter refurbishment, replacement of all steel piping, replacement of valves, plant modifications) and items that remove budget leakage / wastage of resources for the shire such as water loss (rebuilding of swimming pool control joints). This is simply smart council money on urgent items buying us time on the future and much larger PHASE2 (whilst also enhancing the Dowerin pool in the process). Put simply this ensures the Dowerin Memorial Swimming Pool remains open to the local community and also does not waste council money.

PHASE2 is everything else and although some high priority items are included I believe we can hold back these projects for planning especially considering the price tag they carry. This includes large expenditure items (such as the Wet Deck conversion, retiling, replumbing of the learner pools), Items that will improve community engagement and enjoyment (water features on the learner pools, possible disabled / aged access ramps), and also items that bring the centre up to a more modern standard and ensure the Dowerin community has a valuable asset restored to a life expectancy of another 50+ years.

The biggest expenditure item by far is the removal of the gutter drainage system and conversion / installation of a wet deck replacement system. At the time of this task a large number of indirect expenses will also occur such as the removal of the swimming pool concourse and potential further modifications and improvements to plant. There is some light in this however in that some recommended modifications, improvements and installations become much simpler and more cost effective. An example would be the replumbing of the learner pool basins to an adjustable flow system and the installation of

some feature pumps and play equipment for the kids to the learner pool area. The process of installing plumbing and features is much simpler and cheaper in process with the swimming pool concourse removed. The last of our compliance issues can also be addressed at a much cheaper price tag during this time such as the running of earthing cables to all metal fixtures. I must stress that many of these items are a case of “Now or Never” at the time of the wet deck conversion / concourse removal and in the interest of the Dowerin community I believe it important they be included as part of the overall picture of another 50+ years.

PHASE1: SCOPE OF WORKS

HIGH PRIORITY:

Recirculation upgrades

- *Removal of all steel pipework from the recirculation system and replacement with PVC. This will include Micro tunneling from plant to attachment point of the main pool basin (Pipework replacement on this item does not include the learner pool feed from the main pool basin)
- *Replacement of recirculation valves to UPVC or gear driven valves
- *Reinstatement of the main recirculation pump
- *Replacement of PVC piping from the recirculation pump to the filter attachments
- *Installation of new pressure gauges to the recirculation system
- *Reforming and structural concreting of the primary screen box

Refurbishment of existing sand filter

- *Diamond core and remove existing steel pipework
- *Replace all steel piping with PVC. This includes sleeving diamond cores into filter shell with PVC
- *Replace all filter valves to UPVC butterfly valves or to gear driven valves
- *Replace inlet and outlet filter gauges
- *Install new compressor for backwashing filter media

Main Pool Basin – complete refurbishment of control joints

- *Complete rebuild of all control joints (not just caulking). This will include concrete cutting and removal, reinstatement of new water stops, reforming and structural concreting as required, installation of backing rods / foam, Installation of new joint material

Note: (Possible variance): Structural repairs may be required on the front facia of the diving bowl

Main Pool Basin – lane anchors

- *Removal of existing lane anchor eyelets (on top of bulkheads)
- *Diamond coring and installation of waterline 316 stainless steel lane anchors

Main Pool Basin – Resurfacing

- *Surface preparation of the main pool basin concrete substrate. Concrete grinding as required, high pressure jetting and acid etching / degreasing
- *Reapplication of a high quality chlorinated rubber surface coating
- *Does Not include the gutters or capping / pediment

Learner Pool Basin – Resurfacing

- *Surface preparation of the learner pool basin substrate. Concrete grinding as required, high pressure jetting and acid etching / degreasing
- *Reapplication of a high quality chlorinated rubber surface coating
- *Does Not include the gutters or capping / pediment

Electrical – Plant room

- *Complete rewire and replacement of the main electrical switchboard to a cabinet enclosure and RCD / MCB type circuit breakers.
- * Replacement of lighting to LED models (IP56 or above recommended)
- *Removal / tidying of all electrical supply conduits
- *Replacement of GPO outlets to weatherproof (IP56 or above recommended)
- *Installation of an outdoor weatherproof GPO to the side of the backwash tank near the drainage pump. This will include small distance trenching and supply conduits

Compliance Items – balance and backwash tank ladders

- *Installation of escape ladders to the backwash and balance tanks

PHASE1 – SUMMARY OF COSTS (APPROXIMATIONS)

ITEM <small>*Title / summary only. Detailed scope on works items is above</small>	APPROXIMATE COST <small>*Costs are approximations only based on contractor estimates and personal experience</small>
<i>Recirculation upgrades</i>	\$ 75 000.00
<i>Refurbishment of existing sand filter</i>	\$ 35 000.00
<i>Main Pool Basin – complete refurbishment of control joints</i>	\$ 66 000.00
<i>Main Pool Basin – lane anchors</i>	\$ 10 000.00
<i>Main Pool Basin – Resurfacing</i>	\$ 22 000.00
<i>Learner Pool Basin – Resurfacing</i>	\$ 3 000.00
<i>Electrical – Plant room</i>	\$ 10 000.00
<i>Compliance Items – balance and backwash tank ladders</i>	\$ 4 000.00
TOTAL	\$ 225 000.00
Variances <small>*In particular this refers to the possibility of structural repairs to the front fascia of the diving bowl</small>	+\$ 20 000.00

PHASE2: SUMMARY OF FUTRE WORKS

\$1,500,000.00

- *Removal of swimming pool concourse
- *Earth bonding of all metal items
- *Installation of fixed vacuum lines in-situ to the recirculation line prior to lint pot
- *Installation of independent recirculation plumbing for the learner pools back to plant
- *Installation of feature plumbing to learner pool basins back to plant
- *Removal of gutter drainage and conversion to a wet deck system
- *Conversion of learner pool basin ends to a wet deck system
- *Complete replacement of all drainage pipework back to balance tank
- *Relocation of primary screens to balance tank and decommissioning of current primary screen pit
- *Removal of brick dividing walls (along lap pool) and replacement with limestone blocks
- *Installation of new irrigation lines and heads to left and right-side lawn areas
- *Rebuilding and tiling of bulkheads including compliance tiles to main and learner pools
- *Installation of NETA screen fencing between plant and swimming pool areas
- *Installation of new swimming pool concourse
- *Retiling of main pool basin walls
- *Tiling of main pool step entries
- *Patching / decommissioning of learner / toddler pool linkages / ports
- *Retiling of learner pool basin walls
- *Tiling of learner pool step entries
- *Retaining of balance tank access area with limestone / cement blocks including steps
- *Upgrading of electrical to kiosk / first aid / store rooms / office / change-rooms. Includes new electrical cabinet, removal of fuses and installation of MCB / CBs as required, decommissioning of old 3 phase outlets, conversion of all building lighting to LEDs (with the exception of the pool lighting) and new GPO installs as required (eg recommend Quads in the office area)
- *Refurbishment of centre changerooms
- *Painting / texture coating of buildings and front entrance area

PHASE2: OPTIONAL WORKS

Add \$

- *Tiling of main pool basin floors including lane markings
- *Tiling of learner pool basin floors
- *Installation of new disabled access ramp to main pool basin
- *Installation of new (larger) swim club and storage shed (Storage space is a problem at the Dowerin Pool).

PHASE 2+: (Optional)

\$120,000.00

Phase 2+ is inclusive of additional items for consideration that will not exist in the base plan / scope of works for any of the new / refurbishment options. That said I believe they play a vital role in maximizing budget efficiency, enjoyment and patronage at the swimming pool for the Dowerin community.

*Solar energy installation (green energy)

*Pool heating

*Thermal blankets and blanket buddy

New pool basins / Plant @ the current location:

For the interest of council to have some real figures for comparison we have utilised information from the construction and operation of the Quairading Swimming Pool. The Quairading pool was not completely a new install and included the following in summary:

*Shortening of the main pool basin from 33m to 25m

*Conversion to a wet deck drainage system

*Complete new leisure pool lagoon with features

*Complete new plant and components

*Buildings, changerooms and storerooms were not new, they were refurbished. The refurbishment did not include the kiosk / office building or the facility entrance.

Shortfalls:

No storage solutions such as sheds were included in the project

No heating of water bodies included

No green energy alternatives included

Overcomplicated plant and problems prevalent throughout seasons 16/17 & 17/18

>\$3,500,000 + (based on Quairading swimming pool model / plan)

+ \$50,000 Minimum immediate / urgent works to reduce risk of pool season failure to the community in the interim.

Total cost is therefore a minimum of \$3,550,000.00

*As Dowerin is a 50m swimming pool and the Quairading Pool was 33m it is safe to assume the project will be more expensive.

-More labour

-More time

-More materials

-More waste

ACORPS detailed summary of expenses / cash flow for the Quairading Swimming Pool project has been attached to this report for reference.

New pool basins / Plant and buildings at a different location:

>\$4,000,000.00

+ \$50,000 Minimum immediate / urgent works to reduce risk of pool season failure to the community in the interim.

This lays the assumption of a minimum 6 lane 25m pool and a new type beach lagoon learner pool basin. Anything less will not meet or serve the requirements for programs such as swimming lessons, carnivals, swim club etc or offer an enjoyable and fulfilling environment at the swimming pool for the Dowerin community.

Total cost is therefore a minimum of \$4,050,000.00

This is a very low scale comparative figure. The actual outcome would likely be much higher.

Aesthetics:

There will be minimal difference in centre aesthetics between A full refurbishment and a new build. Done well, a refurbishment will look like a brand new centre. There are some items dependent on council's decision making such as the existing buildings, changerooms etc. Bigger council decisions affecting the centres aesthetical appearance upon completion would also be the tiling of the pool basin floors.

Some build / refurbishment projects have been attached to this report for comparison and peace of mind. Quairading Swimming Pool was predominantly a new build by ACORP / Commercial Aquatics and Mukinbudin was a basin refurbishment by Wet Deck Pools.

Functionality:

This really is the only category I see a slight advantage of a new build over a refurbishment of the existing Dowerin Memorial Swimming Pool. Items such as beach lagoon learner pools and interactive play equipment such as fountains, features, etc offer an advantage in serving families and youth in the community over the existing layout. That said, a good compromise can be achieved with modifications of the existing learner pools to include some interactive play equipment at a fraction of the cost of a new build. As Dowerin is a relatively small community a modified layout of the existing learner pools will be more than enough to cater for the local community in the same way.

This has been included in WETDECKS breakdown of costs for refurbishment.

Seasonal Utility Costs:

Electricity costs: A new build and compulsory compliance with new health department / building codes for a class 1 aquatic facility will result in a significant increase in utility consumption. Recirculation requirements will increase to near double the pumping capacity. In addition to this control panels, metering and additional dosing control all utilise additional utilities. This has been supported by the Quairading Swimming Pools (Actual) electricity consumption statistics.

The new Quairading pool had sub meters installed to separate the pool from the other projects completed at the same time to be able to accurately reflect pool utility usage. Usage statistics prior to August 2017 at the new centre were incomparable.

New Quairading Swimming Pool utility statistics (since sub meters installed Aug17):

Aug17, \$232.87, Sept17, \$407.94, Oct17, \$2500.59, Nov17, \$4320.14, Dec17, \$3463.54

Available old Swimming Pool Utility Statistics:

Qtr4, \$4683.21, Qtr1, \$3336.36, Qtr2, \$1995.75

It should be noted that most of the swimming pool electricity usage is during the months of October – April (The swimming pool season) when the pumps and equipment are being run 24hrs per day.

QUAIRADING SWIMMING POOL

	OLD	NEW
<u>Seasonal Electricity Costs</u> (Peak season comparison)	%100 \$4683.21 (Only comparable data utilised) Qtr4, \$4683.21	>%200 \$10284.27 (Only comparable data utilised) Oct17, \$2500.59 Nov17, \$4320.14 Dec17, \$3463.54

Water usage: There will be no differential between a refurbishment and a new build on water consumption / usage. The control joints are completely rebuilt as new in the process of refurbishment.

Seasonal Equipment Servicing Costs:

With a new build comes the necessity to comply with the health act / building codes for new aquatic facilities and therefore more equipment for metering / control as part of the build will require annual servicing.

It is worth mentioning that this equipment has also been a reliability problem at the Quairading Pool creating a large number of issues and inconsistencies.

In brief advanced metering equipment is unnecessary in a low patronage regional centre yet the costs are very much felt by the local council / community. These items will also attract a depreciation / replacement value in addition to their servicing requirements to further add to the budget stress of council.

QUAIRADING SWIMMING POOL

	OLD	NEW
<u>Annual Equipment Servicing</u>	<\$1000 Salt cell system	\$4500.00 *2 x PROCAL chlorinators *4 x diaphragm pumps *Calibration / Servicing / Replacement of metering probes

DOWERIN SWIMMING POOL

	CURRENT	NEW
<u>Seasonal Equipment Servicing Costs</u>	100% (current) \$2000.00 per annum *BA * Cl2 Gas regulator / injector / flowmeter Or (If a conversion away from Cl2 gas in future) 1 x PROCAL chlorinator 1 x diaphragm pump	200% \$4000.00 per annum *1 x PROCAL chlorinator *2 x diaphragm pumps *Calibration / Servicing / Replacement of metering probes *(No BA required)

Indirect Costs (the hidden expenses):

With a new install, technician level knowledge will always be required for centre management otherwise expensive outsourcing and servicing will exist. Equipment includes advanced LCD touchscreens, PLC controllers and many electronic and dosing units requiring regular calibration and advanced problem solving in the event something isn't functioning correctly.

As problems present themselves (and naturally the number of problems will increase over time) a newer more complicated install will cost council significantly more money as time progresses. A large barrage of things that can go wrong exist beyond the level of knowledge expected by a swimming pool manager or even local tradespersons. The end result will be expensive repairs and site visits by metro personnel with no real care factor for a regional community other than those motivated by a profit.

Unfortunately, this is very hard to put a figure to but is well supported by a good level of common sense.

DOWERIN SWIMMING POOL REFURBISHMENT VS NEW (\$ SUMMARY)

	Refurbishing the existing plant / pool basins and buildings (as per quotations provided)	<i>New pool basins / Plant @ the current location (Using the Quairading swimming pool as a guide)</i>	<i>New pool basins / Plant and buildings at a different location</i>
<u>Building Costs</u> (The Initial Outlay)	\$1,725,000.00 Phase1: \$225,000 Phase2: \$1,500,000 Optional Phase 2+: \$120,000 (Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)	>=\$3,550,000.00 Immediate / Urgent works: \$50,000 Project: >=\$3,500,000 Optional Phase 2+: \$120,000 (Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)	>\$4,050,000.00 Immediate / Urgent works: \$50,000 Project: >=\$4,000,000 Optional Phase 2+: \$120,000 (Includes green energy installations, heating of water bodies, thermal blankets, and blanket buddy)
<u>Electricity Usage</u> Using Statistics (Sept16-sept17)	100% (Current) \$ 12129.13 per annum Jan17, \$3175.45 Mar17, \$3361.36 May17, \$2146.23 July 17, \$2190.95 Sept17, \$1255.14	200 % Approx. \$24000.00 per annum Based on data comparisons @ Quairading Pool and expected recirculation / equipment requirements as per health act and construction / building codes for a new facility	200 % Approx. \$24000.00 per annum Based on data comparisons @ Quairading Pool and expected recirculation / equipment requirements as per health act and construction / building codes for a new facility
<u>Seasonal Equipment Servicing Costs</u>	100% (current) \$2000.00 per annum *BA * Cl2 Gas regulator / injector / flowmeter Or (If a conversion away from Cl2 gas in future) 1 x PROCAL chlorinator 1 x diaphragm pump	200% \$4000.00 per annum *1 x PROCAL chlorinator *2 x diaphragm pumps *Calibration / Servicing / Replacement of metering probes *(No BA required)	200% \$4000.00 per annum *1 x PROCAL chlorinator *2 x diaphragm pumps *Calibration / Servicing / Replacement of metering probes *(No BA required)
<u>External Contractors</u>	Nil / Minimal Competent Managers and local tradespersons	+\$4500 per annum (3 site visits) Note: As time progresses more problems will exist and the number of visitations by external contractors will likely increase	+\$4500 per annum (3 site visits) Note: As time progresses more problems will exist and the number of visitations by external contractors will likely increase

Conclusion

The Dowerin Memorial Swimming Pool is very well designed for a single operator regional swimming pool (1 pool manager). The viewing / office / kiosk area is elevated and located near areas of high risk (learner pool basins), plant design is simple and effective with minimal chance of operating complications, and the overall centre layout is very operator friendly for daily maintenance and cleaning requirements.

As Dowerins basin structures (below the water line) are in a good condition and of metric dimension (25m / 50m, not the old 33m), the decision of Refurbishment over New is a relatively simple, quick and obvious conclusion from the point of view of Contract Aquatic Services.

Although there are a number of pressing items at present, by undertaking a full refurbishment there is no foreseeable reason the Dowerin Memorial Swimming Pool cannot sustain another fifty-year period of optimal patronage and operation for the Dowerin community whilst also being enjoyed and recognized as an excellent regional facility.



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Pool Inspection Report

Location of Works: Dowerin memorial Swimming Pool,
8 Couper Street, Dowerin, WA, 6461

Date of Works: 9/6/2017

For the attention of: Andrea Selvey, (Chief Executive Officer)

On the 9 June 2017 Andrew Green and Aaron Blanch of Wetdeck Pools completed a facility inspection on your community swimming pool. The main reason for their attendance was to establish the cause of the water loss you are experiencing. During their visit they carried a Dive / Dye test within the swimming pools and the balance tank. Below you will find a report on each section checked and their findings.

Dive / dye test overview:

The dive / dye test is the test we use to identify leaks within a full swimming pool. The test allows us to identify rouge currents of water exiting the pool shell structure. It is carried out by using a small amount of dye in a syringe and releasing it into to water, close to where visible cracking or pool failure is witnessed. In the event of a leak the dye within the water would be sucked through the pool shell and disappear from the water body. To make this test successful it is important to have all the filtration equipment off, making the water as still as possible. All the surrounding ground water around the pool should also be removed via the sub-level drainage well (located at the deepest end of the swimming pool). This allows water to escape the concrete pool shell without restriction from surrounding ground water. Viewing the sub-level drainage pipework that enters this well is further confirmation that the pool is leaking. Excessive Running water = leaking pool. This pipework is located under the pool shell structure and is mainly used to remove ground water and keep it emptied while works are carried out on an emptied pool. This prevents floating of the pool shell structure itself due to dissimilar pressures.

Control Joint Construction:

Control joint construction is generally made up of two seals. One rubber water stop built into the concrete structure, and a replaceable sealant top seal. The seal built into the concrete structure is there to prevent water escaping if the top sealant joint has cracked. If the pool experiences excessive movement this rubber water stop can tear resulting in water escaping. We have also found in the past that these rubber water stops have been incorrectly installed from day one. The result of this means the pool is entirely relying on the top sealant joint to prevent leaking. I have attached some photos showing an incorrectly installed water stop for your information.

Pool Leak Checks:

Sub-level Drainage Well:

On arrival the well had already been emptied although the pump installed in the well did not reach the bottom and was not capable of emptying the well completely. We added another pump to this well to aid in completely emptying it. This was successful and this pit was continually kept empty over the course of the day and for the testing procedure. While this pit was emptied we could noticeably see a large amount of water entering the well from the sub-level drainage pipework. This was also witnessed by the shire member (Steve Geerdink, Works Manager) who was in attendance at the time, and initially emptied the well for us before arrival. This provided a clear indication there was quite a major leak within the pool.

Children's Pools Concrete Shell Structure:

The children's pool was checked for leaks. Visually there was some cracking to the concrete structures, although this may only be surface cracking. When performing the dye / dye test no dye appeared to exit this pool. All pipework penetrations also seemed to be ok, with no leaks detected. There did appear to be a low flow rate off water coming into the children's pool when the system was restarted. The reason for this is explained below.

Olympic Pool Concrete Shell Structure:

Whilst diving there was some cracking noticed along the concrete pool surface, these are most probably surface cracks within the plaster as no leaks were detected at the majority of these areas. There was quite a large crack in the concrete on the eastern side dive-well invert wall, this was leaking.

The pool control joints throughout the concrete structure appeared to be cracked in many places. There also appeared to be previously repaired areas. These were all fully checked including all wall and floor joints along the length and width of the pool.

All control joints going vertically up the walls appeared to be in good condition and no leaks were found.

The control joints down either side of the centre channel inlet appeared to be fine. There were two locations, one on the southern dive-well invert wall that appeared to have already been repaired. This previously repaired area was leaking. This area of concrete also appears to have raised in comparison with the panel next to it. This can be seen in the photos provided and may have been caused from emptying the pool in the past without emptying the sub-level drainage well, (Causing dissimilar pressure internally and externally of the swimming pool). The other was on the floor of the dive-well, a small leak was detected where the sealant had torn.

The diagonal joint on the south eastern side of the dive-well invert wall was also found to be leaking quite a large amount of water. This was mentioned as a suspected area before we started testing. We can confirm this is leaking. All other diagonal joints on dive-well invert walls appeared to be ok and no leaks were found.

The control joint across the shallow end of the pool was in good condition and no leaks were found on this joint.

The two joints across the pool (middle and before the dive-well) had leaks in several locations. These are marked on a diagram I have attached and can also be seen in the photos and videos. One of these areas was an existing repair. At the start of **(video 1)**, you can see that the dye / water is being drawn into the crack where the repair has broken against the existing concrete not through the joint itself.

The main centre channel inlet pipe cover was removed (Located at the bottom of the dive well). Dye was placed in this pipe and it quite quickly disappeared down the pipe. This indicates that the pipework had failed somewhere down the line between the pool and the plantroom. This is

most probably caused by corrosion of the old cast iron pipe over the years, resulting in water escaping into the ground.

The reason for the control joint leaks could be that the rubber water-stop located within the concrete structure has completely ripped apart, or it was incorrectly installed on day one. Without extensive investigation it is impossible to tell. I have attached videos showing the dye / dye test being performed and the dye clearly being drawn through the cracks for you information.

Please Note: *Although water is seen to be escaping at certain points within the pool shell, it is entirely possible for the water to track along the installed water-stop below the sealant and exit into the ground in a different place completely.*

Other Notes:

Whilst diving we also noticed that the pool paint had failed across the entire pool structure, and was quite easily rubbing off with your hands. This will cause a problem with water clarity until the paint has completely come off.

There was also 3 missing inlets up the centre channel. Although this is not the cause of a leak we are mentioning it as having these missing will greatly reduce the flow of water to the children's pool. You can quite easily see these in some of the photos and videos attached.

There was also a large amount of algae present not only on the pool floor but also within step niches. We would recommend super chlorination of the pool before opening it to the public in order to remove this algae.

Our recommendations for fixing the above issues with your Olympic pool would be to rebuild the control joints. There are several different stages of repair we can do to fix this problem. From a basic sealant replacement to a complete control joint rebuild. Micro tunnelling a new pool supply line from the plantroom to the centre channel may also be a good idea to replace the existing leaking supply line. Please give me a call and I can discuss the different options with you to best suit your budget.

If you require any more information in regards to this report or your overall swimming pool facility please don't hesitate to get in contact with me. Our company has an extensive knowledge of the pool industry and has successfully fixed many leaking country pools in the past. We employ a small team with a large skill and knowledge set that cover all types of work, from fixing to building or fully reconditioning aquatic centres. Wetdeck pools would be more than happy to provide you with any quotations needed for any of the above works mentioned, if you decide to go ahead with them.

Pool control joint plan

Key:

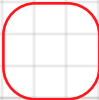
Contol Joint:



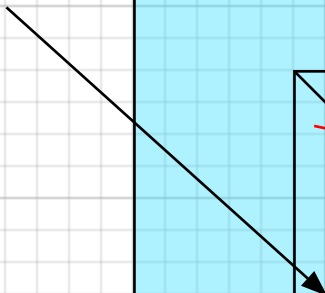
Leak Point:



Water inlet point:



Crack in wall of dive well



Pipework inlet leak
test point




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Pool Upgrade Quotation

Below I have outlined a full upgrade proposal for your community swimming pool. This proposal involves the full renovation of your Main Olympic swimming pool and children's pool and all relevant surrounding works.

Mobilisation of all materials and equipment	\$20,000.00
Concrete cutting / demolition / stock piling of debris (excluding kids pool)	\$50,000.00
Replace all pipework including installation of new wall inlets, cored to position, new 225mm ring main and return pipework to existing balance tank.	\$81,600.00
Supply and installation of new concrete Wet decks, Fully tiled with finger grips and laser cut depth identification (To health department standards)	\$300,000.00
Epoxy coating to all wet deck drains, and outlets funnelled for quieter operation	
Refurbishment of pool heads, 750mm wide each end to accommodate starting blocks. (Fully tiled) Including new lane rope cups.	\$68,840.00
Replace all handrails with new custom built 316 stainless steel handrails	\$15,200.00
Installation of new disabled ramp with 316 stainless steel handrails conforming to current regulations. Concrete cutting and demolition included. Flor-gres techno grip tiles to ramp floor.	\$152,400.00
Fully tile main pool. Supply and installation of flor-gres tiles to walls and floor	\$380,400.00
Refurbishment of control joints within the walls of the pool. Connect on to already refurbished floor joints	\$50,400.00
Decommission of centre channel inlet system.	\$10,000.00
Installation of new concourse drainage system	\$18,960.00
Installation of new concourse paving. Same as Katanning, Collie, Wagin, Mukinbudin and Trayning. 640m2 allowance, including earthworks	\$76,800.00
Accommodation, Meals, Travel, Fuel and Transport allowances	\$75,000.00
Plans, hydraulic engineer and structural engineer allowance	\$30,000.00
Earth bonding to all metallic items, including electrical certification, (as per health department requirements)	\$13,750.00
Footings and limestone walls and capping to side perimeters of lap pool	\$39,000.00
TOTAL (Excluding GST):	\$1,382,350.00

Options:

Partial Demolition of children's pool	
Refurbishment of existing children's pool with wet decks on each end. New separate supply and return lines with separate valves. Fully tiled. New concrete steps and stainless steel handrail Fountain water features and relevant pipework and pump	
TOTAL (Excluding Gst):	\$152,300.00
OVERALL TOTAL (Excluding Gst):	\$1,534,650.00

Exclusions:

- Debris removal from site stockpile to tip
- All clean fill to be supplied
- Hard rock excavation
- Location of services
- Disconnection and reconnection of services if required
- Lawn reinstatement

Note:

Considerable saving could be made if the council could assist with accommodation. The leisure pool price includes the use of the existing filtration system. With new flow and return pipework.

Acorp Expenditure Summary Sheet (16th December 2016)

		Value	% Complete	Completed \$	Balance to complete
	Preliminaries	204,230	100%	204,230	0
1	Demolition	57,330	100%	57,330	0
2	Earthworks / Siteworks	87,650	100%	87,650	0
3	Concrete	18,880	100%	18,880	0
4	Metalwork	29,520	100%	29,520	0
5	Brickwork	26,810	100%	26,810	0
6	Carpentry	56,630	100%	56,630	0
7	Joinery & Cabinetwork	3,920	100%	3,920	0
8	Roof Plumbing	92,980	100%	92,980	0
9	Hydraulic	155,530	100%	155,530	0
10	Electrical	186,260	100%	186,260	0
11	Mechanical Services	37,250	100%	37,250	0
12	Ceilings & Wall Linings	550	100%	550	0
13	Plastering & Rendering	14,560	100%	14,560	0
14	Wall and floor tiling	56,530	100%	56,530	0
15	Resilient Finishes	4,820	100%	4,820	0
16	Glasswork	1,710	100%	1,710	0
17	Painting	15,260	100%	15,260	0
18	External Lighting	3,000	100%	3,000	0
19	Site Power Upgrade	30,000	100%	30,000	0
20	Aquatic Services & Constructions	1,894,580	100%	1,894,580	0
21	25m Pool	592,726	100%	592,726	0
	Toddlers Pool	500,412	100%	500,412	0
	Filtration System	801,442	100%	801,442	0
			0%	0	0
	Variations		0%	0	0
1	Value engineering and systems upgrade	-5,500	100%	-5,500	0
2	Electrical Variations	88,413	100%	88,412	0
3	Additional compaction costs	2,089	100%	2,089	0
4	CAA variations to 30.05	61,196	100%	61,196	0
5	Replace plant room	119,352	100%	119,352	0
6	Plumbing Variations - changes to stormwater	29,088	100%	29,088	0
7	Shade Sail Changes	33,453	100%	33,453	0
8	Alterations to ChangeRooms Layout	2,753	100%	2,753	0
9	kiosk drainage	1,200	100%	1,200	0
10	PS Credits	-33,000	100%	-33,000	0
11	credit for alternative roofing solution	-30,880	100%	-30,880	0
12	new patio to kiosk entry	12,568	100%	12,568	0
13	costs to change transformer location	1,375	100%	1,375	0
14	further changes to ChangeRooms - wall linings	0	0%	0	0
15	0	0	0%	0	0
	WA Health - additional requirements - ie handrails, signage, layouts, etc.	0	0%	0	0
	wheel chair	3,170		3,170	
	credit for reinstatement works by client - associated with electrical variation	-5,000		-5,000	
	additional top-hat sections in wet areas	0		0	
	Sub-Totals	3,258,277	100%	3,258,277	0
	GST	325,828		325,828	
	Totals (inc GST)	3,584,104		3,584,104	0

Summary - Cash Flow vrs Components

Month	Project Management	Consultancies	Implementation	Grand Total
15/16				
01		4,000.00		4,000.00
05	525.94			525.94
06		1,175.00		1,175.00
07		31,000.00		31,000.00
08	165.75		15,074.00	15,239.75
09	10,017.33			10,017.33
10	8,183.07		10,858.56	19,041.63
11			260,673.68	260,673.68
12			755,146.37	755,146.37
16/17				
01			230.02	230.02
02			351,536.62	351,536.62
03			403,797.19	403,797.19
04			632,726.30	632,726.30
05	17.18		379,221.11	379,238.29
06	17.58		484,982.32	484,999.90
07			17,871.47	17,871.47
08		67,326.00	4,131.26	71,457.26
Grand Total	18,926.85	103,501.00	3,316,248.90	3,438,676.75



1 SITE PLAN
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[illegible]



Quairading Swimming Pool



Swimming Pool Redevelopment Project



Swimming Pool Redevelopment Project





12th September 2016



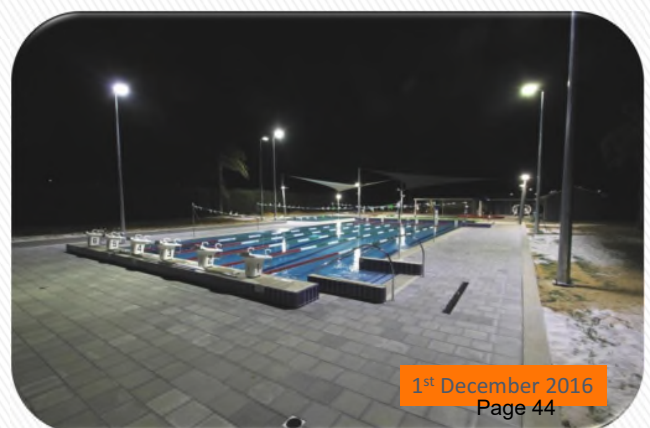
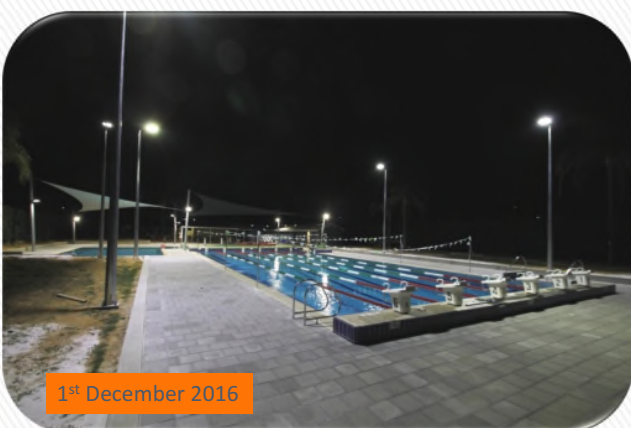
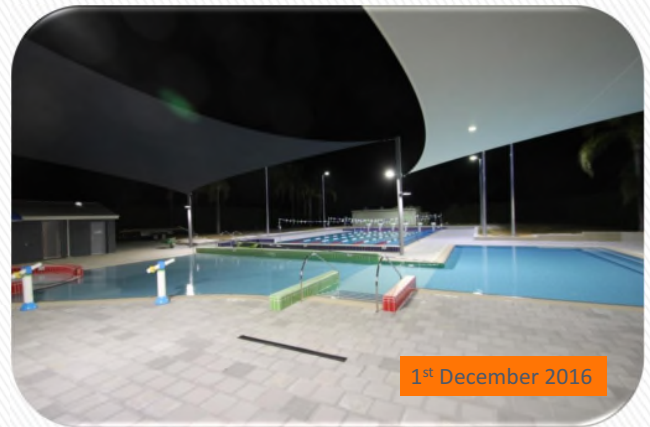
9th November 2016



Swimming Pool Redevelopment Project



Swimming Pool Redevelopment Project





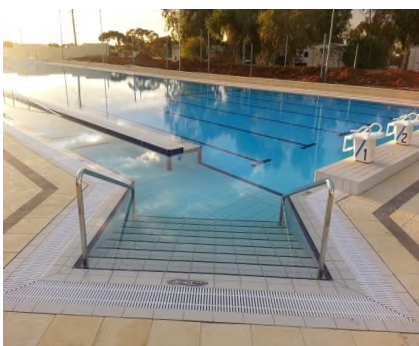
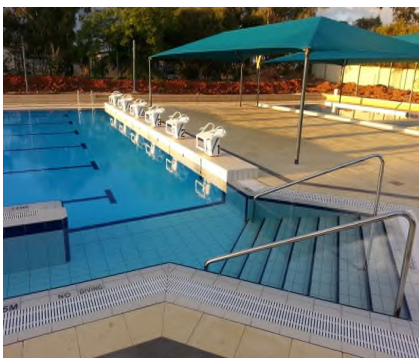
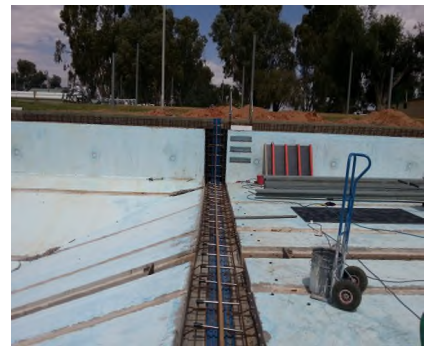
6th December 2016



19th December 2016



Mukinbudin Swimming Pool Refurbishment



SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the Period Ended 28 February 2018

LOCAL GOVERNMENT ACT 1995

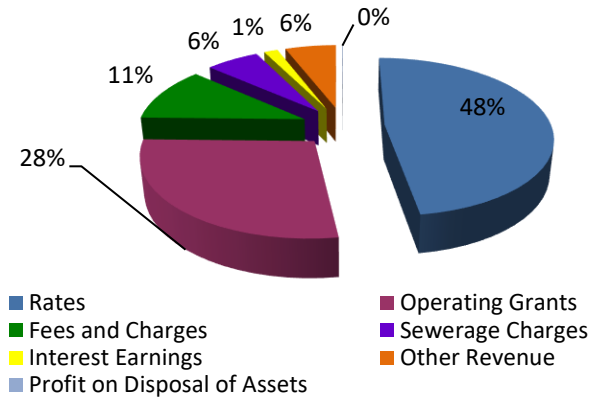
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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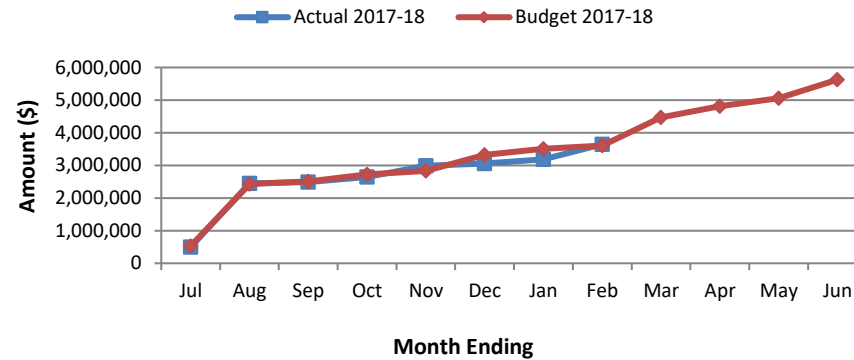
Monthly Summary Information	2
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 28 February 2018

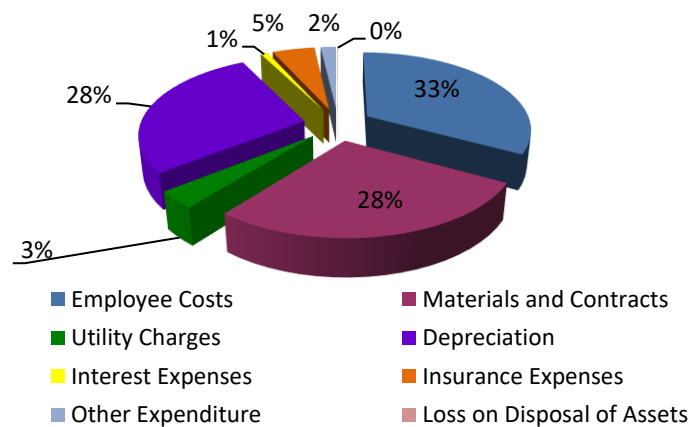
Operating Income



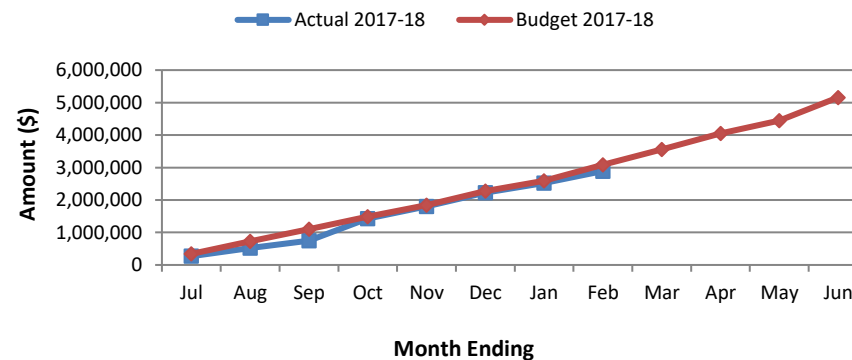
Budget Operating Income -v- YTD Actual
Refer Note 2



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 28 February 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	1,339,634	205,118	18%	😊
Revenue from operating activities								
Governance		7,530	7,530	5,944	14,493	8,549	144%	😊
General Purpose Funding - Rates	8	1,247,570	1,247,570	1,251,841	1,225,316	(26,525)	(2%)	😊
General Purpose Funding - Other		786,847	786,847	590,111	548,802	(41,309)	(7%)	😞
Law, Order and Public Safety		25,310	25,310	20,352	11,322	(9,030)	(44%)	😞
Health		267,152	267,152	160,216	210,918	50,702	32%	😊
Education and Welfare		132,510	132,510	84,344	85,054	710	1%	😊
Housing		142,590	142,590	95,048	88,796	(6,252)	(7%)	😞
Community Amenities		235,837	235,837	250,407	254,741	4,333	2%	😊
Recreation and Culture		81,840	81,840	28,836	27,389	(1,447)	(5%)	😊
Transport		185,630	185,630	125,537	12,062	(113,475)	(90%)	😞
Economic Services		137,866	137,866	108,491	83,609	(24,882)	(23%)	😞
Other Property and Services		10,710	10,710	8,473	7,152	(1,321)	(16%)	😊
		3,261,392	3,261,392	2,729,600	2,569,655			
Expenditure from operating activities								
Governance		(479,870)	(479,870)	(361,365)	(340,202)	21,163	6%	😊
General Purpose Funding		(142,710)	(142,710)	(87,844)	(87,570)	274	0%	😊
Law, Order and Public Safety		(68,680)	(68,680)	(36,424)	(38,762)	(2,338)	(6%)	😊
Health		(319,910)	(319,910)	(223,980)	(198,414)	25,566	11%	😊
Education and Welfare		(166,000)	(166,000)	(113,020)	(99,315)	13,705	12%	😊
Housing		(196,250)	(196,250)	(167,802)	(179,654)	(11,852)	(7%)	😞
Community Amenities		(295,770)	(295,770)	(217,488)	(190,734)	26,754	12%	😊
Recreation and Culture		(762,647)	(762,647)	(607,736)	(571,771)	35,965	6%	😊
Transport		(1,226,750)	(1,226,750)	(986,997)	(911,284)	75,713	8%	😊
Economic Services		(354,908)	(354,908)	(236,516)	(265,991)	(29,475)	(12%)	😞
Other Property and Services		(2,950)	(2,950)	(44,010)	(7,318)	36,692	83%	😊
		(4,016,445)	(4,016,445)	(3,083,182)	(2,891,015)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	830,424	813,353	(17,071)	(2%)	😊
Adjust (Profit)/Loss on Asset Disposal	8	(33,600)	(33,600)	(33,600)	(779)	32,821	(98%)	😊
Movement in Leave Reserve		0	0	0	(1,729)	(1,729)		😊
Amount attributable to operating activities		349,627	349,627	443,242	489,484			
Investing Activities								
Non-operating Grants, Subsidies and Contributions	10	1,839,985	1,839,985	880,727	1,076,119	195,392	22%	😊
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)	(1,074,202)	(1,074,202)	0	0%	😊
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(366,841)	(384,354)	(17,513)	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)	(412,200)	(30,123)	382,077	(93%)	😊
Furniture and Equipment	12	(18,300)	(18,300)	(18,300)	(12,887)	5,413	(30%)	😊
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(1,261,816)	(413,629)			
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	(24,540)	(24,540)		😞
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(70,976)			
Closing Funding Surplus(Deficit)	3	6,001	6,001	327,724	1,344,513			



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 28 February 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	1,339,634	205,118	18%	😊
Revenue from operating activities								
Rates	8	1,247,570	1,247,570	1,251,841	1,225,316	(26,525)	(2%)	
Operating Grants, Subsidies and Contributions	10	1,151,749	1,151,749	816,512	710,857	(105,655)	(13%)	😞
Fees and Charges		422,200	422,200	317,726	285,976	(31,750)	(10%)	😞
Sewerage Charges		137,807	137,807	155,809	155,716	(93)	(0%)	
Interest Earnings		57,740	57,740	24,240	40,487	16,247	67%	😊
Other Revenue		203,526	203,526	122,672	149,568	26,896	22%	😊
Profit on Disposal of Assets		40,800	40,800	40,800	1,734			
		3,261,392	3,261,392	2,729,600	2,569,654			
Expenditure from operating activities								
Employee Costs		(1,553,120)	(1,553,120)	(1,104,300)	(952,612)	151,688	14%	😊
Materials and Contracts		(843,690)	(843,690)	(806,100)	(803,458)	2,642	0%	
Utility Charges		(177,710)	(177,710)	(115,582)	(102,047)	13,535	12%	😊
Depreciation on Non-Current Assets		(1,138,280)	(1,138,280)	(830,424)	(813,353)	17,071	2%	
Interest Expenses		(39,455)	(39,455)	(20,264)	(24,395)	(4,131)	(20%)	
Insurance Expenses		(162,650)	(162,650)	(141,200)	(142,454)	(1,254)	(1%)	
Other Expenditure		(94,340)	(94,340)	(58,112)	(51,742)	6,370	11%	😊
Loss on Disposal of Assets		(7,200)	(7,200)	(7,200)	(955)	6,245	87%	
		(4,016,445)	(4,016,445)	(3,083,182)	(2,891,015)			
Operating activities excluded from budget								
Add back Depreciation		1,138,280	1,138,280	830,424	813,353	(17,071)	(2%)	
Movement in Leave Reserve		0	0	0	(1,729)	(1,729)		
Amount attributable to operating activities		349,627	349,627	443,242	489,484			
Investing activities								
Grants, Subsidies and Contributions	10	1,839,985	1,839,985	880,727	1,076,119	195,392	22%	😊
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)	(1,074,202)	(1,074,202)	0	0%	
Infrastructure Assets - Roads	12	(1,213,927)	(1,213,927)	(366,841)	(384,354)	(17,513)	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)	(412,200)	(30,123)	382,077	(93%)	
Furniture and Equipment	13	(18,300)	(18,300)	(18,300)	(12,887)	5,413	(30%)	
Amount attributable to investing activities		(1,228,179)	(1,228,179)	(1,261,816)	(413,629)			
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	(24,540)	(24,540)		😞
Amount attributable to financing activities		(249,963)	(249,963)	11,782	(70,976)			
Closing Funding Surplus (Deficit)	3	6,001	6,001	327,725	1,344,513	1,016,788	310%	😊

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 28 February 2018

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	12	1,308,700		1,074,202
Infrastructure Assets - Roads	12	1,213,927		384,354
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		12,887
Capital Expenditure Totals		3,223,664		1,501,566
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%	\$690,049
Capital Funding Total		3,223,664		1,501,566

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 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 28 February 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 28 February 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 28 February 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 28 February 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

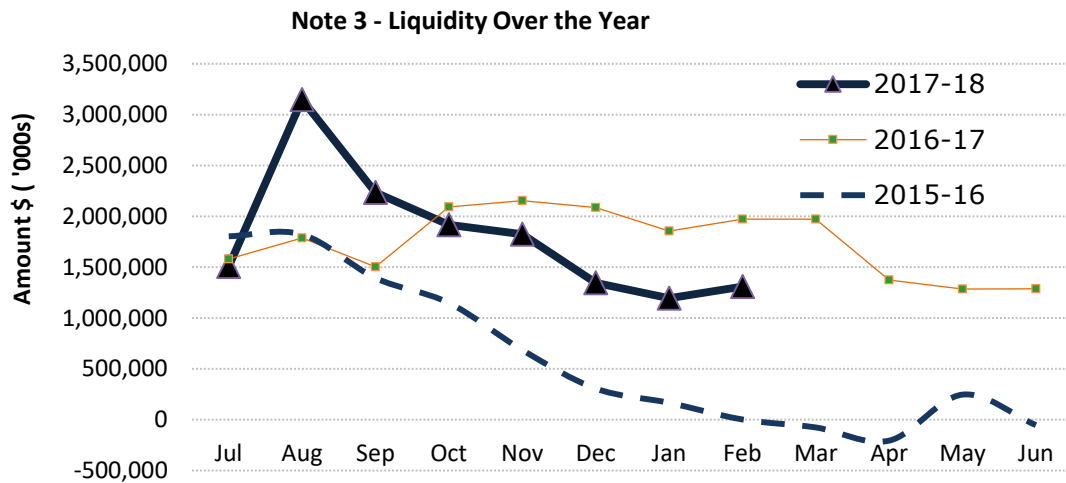
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	8,549	144%	⊕	Permanent	Good driver reimbursement, WALGA course, LGIS member dividend.
General Purpose Funding - Rates	(26,525)	(2%)			Within Variance Threshold
General Purpose Funding - Other	(41,309)	(7%)	⊗	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	(9,030)	(44%)	⊗	Permanent	DFES subsidy has been reduced this year to \$7,815, due to underspends in 2015-16
Health	50,702	32%	⊕	Timing	Hacc grant received for the financial year
Education and Welfare	710	1%		Timing	Budget phasing with the ChildCare payroll reimbursements
Housing	(6,252)	(7%)	⊗	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	4,333	2%		Permanent	Within Variance Threshold
Recreation and Culture	(1,447)	(5%)		Permanent	Town hall and gym fees income is lower than anticipated.
Transport	(113,475)	(90%)	⊗	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	(24,882)	(23%)	⊗	Timing	STA was operational from September 2017, therefore 2 months of no income. However, trends indicate budget estimate will be achieved.
Other Property and Services	(1,321)	(16%)		Timing	Workcover reimbursement.
Operating Expense	\$	%			
Governance	21,163	6%	⊕	Timing	Expenditure low. Members fees to be paid and training, information technology costs expected to be incurred.
General Purpose Funding	274	0%		Timing	Within variance threshold.
Law, Order and Public Safety	(2,338)	(6%)		Timing	Bush fire grant other expenses underspent.
Health	25,566	11%	⊕	Timing	HACC and EHO expenses are in arrears.
Education and Welfare	13,705	12%	⊕	Timing	Dowerin Childcare wages are lower than budget. These wages are reimbursed by Dowerin Childcare.
Housing	(11,852)	(7%)	⊗	Permanent	Variance to expenditure is the annual maintenance of the Independent Living units, Community Housing project and maintenance on the Asset and Works Manager's house. Budget to be reviewed.
Community Amenities	26,754	12%	⊕	Timing	Savings in recycling costs. Landcare expense to be processed.
Recreation and Culture	35,965	6%	⊕	Timing	Within variance threshold.
Transport	75,713	8%	⊕	Permanent	Budget to be revised to accommodate the Wandrra road works flood damage repairs.
Economic Services	(29,475)	(12%)	⊗	Timing	Short term accommodation (STA) slightly overspent.
Other Property and Services	36,692	83%	⊕	Timing	Public works actual overhead recovery is not covering expenditure. Staff will review during the budget review.
Operating activities excluded from budget					
Depreciation	17,071	(2%)		Timing	YTD Depreciation budgeted at \$17K is higher than budget. A review of depreciation rates was carried out as at 30 June 2017, and has impacted depreciaton expenses. Staff will review and correct this during the budget review.
Capital Revenues					
Grants, Subsidies and Contributions	195,392	22%	⊕	Timing	Grants received: 250K for the Bush Fire shed. The Storm water project for \$170K is not proceeding and Roads to Recovery of \$345K and \$200K will be received in March.
Capital Expenses					
Land and Buildings	0				
Infrastructure - Roads	(17,513)	5%		Permanent	Reduction in road expenditure due to reduction in the Roads to Recovery grant, offset by Wandrrra road works.
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	382,077	(93%)		Timing	Underspent - Grader purchase to be deferred until 2018-19.
Furniture and Equipment	5,413	(30%)		Timing	Underspent - computer equipment purchased within operational budget.
Financing					
Proceeds from New Debentures	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Opening Funding Surplus(Deficit)	205,118	18%	⊕		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 28 February 2018

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)

		Last Years Actual Closing	Current
	Note	30 June 2017	28 Feb 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,640,547	1,094,998
Cash Restricted	4	1,787,396	1,853,262
Receivables - Rates		49,852	198,504
Receivables - Other		418,576	388,407
Interest / ATO Receivable/Trust		101,647	23,308
Inventories		6,635	9,786
		4,004,654	3,568,265
Less: Current Liabilities			
Payables		(722,249)	(316,812)
Current Borrowings		(117,509)	(59,291)
Provisions		(185,111)	(137,248)
		(1,024,870)	(513,350)
Net Current Assets		2,979,784	3,054,915
Less: Cash Reserves	7	(1,787,396)	(1,811,936)
Plus: Current Borrowings included in Budget		93,753	47,317
Plus : Liabilities funded by Cash Backed Reserves		53,493	54,217
Net Current Funding Position		1,339,634	1,344,513



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

Current Ratio equals 1:3.34

This means that for every \$1.00 of liability Council has \$3.34 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash Deposits							
Municipal Bank Account	86,575			86,575	NAB	Variable	At Call
Cash Maximiser	843,313			843,313	NAB	2.05%	At Call
Trust Bank Account			12,108	12,108	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
	1,094,398	1,853,262	12,108	2,959,768			

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 28 February 2018

Note 5: Budget Amendments

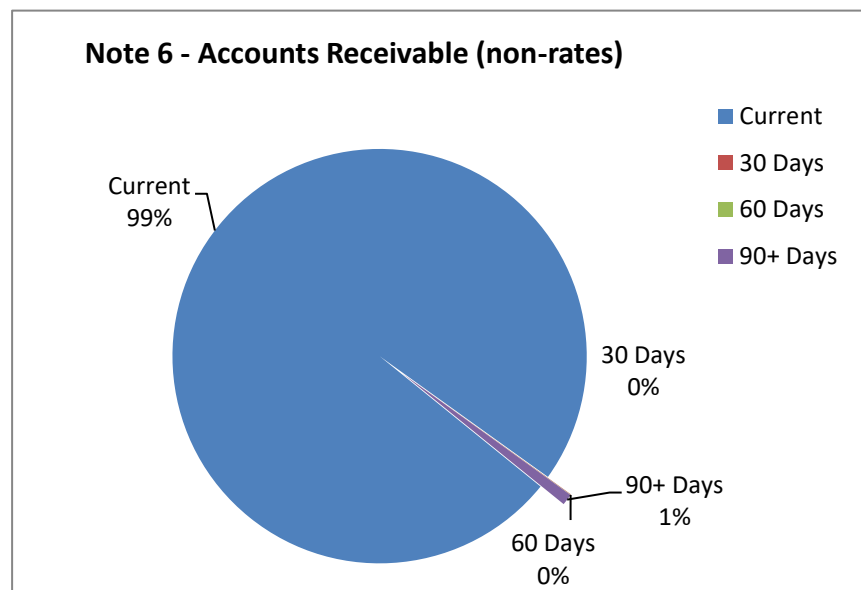
Amendments to original budget since budget adoption. Surplus/(Deficit)

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)			\$	\$	\$ 6,001
	There have been no budget amendments to date							
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 28 February 2018

Note 6: Receivables

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	303,376	107	55	2,690	306,228
Balance per Trial Balance					
Sundry Debtors					306,228
Total Receivables General Outstanding					306,228



Comments/Notes - Receivables General

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 7: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	724	0	0	0	0	54,695	54,217
Plant Reserve	142,872	3,210	1,935	140,000	0	(120,000)	0	166,082	144,807
Sewerage Asset Preservation Reserve	1,043,357	23,429	14,463	71,000	0	0	0	1,137,786	1,057,820
Land & Building Reserve	146,594	3,293	1,985	42,000	0	0	0	191,887	148,579
Swimming Pool Reserve	32,456	0	440	0	0	(32,456)	0	(0)	32,895
Recreation Facilities Reserve	180,866	4,063	2,450	1,673	0	0	0	186,602	183,316
Community Housing Project Reserve	46,221	1,039	626	0	0	0	0	47,260	46,847
Comunity Bus Reserve	40,787	917	552	0	0	(41,704)	0	0	41,340
Economic Development Reserve	12,021	271	163	42,000	0	0	0	54,292	12,183
All Hours Gym Reserve	1,684	0	23	0	0	(1,684)	0	(0)	1,707
Bowling Green Replacement Reserve	61,461	1,381	832	10,000	0	0	0	72,842	62,293
Tennis Court Replacement Reserve	25,584	575	346	6,000	0	0	0	32,159	25,930
	1,787,396	39,380	24,540	312,673	0	(195,844)	0	1,943,605	1,811,936

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 28 February 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 28 February 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	(1,096)	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 28 February 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 28 February 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 28 February 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:

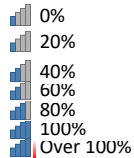
Description	Opening Balance 01 Jul 2017	Amount Received	Amount Paid	Closing Balance 28 Feb 2018
	\$	\$	\$	\$
Housing Bonds	3,428	0	(200)	3,228
Key Deposits	90	0	0	90
Tidy Towns	3,219	0	0	3,219
HACC Vehicle	691	0	0	691
Building Deposits	0	0	0	0
AROC Funds	0	0	0	0
HACC Fundraising	2,521	0	0	2,522
Recreation 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	(680)	12,108

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 28 February 2018

Note 12: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget		
			New/Upgrade	Renewal	Total YTD	Original 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		4,179	4,179	72,500	72,500	(68,321)
HACC - Capex - Building Renewal	1605	Health		0	0	21,770	21,770	(21,770)
BUILDINGS - FIRE SHED PAD	0884	Law, Order And Public Safet	270,673		270,673	264,000	264,000	6,673
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	782,503		782,503	837,430	821,840	(39,337)
Buildings Total			1,053,177	9,976	1,063,153	1,295,700	1,280,110	(216,957)
Furniture & Office Equip.								
FURN - PHOTOCOPIER	374	Governance		12,887	12,887	12,900	12,900	(13)
FURN - OFFICE EQUIPMENT	414	Governance		0	0	1,000	1,000	(1,000)
HACC - Capex - Furniture and Equipment	1624	Health		0	0	4,400	4,400	- 4,400
Furniture & Equipment Total			0	12,887	12,887	18,300	18,300	(5,413)
Plant , Equip. & Vehicles								
Admin Vehicles	394	Governance		30,123	30,123	29,660	30,123	(0)
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	412,200	(382,077)
Infrastructure - Roads								
ROADS - ROADS TO RECOVERY	4184	Transport		265,384	265,384	520,776	265,384	0
ROADS - UNCLASSIFIED	4604	Transport		15,660	15,660	212,688	0	15,660
ROADS - STATE 20/20	4884	Transport		101,458	101,458	480,463	101,458	0
ROADS - SIGNS	4194	Transport		1,853	1,853	0	0	1,853
Roads Total			0	384,354	384,354	1,213,927	366,841	17,513
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			1,053,177	437,340	1,501,566	3,223,664	2,361,451	(859,885)

Level of Completion Indicators



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



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 30 January 2018 to 28 February 2018
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$632.85 DR
Payments and other credits	\$632.85 CR
Purchases, cash advances and other debits	\$643.85 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$652.85 DR

**YOUR DIRECT DEBIT PAYMENT OF \$652.85 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
06/03/2018 AS PER OUR AGREEMENT.**

059/04/19/M10588/S016849/I033697

see reverse for transaction details

Transaction record for: Billing account



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



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.

Date	Amount A\$	Details	Reference
5 Feb 2018	\$632.85 CR	DIRECT DEBIT PAYMENT	74557048033
Total for this Period:	\$632.85 CR		

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)
4557-0455-3744-1887	MS ANDREA JANINE SEL	\$3,000	\$0.00	\$643.85	\$9.00	\$652.85
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$632.85 CR	\$0.00	\$0.00	\$632.85 CR
			\$632.85 CR	\$643.85 DR	\$9.00 DR	\$20.00 DR

Transaction type

Purchase

Annual percentage rate

0.0000%

Daily percentage rate

0.000000%



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: 30 January 2018 to 28 February 2018
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
16 Feb 2018	\$200.00	POST DOWERIN LPO DOWERIN					74813848046
26 Feb 2018	\$443.85	MSFT *E01005C3OW> MSBILL.INFO					74798068056
28 Feb 2018	\$9.00	RECURRING DIRECT DEBIT. CARD FEE					74557048059
Total for this period	\$652.85		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____



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: 30 January 2018 to 28 February 2018
Company Account No: 4557 0498 0002 7159
Credit Limit: \$3,000
Available Credit: \$2,347

Transaction record for: MS ANDREA JANINE SELVEY

Date	Amount \$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
16 Feb 2018	\$200.00	POST DOWERIN LPO DOWERIN	-----	-----	-----	-----	74813848046
26 Feb 2018	\$443.85	MSFT *<E01005C3OW> MSBILL.INFO	-----	-----	-----	-----	74798068056
28 Feb 2018	\$9.00	RECURRING DIRECT DEBIT. CARD FEE	-----	-----	-----	-----	74557048059

Employee declaration

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

Cardholder signature: _____

Date: _____

SHIRE OF DOWERIN
BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Shire of Dowerin
STATEMENT OF BUDGET REVIEW
(Statutory Reporting Program)
For the Period Ended 28 February 2018

FM Reg
33A (1)

FM Reg 33A

FM Reg Sch 1

	Note	Budget v Actual		Predicted			Material Variance
		Adopted Annual Budget	YTD Actual	Variance Permanent	Variance Timing (Carryover)	Year End (a)+(c)+(d)	
		(a)	(b)	(c)	(d)		
		\$	\$	\$	\$	\$	
Net current assets at start of financial year surplus/(deficit)	2	1,134,516	1,339,633	205,117		1,339,633	▲
Revenue from operating activities (excluding rates)							
Governance		7,530	14,493	0		7,530	
General Purpose Funding		786,847	548,802	(79,790)		707,057	▼
Law, Order and Public Safety		25,310	11,322	(3,950)		21,360	▼
Health		267,152	210,918	0		267,152	
Education and Welfare		132,510	85,054	0		132,510	
Housing		142,590	88,796	55,238		197,828	▲
Community Amenities		235,837	254,741	19,430		255,267	▲
Recreation and Culture		81,840	27,389	(34,570)		47,270	▼
Transport		185,630	12,062	697,309		882,939	▲
Economic Services		137,866	83,609	12,500		150,366	▲
Other Property and Services		10,710	7,152	2,000		12,710	▲
		2,013,822	1,344,339	668,167	0	2,681,989	
Expenditure from operating activities							
Governance		(479,870)	(340,202)	(43,858)		(523,728)	▲
General Purpose Funding		(142,710)	(87,570)	(5,825)		(148,535)	▲
Law, Order and Public Safety		(68,680)	(38,762)	12,640		(56,040)	▼
Health		(319,910)	(198,414)	(3,753)		(323,663)	▲
Education and Welfare		(166,000)	(99,315)	(3,910)		(169,910)	▲
Housing		(196,250)	(179,654)	(42,430)		(238,680)	▲
Community Amenities		(295,770)	(190,734)	(32,160)		(327,930)	▲
Recreation and Culture		(762,647)	(571,771)	(111,734)		(874,381)	▲
Transport		(1,226,750)	(911,284)	(897,259)		(2,124,009)	▲
Economic Services		(354,908)	(265,991)	(11,020)		(365,928)	▲
Other Property and Services		(2,950)	(7,318)	(2,572)		(5,522)	▲
		(4,016,445)	(2,891,015)	(1,141,881)	0	(5,158,326)	
Operating activities excluded from budget							
Add Back Depreciation		1,138,280	813,353	107,332		1,245,612	▲
Adjust (Profit)/Loss on Asset Disposal	7	(33,600)	(779)	(55,238)		(88,838)	▼
Adjust Provisions and Accruals		0	(1,846)	0		0	
Amount attributable to operating activities		(897,943)	(735,949)	(421,620)	0	(1,319,563)	
INVESTING ACTIVITIES							
Non-operating grants, subsidies and contributions		1,839,985	1,076,120	(35,580)		1,804,405	
Purchase of Investments						0	
Land Held for Resale						0	
Land and Buildings	6	(1,308,700)	(1,074,202)	(42,296)		(1,350,996)	▲
Plant and Equipment	6	(411,737)	(30,123)	349,537		(62,200)	▼
Furniture and Equipment	6	(18,300)	(12,887)	136		(18,164)	▼
Infrastructure Assets - Roads	6	(1,227,927)	(384,354)	13,651		(1,214,276)	▼
Infrastructure Assets - Other	6	(257,000)	0	250,000		(7,000)	▼
Proceeds from Disposal of Assets	7	155,500	11,818	221,318		376,818	▲
Amount attributable to investing activities		(1,228,179)	(413,628)	756,766	0	(471,413)	
FINANCING ACTIVITIES							
Repayment of Debentures	4	(117,510)	(58,219)	0		(117,510)	
Proceeds from New Debentures	4		0	0		0	
Advances to Community Groups	0	0	0	0		0	
Self-Supporting Loan Principal	4	23,756	11,782	0		23,756	
Transfer to Reserves	5	(352,053)	(24,540)	(455,000)		(807,053)	▲
Transfer from Reserves	5	195,844	0	(90,000)		105,844	▼
Amount attributable to financing activities		(249,963)	(70,976)	(545,000)	0	(794,963)	
Budget deficiency before general rates		(1,241,569)	119,079	(4,737)	0	(1,246,306)	
Estimated amount to be raised from rates		1,247,570	1,225,316	4,271		1,251,841	
Closing Funding Surplus(Deficit)	2	6,001	1,344,395	(466)	0	5,535	▼

FM Reg
(33A(2A))(b)

Shire of Dowerin
STATEMENT OF BUDGET REVIEW
(Nature or Type)
For the Period Ended 28 February 2018

FM Reg 33A

FM Reg Sch 1

	Note	Budget v Actual		Predicted			
		Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Variance Timing (Carryover) (d)	Year End (a)+(c)-(d)	
		\$	\$	\$	\$	\$	
Net current assets at start of financial year surplus/(deficit)	2	1,134,516	1,339,633	205,117		1,339,633	▲
Revenue from operating activities (excluding rates)							
Grants, Subsidies and Contributions	4.1	1,151,749	710,857	598,019		1,749,768	▲
Profit on Asset Disposal	4.1	40,800	1,734	55,238		96,038	▲
Fees and Charges	4.1	422,200	285,976	4,540		426,740	▲
Sewerage Charges	4.1	137,807	155,716	18,002		155,809	▲
Interest Earnings	4.1	57,740	40,487	0		57,740	
Other Revenue	4.1	203,526	149,568	(7,633)		195,893	▼
		2,013,822	1,344,339	668,167	0	2,681,989	
Expenditure from operating activities							
Employee Costs	4.2	(1,553,120)	(952,612)	(118,462)		(1,671,582)	▲
Materials and Contracts	4.2	(843,690)	(803,458)	(915,953)		(1,759,643)	▲
Utilities Charges	4.2	(177,710)	(102,047)	0		(177,710)	
Depreciation (Non-Current Assets)	4.2	(1,138,280)	(813,353)	(107,332)		(1,245,612)	▲
Interest Expenses	4.2	(39,455)	(24,395)	0		(39,455)	
Insurance Expenses	4.2	(162,650)	(142,454)	(134)		(162,784)	▲
Loss on Asset Disposal	4.2	(7,200)	(955)	0		(7,200)	
Other Expenditure	4.2	(94,340)	(51,742)	0		(94,340)	
		(4,016,445)	(2,891,015)	(1,141,881)	0	(5,158,326)	
Funding Balance Adjustment							
Add Back Depreciation		1,138,280	813,353	107,332		1,245,612	▲
Adjust (Profit)/Loss on Asset Disposal	7	(33,600)	(779)	(55,238)		(88,838)	▼
Adjust Provisions and Accruals		0	(1,846)	0		0	
Amount attributable to operating activities		(897,943)	(735,949)	(421,620)	0	(1,319,563)	
INVESTING ACTIVITIES							
Grants, Subsidies and Contributions	4.4	1,839,985	1,076,120	(35,580)		1,804,405	▼
Land and Buildings	6	(1,308,700)	(1,074,202)	(42,296)		(1,350,996)	▲
Plant and Equipment	6	(411,737)	(30,123)	349,537		(62,200)	▼
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Infrastructure Assets - Other	6	(257,000)	0	250,000		(7,000)	▼
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Amount attributable to investing activities		(1,228,179)	(413,628)	756,766	0	(471,413)	
FINANCING ACTIVITIES							
Repayment of Debentures	4	(117,510)	(58,219)	0		(117,510)	
Proceeds from New Debentures	4	0	0	0		0	
Self-Supporting Loan Principal	4	23,756	11,782	0		23,756	
Transfer to Reserves	5	(352,053)	(24,540)	(455,000)		(807,053)	▲
Transfer from Reserves	5	195,844	0	(90,000)		105,844	▲
Amount attributable to financing activities		(249,963)	(70,976)	(545,000)	0	(794,963)	
Budget deficiency before general rates		(1,241,569)	119,079	(4,737)	0	(1,246,306)	
Estimated amount to be raised from rates		1,247,570	1,225,316	4,271		1,251,841	▲
Closing Funding Surplus(Deficit)	2	6,001	1,344,395	(466)	0	5,535	▼

FM Reg
33A(2A)(b)

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Preparation

The budget review report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government 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 budget review report are presented below and have been consistently applied unless stated otherwise.

The report has 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.

The Local Government Reporting Entity

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this budget review.

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.

(b) 2016/17 Actual Balances

Balances shown in this budget review report as 2016/17 Actual.

(c) Rounding Off Figures

All figures shown in this budget review report, other than a rate in the dollar, 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 Shire 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 (GST)

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 Note 2 Net Current Assets

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.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(f) Superannuation

The Shire contributes to a number of superannuation funds on behalf of employees.

All funds to which the Shire contributes are defined contribution plans.

(g) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, 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 shown as short term borrowings in current liabilities in Note 4 Net Current Assets.

(h) 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.

(i) 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.

(j) Fixed Assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Mandatory requirement to revalue non-current assets

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

During the year ended 30 June 2013, the Shire commenced the process of adopting Fair Value in accordance with the Regulations.

Whilst the amendments initially allowed for a phasing in of fair value in relation to fixed assets over three years, as at 30 June 2015 all non-current assets were carried at Fair Value in accordance with the requirements.

Thereafter, each asset class must be revalued in accordance with the regulatory framework established and the Shire revalues its asset classes in accordance with this mandatory timetable.

Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the financial report as necessary.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Initial Recognition and Measurement between Mandatory Revaluation Dates

All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.

In relation to this initial measurement, 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 Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework detailed above.

Revaluation

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(j) Fixed Assets (Continued)

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

Major depreciation periods used for each class of depreciable asset are:

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	20 years
Sewerage piping	100 years
Water supply piping & drainage systems	75 years

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities

When performing a revaluation, the Shire uses a mix of both independent and management valuations using the following as a guide:

Fair Value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

Fair Value Hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(k) Fair Value of Assets and Liabilities (Continued)

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

The mandatory measurement framework imposed by the *Local Government (Financial Management) Regulations* requires, as a minimum, all assets to be revalued at least every 3 years. Relevant disclosures, in accordance with the requirements of Australian Accounting Standards have been made in the budget review report as necessary.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
FOR THE YEAR ENDED 30 JUNE 2017

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments

Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Shire becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Shire commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.

Amortised cost is calculated as:

- (a) the amount in which the financial asset or financial liability is measured at initial recognition;
- (b) less principal repayments and any reduction for impairment; and
- (c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

(i) Financial assets at fair value through profit and loss

Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.

(ii) Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(I) Financial Instruments (Continued)

(iii) Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Shire management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.

(iv) Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.

(v) Financial liabilities

Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

Impairment

A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).

In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.

In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Financial Instruments (Continued)

For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.

Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Shire no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(m) Impairment of Assets

In accordance with Australian Accounting Standards the Shire assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.

(m) Impairment of Assets (Continued)

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

At the time of adopting this budget review report, it is not possible to estimate the amount of impairment losses (if any) as at 30 June 2018.

In any event, an impairment loss is a non-cash transaction and consequently, has no impact on this budget review report.

(n) Trade and Other Payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire 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.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(o) Employee Benefits

Short-Term Employee Benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Other Long-Term Employee Benefits

Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

(p) 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 until such time as the asset is substantially ready for its intended use or sale.

(q) Provisions

Provisions are recognised when the Shire has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(r) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(s) Investment in Associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

(s) Investment in Associates (Continued)

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate.

When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(t) Interests in Joint Arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint venture entities providing joint venturers with an interest to net assets are classified as a joint venture and accounted for using the equity method. Refer to note 1(o) for a description of the equity method of accounting.

Joint venture operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

Shire of Dowerin
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(u) 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 Shire's operational cycle. In the case of liabilities where the Shire 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 sale where it is held as non-current based on the Shire's intentions to release for sale.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current budget year.

(w) Budget Comparative Figures

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 2: NET CURRENT FUNDING POSTION

FM Reg 33A
(2A)(c)

Positive=Surplus (Negative=Deficit)				
2017-18				
	Note	This Period	Audited Opening Balance	Original Budget Balance
		\$	\$	\$
Current Assets				
Unrestricted Cash		1,094,998	1,640,547	1,594,078
Restricted Cash		1,853,262	1,787,396	1,787,396
Trade And Other Receivables		610,219	570,074	201,622
Inventories		9,786	6,635	35,256
		3,568,265	4,004,652	3,618,352
Less: Current Liabilities				
Trade And Other Payables		(316,930)	(722,248)	(556,662)
Long-Term Borrowings		(59,291)	(117,509)	(117,509)
Provisions		(137,248)	(185,112)	(169,330)
		(513,468)	(1,024,869)	(843,501)
Less: Cash Restricted		(1,811,936)	(1,787,396)	(1,787,396)
Less: SSL Debtors		(11,974)	(23,756)	(23,941)
Plus:				
Long-Term Borrowings		59,291	117,509	117,509
Liabilities backed by Cash		54,217	53,493	53,493
Net Current Funding Position		1,344,395	1,339,633	1,134,516

Shire of Dowerin
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 3: PREDICTED VARIANCES

Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
Grants, Subsidies and Contributions	598,019	
Profit on Asset Disposal	55,238	
Fees and Charges	4,540	
No Material Variance		
Sewerage Charges	18,002	
Interest Earnings	0	
No Material Variance		
Other Revenue	(7,633)	
Predicted Variances from Operating Revenue	668,167	
4.2 OPERATING EXPENSES		
Employee Costs	(118,462)	
Employee costs are estimated to increase due to 2 terminations with long service leave and Flood Damage Works activity		
Materials and Contracts	(915,953)	
Flood Damage Works contribute \$550K additional expenditure		
Utilities Charges	0	
No Material Variance		
Depreciation (Non-Current Assets)	(107,332)	
No Material Variance		
Interest Expenses	0	
No Material Variance		
Insurance Expenses	(134)	
No Material Variance		
Loss on Asset Disposal	0	
No Material Variance		
Other Expenditure	0	
No Material Variance		
Predicted Variances from Operating Revenue	(1,141,881)	
4.3 Funding Balance Adjustments		
Add Back Depreciation	107,332	
Adjust (Profit)/Loss on Asset Disposal	(55,238)	
Predicted Variances from Adjustments	52,094	
4.4 Investing Activities		
Grants, Subsidies and Contributions	(35,580)	
Land and Buildings	(42,296)	
Plant and Equipment	349,537	
The Original Budget provided funding to replace a grader. It is not proposed to replace that item in FY18.		
Furniture and Equipment	136	
No Material Variance		
Infrastructure Assets - Roads	13,651	
Infrastructure Assets - Other	250,000	
Proceeds from Disposal of Assets	221,318	

Predicted Variances from Investing Activities	756,766
---	---------

4.5 Financing Activities

Repayment of Debentures	0
No Material Variance	

Proceeds from New Debentures	0
No Material Variance	

Self-Supporting Loan Principal	0
No Material Variance	

Transfer to Reserves	(455,000)
The Original Budget included funding from Operatinal Income to purchase a Grader, it is proposd to transfer the funds that would have ben used in FY17/18 to reserve to replace the grader in a future year.	

Transfer from Reserves	(90,000)
The Original Budget included a transfer from reserve to assist with the purchase of a grader. It is not proposed to replace that item in FY17/18.	

Predicted Variances from Financing Activities	(545,000)
--	-----------

4.5 Other

Estimated amount to be raised from rates	4,271
No Material Variance	

Net current assets at start of financial year surplus/(deficit)	205,117
--	---------

The audited result provided an additional \$205K of funds. This was due to a payment received by the Shire in FY17/18, that the aduitors required to be reported in FY16/17

COMMENT

A List of the Variances is provided at Note 6

Total Predicted Variances as per Annual Budget Review	(466)	0
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SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 4 : Information on Borrowings
(a) Debenture Repayments

Particulars	01 Jul 2017	Actual New Loans	Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget	Actual	Original Budget	Amended Budget
			\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and Culture											
Loan 97 - Community Club	350,628		31,956	64,565	64,565	318,672	286,063	286,063	8,398	13,687	13,687
Economic Services											
Loan 99 - Short Term Accommodation Project	770,993		14,481	29,189	29,189	756,512	741,804	741,804	14,801	23,982	23,982
Self Supporting Loans											
Loan 98 - Dowerin Events	60,856		11,782	23,756	23,756	49,074	37,100	37,100	1,197	1,786	1,786
	1,182,477		58,219	117,510	117,510	1,124,258	1,064,967	1,064,967	24,395	39,455	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 BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 5: Cash Backed Reserve

Name	Opening Balance	Original Budget Interest Earned	Amended Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Amended Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Leave Reserve	53,493	1,202	1,202	724	0	0	0	0	0	0	54,695	54,695	54,217
Plant Reserve	142,872	3,210	3,210	1,935	140,000	230,000	0	(120,000)	0	0	166,082	376,082	144,807
Sewerage Asset Preservation Reserve	1,043,357	23,429	23,429	14,463	71,000	71,000	0	0	0	0	1,137,786	1,137,786	1,057,820
Land & Building Reserve	146,594	3,293	3,293	1,985	42,000	407,000	0	0	0	0	191,887	556,887	148,579
Swimming Pool Reserve	32,456	0	0	440	0	0	0	(32,456)	(32,456)	0	(0)	(0)	32,895
Recreation Facilities Reserve	180,866	4,063	4,063	2,450	1,673	1,673	0	0	(30,000)	0	186,602	156,602	183,316
Community Housing Project Reserve	46,221	1,039	1,039	626	0	0	0	0	0	0	47,260	47,260	46,847
Community Bus Reserve	40,787	917	917	552	0	0	0	(41,704)	(41,704)	0	0	0	41,340
Economic Development Reserve	12,021	271	271	163	42,000	42,000	0	0	0	0	54,292	54,292	12,183
All Hours Gym Reserve	1,684	0	0	23	0	0	0	(1,684)	(1,684)	0	(0)	(0)	1,707
Bowling Green Replacement Reserve	61,461	1,381	1,381	832	10,000	10,000	0	0	0	0	72,842	72,842	62,293
Tennis Court Replacement Reserve	25,584	575	575	346	6,000	6,000	0	0	0	0	32,159	32,159	25,930
	1,787,396	39,380	39,380	24,540	312,673	767,673	0	(195,844)	(105,844)	0	1,943,605	2,488,605	1,811,936

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

Original In
352,053

Amended In
807,053

Original out
(195,844)

Amended Out
(105,844)

SHIRE OF DOWERIN
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 6 - CAPITAL EXPENDITURE

Programme Description	Category Description	COA	Description	Original Budget	Budget Amendments	Current Budget	YTD Actual
Recreation And Culture	Land Assets	3715	Land - Museum	13,000	(1,950)	11,050	11,049
	Land Assets Total			13,000	(1,950)	11,050	11,049
Governance	Buildings	0364	Shire Office	72,500	(47,500)	25,000	4,179
Law, Order, Public Safety	Buildings	0884	BUILDINGS - FIRE SHED PAD	264,000	6,673	270,673	270,673
Health	Buildings	1605	HACC - Capex - Building Renewal	21,770	0	21,770	0
Recreation And Culture	Buildings	3444	SWIM POOL CAPITAL EXPENDITURE	100,000	125,000	225,000	0
Economic Services	Buildings	7144	WHEATBELT HERITAGE RAIL PROJECT	0	0	0	5,797
Economic Services	Buildings	7145	SHORT TERM ACCOMMODATION-2017	837,430	(54,927)	782,503	782,503
Economic Services	Buildings	7145	SHORT TERM ACCOMMODATION-2018		15,000	15,000	
	Buildings Total			1,295,700	29,246	1,339,946	1,063,153
Governance	Vehicles & Plant	0394	Admin Vehicles	29,660	463	30,123	30,123
Health	Vehicles & Plant	1604	HACC - VEHICLE PURCHASE	32,077	0	32,077	0
Transport	Vehicles & Plant	6234	PLANT - LARGE PLANT ITEMS	0	0	0	0
Transport	Vehicles & Plant	6254	PLANT - GRADER	350,000	(350,000)	0	0
	Vehicles & Plant Total			411,737	(349,537)	62,200	30,123
Governance	Furniture & Equipment	0374	FURN - PHOTOCOPIER	12,900	0	12,900	12,887
Governance	Furniture & Equipment	0414	FURN - OFFICE EQUIPMENT	1,000	(136)	864	0
Health	Furniture & Equipment	1624	HACC - Capex - Furniture and Equipment	4,400	0	4,400	0
	Furniture & Equipment Total			18,300	(136)	18,164	12,887
Transport	Infrastructure - Roads	4184	ROADS - ROADS TO RECOVERY	520,776	0	520,776	265,384
Transport	Infrastructure - Roads	4604	ROADS - UNCLASSIFIED	212,688	(181,188)	31,500	15,660
Transport	Infrastructure - Roads	4884	ROADS - STATE 20/20	480,463	167,537	648,000	101,458
	Infrastructure - Roads Total			1,213,927	(13,651)	1,200,276	382,501
Transport	Infrastructure - Footpaths	6094	FOOTPATH/CYCLEWAYS	14,000	0	14,000	0
	Infrastructure - Footpaths Total			14,000	0	14,000	0
Transport	Infrastructure - Signs	4194	ROADS - SIGNS	0	0	0	1,853
	Infrastructure - Signs Total			0	0	0	1,853
Community Amenities	Infrastructure - Other	2910	Infrastructure Other - Environment	250,000	(250,000)	0	0
Transport	Infrastructure - Other	4195	Infrastructure - other	7,000	0	7,000	0
	Infrastructure - Other Total			257,000	(250,000)	7,000	0
	Grand Total			3,223,664	(571,028)	2,652,636	1,501,566

Shire of Dowerin
NOTES TO THE BUDGET REVIEW REPORT
For the Period Ended 28 February 2018

Note 7: Disposal of Assets

			YTD Actual				Original Budget				Amended Budget			
Asset Number	Asset Description	Program	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Ford Falcon D0	Governance	5,539	7,273	1,734		5,200	8,000	2,800		5,539	7,273	1,734	
	Ford Territory D002	Governance	5,500	4,545		(955)	5,600	5,500		(100)	5,500	4,545		(955)
	HACC Vehicle	Health					9,100	2,000		(7,100)				
	Cat Grader 12M D007	Transport					102,000	140,000	38,000					
83	Land - Lot 13 Maisey Street						0	0			34,000	34,000		
8	House - Lot 13 Maisey Street						0				156,646	196,000	39,354	
1,014	Land - Lot 42 Stacy Street						0	0			60,000	60,000		
2010-22	House - 42 Stacy Street						0	0			59,116	75,000	15,884	
			11,039	11,818	1,734	(955)	121,900	155,500	40,800	(7,200)	320,801	376,818	56,972	(955)



Shire of Dowerin

MINUTES

Finance Committee Meeting

19 March 2018 at 3.00pm

Committee Members

**Cr R.I. Trepp
Cr. B.N. Walsh**

Apology

Cr D Hudson

Council Members

**Cr A Metcalf
Cr B Ward
Cr L Holberton**

Observers

Andrea Selvey	Chief Executive Officer
Susan Fitchat	Finance and Corporate Services Manager
Glen Brigg	Asset and Works Manager
Rhian Hathaway	Finance Officer

SHIRE OF DOWERIN

MINUTES OF THE FINANCE COMMITTEE MEETING HELD ON 19th MARCH 2018 at 3.00 pm

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1. DECLARATION OF OPENING

Cr RI Trepp declared the meeting open at 3.00 pm

2. ATTENDANCE

Committee Members

Cr RI Trepp
Cr BN Walsh

Apologies

Cr DP Hudson

Council Members

Cr A Metcalf
Cr B Ward
Cr L Holberton

Observers

Andrea Selvey – Chief Executive Officer
Susan Fitchat – Finance and Corporate Services Manager
Glen Brigg – Asset and Works Manager
Rhian Hathaway – Finance Officer

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 19TH FEBRUARY 2018 BE CONFIRMED AS A TRUE AND CORRECT RECORD OF PROCEEDINGS.

COMMITTEE RECOMMENDATION – ITEM 4.1

Moved: Cr RI Trapp

Seconded: Cr BN Walsh

Carried: 2/0

4. 4.2 STANDING ITEM – BUSINESS ARISING FROM PREVIOUS MEETING/S

Matters arising from the previous minutes shall be a standard item.

Matters arising from the meeting held on 19th February 2018..

The Finance Committee requested more detail regarding the following items.

1. EFT5496 – Ralph Thaxter – Minnivale Fire Truck and Street Sweeper repairs.

Action: The Street Sweeper maintenance costs are high. A request should be put forward to AROC regarding the possibility of obtaining a larger more cost-effective street sweeper to share between the member shires of AROC.

Response: This matter has been listed for discussion on the next AROC CEO meeting agenda.

The recommendation shall be a shared joint Street Sweeper would be more productive usage of the plant.

2. EFT5517 – LGIS Liability and payments for another Wheatbelt Heritage Rail invoice for insurance for the locomotives, bogies and other equipment.

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

Response: The CEO has written to Heritage Rail to request this be considered.

Action: Management to contact the insurance company to re-negotiate insurance coverage agreement for rolling stock.

3. EFT5516 – Christmas event generator costs.

Action: Costs of the Christmas event be analysed for the next year's event for community's interest.

Response: Costs totalled \$6,916. The main cost was the band at \$3,000.

Action: Management to follow up whether donations have been transferred to the shire: \$1,700 from Dowerin Event Management and \$700 from the Community Resource Centre.

4. End of year surplus policy: Requested further investigation and whether the policy should include an investigation of penalties that may apply for early retirement of debt with a fixed interest rate.

Response: The CEO queried this with WATC who provided a link for information <https://www.watc.wa.gov.au/wp-content/uploads/2017/11/Effective-Management-of-Debt-Finance-for-Local-Government.pdf>

A copy provided to the Finance Committee meeting for discussion with the Committee in relation to how the Committee would like the policy progressed. The draft policy is to be amended to note that the WATC charges penalties for early retirement of debt and therefore any transactions would need to be assessed for cost impacts on a case-by-case basis.

5. Short Term Accommodation water meter to be monitored weekly; to minimize the occurrence of further water leakage. Plot use on a graph/spreadsheet.
6. Investigation of the possibility of a claim for the water leak from WaterCorp.

7. The Short Term Accommodation income and expenditure reports to present break even status for the financial year.
8. GRV Review – follow up with Landgate.

Consultation

Chief Executive Officer

Community and Economic Development Coordinator

Financial Implications

Nil

Risk

The item ensures that recommendations arising from Finance Committee meetings are considered and actioned and updates provided to the Committee.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan - Theme 4 – Local Government Leadership

OFFICER RECOMMENDATION – ITEM 4.2

THAT THE FINANCE COMMITTEE NOTES THE PROGRESS ON ACTIONS AND RECOMMENDATIONS ARISING FROM PREVIOUS MEETING/S.

COMMITTEE RECOMMENDATION – ITEM 4.2

Moved: Cr RI Trapp Seconded: Cr BN Walsh Carried: 2/0

5. PRESENTATIONS

Nil

6. FINANCE REPORT

6.1 FINANCIAL ACTIVITY STATEMENTS – FEBRUARY 2018

Date:	19 March 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 – FEBRUARY 2018

Summary

The financial statements for the period ending 28th February 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:

- 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 by 42% which equates to \$52,768 reduction in revenue.

Grant funding receivable:

The Bush Fire Shed grant of \$265,333 has been received. We expect to receive the following grant funding revenue within the next one to two months: \$200,000 for the completed Short-Term

Accommodation; \$354,000 for Roads from the Roads to Recovery program and February expenses for the WANDRRA road project of \$135,000.

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.

Actions

The Committee queried why Note 3: Current Assets Receivables– Other - \$388,407(page 11) was different to Note 6 Receivables \$306,228 (page 14) a difference \$82,179.

The Finance Manager explained that Note 3 Receivables – Other consists of other receivables and not just Sundry Debtors. The Committee requested more detail.

Action to provide more details.

Response:

Current Assets Receivables– Other - \$388,407(page 11) includes debts not included in the Note 6 Receivables \$306,228 (page 14) as follows as they are not classified as sundry debtors. Hence the difference.

Rubbish removal	:	\$29,949
Sewerage removal	:	\$46,507
Loans receivable	:	\$11,974
Emergency Services Levy	:	-\$6,251
Total	:	\$ 82,179

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 6.1

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2018.

PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

COMMITTEE RECOMMENDATION – ITEM 6.1

Moved: Cr BN Walsh

Seconded: Cr RI Trepp

Carried: 2/0

THAT THE FINANCE COMMITTEE RECEIVES THE STATUTORY FINANCIAL ACTIVITY STATEMENT REPORTS FOR THE PERIOD ENDING 28 FEBRUARY 2018, PURSUANT TO REGULATION 34(4) OF THE LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS.

6.2 ACCOUNTS FOR PAYMENT – 01 FEBRUARY TO 28 FEBRUARY 2018

Date: 19 March 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: 2. List of accounts for February 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 Officer, Corporate Services Manager and Chief Executive Officer.

The Finance Committee required further details and queried the following payments which are inclusive of GST where applicable:

1. EFT5593 – All over walls and ceilings. 58 Stacey Street remove plasterboard ceiling and replace with Gyprock & Cornice - \$6,047.70.
Response: this payment was for 3 rooms.
2. EFT5602 – STA replacement cutlery, towels, bed linen and utensils-\$549.
Response: replacement items purchased due to loss of originals and spare inventory.
3. EFT5615 – Market Creations- IT replacement server and monthly licensing.
Response: monthly licensing should read service level agreement. The server was replaced in February 2018 for \$20,000. 8 x computers, 2 computers for HACC, 8 monitors, server microsoft windows licenses. The service level agreement is for \$1,359.26 per month. Other costs should decrease as our information technology system stabilizes.
4. EFT5616-Navsdron Pty Ltd-\$28,903.60. Professional Services fees for Financial Management and reporting from August 2017 until January 2018.
Response: costs include Financial statements for Annual Report 2017, Budget, Long Term Financial Plan, handover to new Finance Manager and assistance with ad hoc issues with statements. This cost will decrease in the next financial year.
5. EFT5649-Colin Smith-\$350 for internet.
Response: Costs incurred for internet as there is no current provider at the depot for internet use. \$50 per month from September 2017.
Action: Staff to investigate with Telstra an internet package. Telstra will be visiting the Shire in mid March to recommend a solution.
6. EFT5656-TonyTait Paint & Décor-\$5,800. 2/13 Stacy Street- painting internal walls of a staff council house.
Response: Maintenance of housing was urgently required.
7. EFT5659-Avery Carpentry-\$1,170.62. Front door repairs for 13 Maisey street and HACC office rear door repairs.
Response: Hacc office repairs is grant funded.

8. EFT5663-Dallimore Carpet Choice-\$4,258.10. 2/13 Stacy Street. Remove & Install new lino for staff council house.
Response: Maintenance of housing was urgently required.
9. EFT5674-Market Creations-admin IT -\$4,056.25 Office 365 migration.
Response: Migration of old data to new server and upgrade of software.
10. Cheque 10474. Solgen Energy Group-\$4,596.90. Shire office – supply and install solar system to admin building.
Response: Deposit paid on the installation of solar which will be for a total of \$22,985.
11. Cheque 10475. Celeste Smith-\$550.00 Regulations/Compliance Financial Modelling LTFP.
Response: Assistance with LTFP. The LTFP will be a useful document for the next 10 years and will form a basis for budget purposes.

Statutory Implications

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

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

Policy Implications

Payments have been made under delegation.

Financial Implications

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

Risk Implications

Nil

Strategic Implications

Nil

Voting Requirements

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

OFFICER RECOMMENDATION – ITEM 6.2

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1st FEBRUARY TO 28th FEBRUARY 2018.

COMMITTEE RECOMMENDATION – ITEM 6.2

Moved: Cr RI Trepp Seconded: Cr BN Walsh Carried: 2/0

THAT THE FINANCE COMMITTEE RECOMMEND THAT COUNCIL RECEIVE THE REPORT FROM THE CHIEF EXECUTIVE OFFICER ON THE EXERCISE OF DELEGATED AUTHORITY IN RELATION TO CREDITOR PAYMENTS FROM THE MUNICIPAL FUND FOR THE PERIOD 1 FEBRUARY TO 28 FEBRUARY 2018.

6.3 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 \$37,000.
- 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.
- The re-roofing of the Shire Office (\$50,000) is proposed to be removed/deferred as the solar panel project is progressing on the Town Hall roof, removing the urgency for the Shire Office to be re-roofed.
- The capital expenditure for the grader replacement of \$350,000 is proposed to be postponed to 2018-19 with funds being retained in reserve for future purchase
- The unrestricted cash balance at the end of February is \$1,094,998; which justifies anticipated transfer to cash backed reserves.

In addition, the Shire's reserves will be positively impacted with the following increases in transfer to reserves and reduction in transfers from reserve proposed.

PROPOSED TRANSFERS TO RESERVES:

Item	Original Budget	Amended Budget
	\$	\$
Leave Reserve	0	0
Plant Reserve	140,000	230,000
Sewerage	71,000	71,000
Land and Buildings	42,000	407,000
Swimming Pool Reserve	0	0
Recreation Facilities	1,673	1,673
Community Housing Project Reserve *	0	0
Community Bus Reserve	0	0
Economic Development Reserve	42,000	42,000
All Hours Gym Reserve	0	0
Bowling Green Replacement Reserve	10,000	10,000
Tennis Court Replacement Reserve	6,000	6,000
Interest	39,980	39,380
Total	352,053	807,053

- NB – the land and building reserves transfer is dependent on the sale of 2 properties

PROPOSED TRANSFERS FROM RESERVES

Item	Original Budget	Amended Budget
	\$	\$
Grader	120,000	0

Based on the above changes and other minor changes to the budgeted income and expenditure the end of year surplus is projected to be \$115,535. Officers will be seeking Councillors views on allocation of the surplus on projects or to further increase reserves at the Finance Committee Meeting/Budget

COMMITTEE/WORKSHOP DISCUSSION ITEMS:

The surplus was discussed for allocation in terms of the budget project priorities; and will be transferred to Capital Expenditure as follows:

- Swimming pool capital expenditure \$ 95,000
- Short Term Accommodation \$ 15,000
- Total \$110,000

Transfer from Recreation Facilities Reserve to

- Swimming pool capital expenditure \$30,000

The total allocation for the Swimming pool upgrade will be \$225,000.

- Current budget \$ 100,000
- Recreation Reserve \$ 30,000
- Surplus \$ 95,000
- Total \$ 225,000

It was recommended that the surplus allocation be confirmed as part of the Statutory Budget Review at the next Council Meeting on the 27th March 2018.

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 6.3

THAT THE FINANCE COMMITTEE REVIEW THE DRAFT BUDGET REVIEW DOCUMENTATION AS PRESENTED

COMMITTEE RECOMMENDATION – ITEM 6.3

Moved: Cr RI Trepp Seconded: Cr BN Walsh Carried: 2/0

IT IS RECOMMENDED THAT THE BUDGET REVIEW THAT INCLUDES THE PROJECTED SURPLUS BEING ALLOCATED TO THE SWIMMING POOL CAPITAL PROJECT (\$95,000) AND THE SHORT STAY ACCOMMODATION PROJECT (\$15,000) AND A TRANSFER OF \$30,000 FROM THE RECREATION FACILITIES RESERVE FOR THE SWIMMING POOL CAPITAL PROJECT BE CONFIRMED AT THE NEXT ORDINARY MEETING OF COUNCIL ON THE 27TH MARCH 2018.

7. QUESTIONS FROM MEMBERS

Nil

8. URGENT BUSINESS

Nil

9. DATE OF NEXT MEETING

Date: MONDAY 19th APRIL 2018.

10. CLOSURE OF MEETING

The Presiding Member, Cr RI Trepp, closed the meeting at 4.34 pm.