



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 24 September 2019
Commencing 3.00pm





NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of the Council of the Shire of Dowerin will be held on Tuesday 24 September 2019 in the Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

3.00pm	Council Meeting
4.00pm	Presentation by Wheatbelt Agcare
4.30pm	Visit to 4 O'Loughlen Street
5.00pm	Council Workshop


Rebecca McCall
Chief Executive Officer
19 September 2019

DISCLAIMER

Statements or decisions made at this meeting should not be relied or acted on by an applicant or any other person until they have received written notification from the Shire. Notice of all approvals, including planning and building approvals, will be given to applicants in writing. The Shire of Dowerin expressly disclaims liability for any loss or damages suffered by a person who relies or acts on statements or decisions made at a Council or Committee meeting before receiving written notification from the Shire.

The advice and information contained herein is given by and to Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

It should be noted that the Attachment hyperlinks may not be functional from this document when sourced from the Shire of Dowerin's website. Attachment copies can be obtained by contacting the Shire Office on 08 9631 1202 or dowshire@dowerin.wa.gov.au.

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Shire of Dowerin Ordinary Council Meeting 3.00pm Tuesday 24 September 2019	 SHIRE OF DOWERIN TIN DOG TERRITORY
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1.	Official Opening / Obituaries
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In opening the meeting the President and Councillors will acknowledge the passing of Mr Michael Bruce and Mr Graeme Bass.

2.	Record of Attendance / Apologies / Leave of Absence
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Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LG Hagboom	
Cr LH Holberton	
Cr RI Trepp	
Cr BN Walsh	
Cr BA Ward	

Staff

Ms R McCall	Chief Executive Officer
Mr G Brigg	Manager Works & Assets
Ms C Delmage	Manager Corporate & Community Services
Ms A Banks	Customer Service & Records Officer

Members of the Public:

Apologies:

Approved Leave of Absence: Nil

3.	Public Question Time
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4.	Disclosure of Interest
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Councillors are to complete a Disclosure of Interest Form for each item they are required to disclose an interest in. The Form should be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Executive & Governance Officer for inclusion in the Disclosures Register.

5.	Applications for Leave of Absence
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6.	Petitions and Presentations
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7. Confirmation of Minutes of the Previous Meeting(s)

7.1 Ordinary Council Meeting held on 20 August 2019

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 7.1

That Council, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, confirm the Minutes of the Ordinary Council Meeting held on 20 August 2019, as presented in Attachment 7.1A, as a true and correct record of proceedings.

8. Minutes of Committee Meeting(s) to be Received

8.1 Finance Committee Meeting held on 16 September 2019

Attachment 8.1A

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

The Shire has established the following Committees of Council;

Committee	Representatives required by existing Terms of Reference
Audit Committee	3 Councillors being: Cr DP Hudson Cr AJ Metcalf Cr BA Ward External Representative being: Mr Jason Whiteaker
Finance Committee	3 Councillors being: Cr DP Hudson Cr RI Trepp Cr BN Walsh
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy being: Cr AJ Metcalf Cr LH Holberton (Proxy)
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors being: Cr JC Chatfield Cr BA Ward
Road Verge Management Advisory Committee	2 Councillors being: Cr LH Holberton Cr LG Hagboom 4 External Community Representatives being: Mrs Lyn Phillips Mr Robert Boase Mr Jason Sewell Mr Adam Turriff

The above Committees do not have any delegated authority, therefore all recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This is 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's consideration.)

Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held since the previous Ordinary Meeting of Council.

Consultation

Not Applicable

Policy Implications

Nil

Statutory Implications

Regulation 11 of the *Local Government (Administration) Regulations 1996* sets out the content that the minutes of council or committee meetings must contain, including:

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

Sections 5.22(2) & (3) of the *Local Government Act 1995* requires that the minutes of a Council or Committee meeting are to go to the next meeting of Council or the Committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

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.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 8.1

That Council, by Simple Majority pursuant to Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, receives the Minutes of the Finance Committee Meeting (unconfirmed) held on 16 September 2019, as presented in Attachment 8.1A.

9.	Announcements by the President Without Discussion
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10. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

10.1 Financial Activity Statements

Corporate & Community Services		
Date:	10 September 2019	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Susan Fitchat, Senior Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 10.1A – Monthly Financial Activity Statements – July 2019 Attachment 10.1B – Monthly Financial Activity Statements – August 2019	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Finance Committee to receive the Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for July and August 2019.

Background

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

The *Local Government (Financial Management) Regulations 1996* Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the period and are presented to Council, via the Finance Committee, for approval.

At its August 2019 meeting the Finance Committee resolved to defer receiving the financial statements until its September 2019 Meeting (CMRef 0022), which was also subsequently resolved by Council at its August 2019 meeting (CMRef 0030).

Comment

In order to fulfil statutory reporting requirements, and to provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial reports are included as an Attachment.

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 capital expenditure activities and their funding sources. Individual project information can be found at Note 13.

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 \$10,000, 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 – Capital Disposals

This note gives details of the capital asset disposals during the year.

Note 9– Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

This note provides information on the operating and non-operating grants received.

Note 12 – Trust Funds

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

Note 13– Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

Rebecca McCall, Chief Executive Officer

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. Regulation 34(4) allows the Statements to be presented to Council at an Ordinary Meeting within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in June, the Shire of Dowerin complies with statutory obligations.

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 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$730,000 (Rate Setting Statement).

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution - 7.1

Moved: Cr Walsh

Seconded: Cr Hudson

0030


That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, the Finance Committee recommends to Council that it receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A, for July and August 2019.

CARRIED 3/0

Officer's Recommendation – 10.1

That Council, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement reports, as presented in Attachment 10.1A and Attachment 10.1B, for July and August 2019.

10.2 List of Accounts Paid

<div>Corporate & Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	3 September 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<p>Attachment 10.2A – List of Accounts Paid – July 2019</p> <p>Attachment 10.2B – List of Accounts Paid – August 2019</p>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to consider the attached List of Accounts Paid for July and August 2019.

Background

At its August 2019, the Finance Committee recommended to Council (CMRef 0023):

‘..... that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 7.2A, from the Municipal Fund in July 2019.’

Subsequent enquiries showed that the presented List of Accounts Paid was not a true and accurate record for payments made during the month of July 2019 as prior month amounts relating to cheques were included.

At its August 2019 meeting, Council resolved (CMRef 0031):

‘That the matter of the List of Accounts Paid for July 2019 lay on the table until the September 2019 Ordinary Meeting of Council.’

The reason given by Council for this decision was:

‘Council believed that to enable a thorough review of the compilation of the report to be undertaken, and due to the reduced timeframe between the Finance Committee Meeting and the Council Meeting in which to undertake that review, it was best that a resolution on the List of Accounts Paid be deferred.’

Further investigation has revealed that Officers were using the Shire’s Municipal Bank general ledger to report on the List of Accounts Paid each period/month rather than the IT Vision Synergy system generated report. Reporting from the general ledger involved a significant amount of manual input with a result that differs from the system generated list of payments.

The Shire of Dowerin, like most organisations including all local governments, report all transactions using the accrual method. This means that all reporting occurs at the time the transaction is processed through the system and not through the bank. An example of this is the reflection of income when the rates are raised. If the Shire were to use the cash accounting process, rates revenue would only be recorded when rates were physically paid and not as they were raised.

The same applies to payments; if a cheque is processed in July 2019 but not presented until September 2019, the reporting for that cheque applies to the July 2019 financials. Whilst our financial reporting is set up to report using the accrual methodology via period, on rare occasions, at the end of the month sometimes the payment batches will update into the next period or vice versa, which can result in an adjustment/or to the manual entry in the List of Payment reports.

The monthly presentation of the List of Accounts Paid is now set up to run a system generated report by payment date and not general ledger period.

Comment

At the time of writing this report, net payroll payments are still excluded from the Synergy system report and this error is being investigated by IT Vision. They have been accounted for in the List of Accounts Paid.

The List of Accounts Paid for July 2019 includes a reconciliation at the end of the List to reflect the variances between the initial report presented and this report.

The List of Accounts Paid for August 2019 shows the report as it will be going forward, excluding the correction to be made which will include Net Payroll payments in the system generated report.

Whilst the List of Accounts Paid as presented to the Finance Committee and Council have not been based on the appropriate reporting methodology, no concerns have been flagged in respect to either the misappropriation or mishandling of funds.

Consultation

Rebecca McCall, Chief Executive Officer

Susan Fitchat, Senior Finance Officer

Kathy Brigg, Finance Officer

Policy Implications

No Policy Implications have been identified at the time of writing this report although administrative procedures have now been implemented for accurate reporting and consistency.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 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 paid under delegated authority from Council.

Risk Implications

Council would be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented.

Financial Implications

Funds expended are in accordance with Council's adopted 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution - 7.2

Moved: Cr Hudson

Seconded: Cr Walsh

0031

That the Finance Committee recommends to Council that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 7.2A, and as detailed below:

List of Accounts Paid - July 2019		List of Accounts Paid - August 2019	
EFT6961 to EFT7050	391,839.70	EFT7051 to EFT7115	355,514.33
DD10657 & DD10671 Superannuation	13,483.47	DD10687 & DD10702 Superannuation	13,014.86
Cheque 10694 to 10712	24,383.71	Cheque 10713 to 10721	56,612.24
DD130855; Loan Fees	4,497.86		
DD130855; Bank Fees	137.41	DD130856; Bank Fees	480.95
DD10666; NAB Credit Card; June 2019	6,190.57	DD10685; NAB Credit Card; July 2019	1,307.95
DD10668; Puma Energy; Fuel; June 2019	1,076.64	DD10683; Puma Energy; Fuel; July 2019	1,235.82
Net Payroll; PPE 10 July 2019	55,469.71	Net Payroll; PPE 7 August 2019	56,342.99
Net Payroll; PPE 24 July 2019	58,972.46	Net Payroll; PPE 21 August 2019	57,500.78
Total	\$556,051.82	Total	\$542,009.92

CARRIED 3/0

Officer's Recommendation - 10.2

That Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 10.2A and Attachment 10.2B, and as detailed below:

List of Accounts Paid - July 2019		List of Accounts Paid - August 2019	
EFT6961 to EFT7050	391,839.70	EFT7051 to EFT7115	355,514.33
DD10657 & DD10671 Superannuation	13,483.47	DD10687 & DD10702 Superannuation	13,014.86
Cheque 10694 to 10712	24,383.71	Cheque 10713 to 10721	56,612.24
DD130855; Loan Fees	4,497.86		
DD130855; Bank Fees	137.41	DD130856; Bank Fees	480.95
DD10666; NAB Credit Card; June 2019	6,190.57	DD10685; NAB Credit Card; July 2019	1,307.95
DD10668; Puma Energy; Fuel; June 2019	1,076.64	DD10683; Puma Energy; Fuel; July 2019	1,235.82
Net Payroll; PPE 10 July 2019	55,469.71	Net Payroll; PPE 7 August 2019	56,342.99
Net Payroll; PPE 24 July 2019	58,972.46	Net Payroll; PPE 21 August 2019	57,500.78
Total	\$556,051.82	Total	\$542,009.92

10.3 Recalcitrant Rates Debtors as at 31 August 2019

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	31 August 2019
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Sam Williams, Rates Officer (in training)
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 10.3A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100. Ratepayers may be paying by Special Arrangement, which are not normally reported.

The Rates Officer under the guidance of the Chief Executive has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Background

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year.

Comment

On-going debt recovery is occurring for assessments where debt recovery commenced last year or before. Some assessments are now at the stage where Property Sale and Seizure Orders have been placed on the properties.

In accordance with Council Policy, active recovery of current rates and charges will commence on 24 September 2019. It is anticipated as these charges will generally be less than 1 year overdue, that this action will be handled in-house. This will considerably reduce legal fees but may involve a higher number of assessments seeking Special Arrangement Payment Plans.

Consultation

Louise Sequerah, Acting Rates Officer

Susan Fitchat, Senior Finance Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the ratepayer's account.

Local governments have the power to have property re-vested if the debt remains unpaid for 3 years.

Financial Implications

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year to minimise cash flow implications.

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution - 7.3

Moved: Cr Hudson

Seconded: Cr Walsh

0032

That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 3/0

Officer's Recommendation - 10.3

That Council reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A, in accordance with Council Policy.

10.4 A549 – Request to Write-off Legal Fees

Corporate & Community Services



Date:	4 September 2019
Location:	20-24 Stewart Street, Dowerin WA 6461
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in February 2019.

Included in this process was Assessment A549, 20-24 Stewart Street, Dowerin with all details sent to the Shire's Debt Collection Agent, AMPAC.

The Ratepayer is now requesting that the debt recovery fees be waived and written off.

Background

Council's Sundry Debt Collection Policy, adopted in October 2017, outlines the procedure required for the recovery of overdue rates and charges.

This includes, under delegated authority to the Chief Executive Officer, appropriate action in accordance with Sections 6.54-6.75 of the *Local Government Act 1995*.

On 22 February 2019, AMPAC was directed to lodge a General Procedure Claim for the debt owed against this Assessment A549. This action incurred costs of \$519.60 which were then on-charged to the assessment in accordance with Council Policy.

The ratepayer contacted the CEO on 21 March 2019 and agreed to an arrangement to pay off the overdue charges.

On 2 July 2019 the ratepayer requested that the legal fees be waived.

Comment

Despite the ratepayer's financial hardship, the ratepayer has made considerable effort to pay off the rates and charges.

Additionally, they have continued to provide a service to the community whilst undergoing this financial hardship.

As at 4 September 2019 the ratepayer has \$82.41 arrears outstanding.

Consultation

Louise Sequerah, Acting Rates Officer

Rebecca McCall, Chief Executive Officer

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.47 of the *Local Government Act 1995* states:

"Subject to the Rates & Charges (Rebates & Deferments) Act 1995, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge."

An Absolute Majority decision of Council is required.

Risk Implications

Writing off legal fees may set a precedent for other assessments to have the legal fees waived. Given the special circumstances of the business, this action is considered a low risk.

Financial Implications

An expense of \$519.60 will be charged to GL 20118 Rates - Rates Write Off which has a budget of \$1,000 for the 2019/20 year.

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution - 7.4

Moved: Cr Hudson

Seconded: Cr Walsh

0033

That the Finance Committee, by Absolute Majority pursuant to Section 6.47 of the *Local Government Act 1995*, recommends to Council that it resolves to write off the legal fees of \$519.60 raised against Assessment A549 and allocate the expense against GL 20118 Rates - Rates Write Off.

CARRIED BY ABSOLUTE MAJORITY 3/0

Officer's Recommendation – 10.4

That Council, by Absolute Majority pursuant to Section 6.47 of the *Local Government Act 1995*, resolves to write off the legal fees of \$519.60 raised against Assessment A549 and allocate the expense against GL 20118 Rates - Rates Write Off.

10.5 A225 – Debt Recovery Action

Corporate & Community Services



Date:	3 September 2019
Location:	4 Dowall Street, Minnivale WA 6461
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in January 2018 on assessment A225, 4 Dowall Street, Minnivale for overdue rates and charges.

Background

The debt recovery action was followed through to the stage of Property Sale & Seizure Order (PSSO). The auction of the property attracted no bidders and the property was passed in at auction.

Comment

In summary:

1. Assessment A225, 4 Dowall Street, Minnivale was passed in at auction without a bid;
2. As at 29 August 2019 an outstanding balance of \$13,581.43 remains;
3. The last payment was made on 23 October 2012; and
4. AMPAC have advised the Shire's next course of action is to invoke the three year rule in accordance with Sections 6.74 and 6.75 of the *Local Government Act 1995*.

In AMPAC's email dated 21 June 2019 it was advised:

'Unfortunately providing a cost analysis for 3 years is difficult. We can only provide an estimate from our Solicitor to make sure the council have met criteria first. As you've been to Public Auction on this one already, it will be a case of giving this file to our Solicitor now for next steps to meet criteria under the Act, depending on what decision the Shire makes, i.e. transfer to itself or the Crown.'

If you Transfer to the Crown the Shire cannot get it back.

We also do not recommend writing off as the rates outstanding as the Property will still be in the rate-payers name and therefore re-rated and you're back to square one.

Transferring to the Shire or the Crown is approximately \$1000-\$5000.00 This procedure is very similar to settlement of a property. However, this is also an estimate as there may be a series of requisitions made by the Minister to get the process over the line. In those circumstances, the fees will exceed \$5000.00 however we will keep you informed as best we can.

We can refer this to Price Sierakowski for an estimate and there is also an AMPAC Debt Recovery Pty Ltd 3-year Transfer administration fee of \$1500.00.'

In addition to the above information the following is provided:

1. Council must hold the transferred land for 12 months after it is transferred. It can then sell the land if the market in the area has picked up.
2. In order to proceed with the 3-year rule the following is required:
 - a. A decision from Council;
 - b. A valuation from a Local Agent stating the estimated valuation of the property at sale, less any outstanding Water or Council rates; and
 - c. Based on this valuation Council can state it is unequitable to proceed to a second auction.
3. The property is vacant land in Minnivale. The prospect of Council selling this land in the future is very low.

Whilst the property in question is of little to no value to Council and does not form part of its strategic plans, the result of the land becoming Council property will result in no further debt being incurred.

Consultation

Consultation has occurred with the following:

Louise Sequerah, Acting Rates Officer; Susan Fitchat, Senior Finance Officer; Cherie Delmage, Manager Corporate & Community Services; Rebecca McCall, Chief Executive Officer; Lauren Marsh and Jodie Earney, Senior Account Managers - AMPAC Debt Recovery.

The above Officers have been part of the ongoing consultation as to the process along with consideration of relevant Council policies in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

The two risk implications associated with this report are:

1. If Council decide to invoke the three year rule, the sale of the land, if it occurs, is likely to result in little to no cost recovery; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and overdue interest.

Financial Implications

The two financial implications associated with this report are:

1. If Council decide to invoke the three year rule, the process will result in an additional amount between \$2,500 and \$7,000 depending on the work involved; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and charges of approximately \$310 per year and overdue interest at approximately \$35 per month (and increasing).

Voting Requirements



Simple Majority



Absolute Majority

Committee Resolution – 7.5

Moved: Cr Hudson

Seconded: Cr Walsh

0034

That the Finance Committee, by Absolute Majority pursuant to Sections 6.74 and 6.75 of the *Local Government Act 1995*, recommends to Council that:

1. A valuation of 4 Dowall Street, Minnivale WA 6461 be obtained; and
2. A decision be made to invoke the three year rule with the intent to transfer the property into the Shire of Dowerin's name.

CARRIED BY ABSOLUTE MAJORITY 3/0

Officer's Recommendation – 10.5

That Council, by Absolute Majority pursuant to Sections 6.74 and 6.75 of the *Local Government Act 1995*:

1. **Obtains a valuation for 4 Dowall Street, Minnivale WA 6461; and**
2. **Resolves to invoke the three year rule with the intent to transfer 4 Dowall Street, Minnivale WA 6461 into the Shire of Dowerin's name.**

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 Policy Manual Review – Proposed Regional Price Preference Policy

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	2 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies/Policy Manual	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – Proposed Regional Price Preference Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item brings a new Policy before Council for consideration and, if satisfactory, adoption.

Background

The *Local Government (Functions and General) Regulations 1996* allow for non-metropolitan local governments to offer a price preference to local and regional suppliers when assessing quotations or tenders for goods and/or services.

The intent of providing a price preference consideration to local and regional suppliers is to stimulate economic activity and growth within the region by ensuring that local businesses are able to remain competitive when supplying goods and/or services.

Comment

A Policy has been developed and is included as an Attachment. If the Policy is adopted an agreed price preference will be applied to any local or regional businesses/contractors to quotations or tenders received.

Adherence to the Shire of Dowerin's Purchasing Policy is still essential and informs all purchasing activities. The proposed Policy does not automatically allow for any regional or local organisation to be appointed regardless of whether the quotation or tender supplied becomes the lowest quote after the price preference has been applied.

Standard assessment, including all relevant and application selection criteria, will be taken into account when determining the final appointment of any provider.

The Shire of Dowerin recognises the following two regions for price preferences:

Region 1 - defined as a business or industry located within the district of the Shire of Dowerin; and

Region 2 – defined as a business or industry located within the districts of the Shire of Cunderdin, Shire of Goomalling, Shire of Koorda, Shire of Wongan-Ballidu and Shire of Wyalkatchem.

The proposed Policy will provide guidance to Elected Members, staff, contractors and businesses in respect to the provision of a preference to local suppliers when purchasing decisions are made.

Further, the proposed Policy will allow a quoted or tendered price from either a 'Local' or 'Regional' provider to be reduced for the purposes of comparison, with submissions outside the defined 'Local' or 'Regional' boundaries.

In accordance with Regulation 24G of the *Local Government (Functions & General) Regulations 1996*, a local government may choose not to apply the policy to a particular procurement process. However, the decision to not apply the policy must be specified in the scope of works or tender specifications.

Consultation

Council Workshop 20 August 2019

Senior Management Group

Policy Implications

The Policy Manual will be updated accordingly, should the policy be adopted.

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Part 4A of the *Local Government (Functions & General) Regulations 1996* stipulates the requirements of a regional price preference policy and details the process under which such a policy can be adopted. Specifically, Regulation 24E requires Council to provide Statewide notice seeking submissions on its intention to consider the adoption of a Regional Price Preference Policy.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

An estimated outlay of \$600-\$800 for Statewide advertising will apply.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.1

That Council, by Simple Majority in accordance with Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995* and Part 4A of the *Local Government (Functions and General) Regulations 1996*, authorises the Chief Executive Officer to provide Statewide notice seeking public submissions on the proposed Regional Price Preference Policy, as presented in Attachment 11.1A, for a period of not less than 4 weeks, noting the policy can only become operative after Council considers any submissions received and provides Statewide notice of the policy's adoption.

11.2 Shire of Dowerin – Local Government Property Amendment Local Law 2019

Governance & Compliance



Date:	2 September 2019
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Local Laws
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – Local Government Property Amendment Local Law 2019

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents to Council the Local Government Property Amendment Local Law 2019 for consideration and, if satisfactory, adoption.

Background

Following gazettal of the *Shire of Dowerin Local Government Property Local Law 2018* on 12 December 2018, the Joint Standing Committee on Delegated Legislation (JSC) wrote to the Shire seeking an undertaking to amend certain provisions of the Local Law. At its March 2019 meeting Council resolved to provide the following undertakings to the JSC (Item 13.1.2):

“That the Council of the Shire of Dowerin resolves to undertake to the Joint Standing Committee on Delegated Legislation that the Shire will:

1. *Within 6 months, amend the Shire of Dowerin Local Government Property Local Law 2018 to:*
 - a. *Amend clause 1.2, 9.2 and Schedule 1.*
 - b. *Make all necessary consequential amendments.*
2. *Until the Local Law is amended in accordance with undertaking 1:*
 - a. *Not enforce the Local Law in a manner contrary to undertaking 1.*
 - b. *Where the Local Law is made publicly available, whether in hard copy or electronic form (including on the Shire’s website), ensure that is accompanied by a copy of these undertakings.”*

The necessary amendments were undertaken and Council considered the Local Government Property Amendment Local Law 2019 (Amendment Local Law) at its June 2019 meeting and resolved (Item 11.1):

“That Council, by Simple Majority pursuant to Section 3.12(3) of the Local Government Act 1995, resolves to authorise the Chief Executive Officer to carry out the law-making procedure by:

1. *Giving State-wide public notice and local public notice of the Amendment Local Government Property Local Law, and providing a copy of the Amendment Local Government Property Local Law and public notice to the Minister for Local Government; and*
2. *After the close of the public consultation period, providing a report to Council on any submissions received on the Amendment Local Government Property Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with Section 3.12(4) of the Local Government Act 1995."*

Comment

Following the June 2019 resolution Statewide notice was provided in the West Australian on Wednesday 10 July 2019 with the public consultation period closing on Friday 23 August 2019. Local public notice was given in the Despatch on Thursday 11 July 2019 as well as notices on the Shire's website and relevant notice boards. At the close of the advertising period there were no comments received from the community in respect to the Amendment Local Law.

In accordance with Section 3.12(3)(b) of the *Local Government Act 1995* a copy of the proposed Amendment Local Law and a copy of the Statewide notice was provided to the Minister for Local Government.

The Department of Local Government, Sports and Cultural Industries (DLGSCI) on behalf of the Minister for Local Government provided a response and comment in respect to the proposed Amendment Local Law. No significant issues were found with most of the suggested changes relating to drafting issues and subsequent correction of numerical and numbering errors.

The minor edits suggested by the DLGSCI are detailed below:

Clause	Change Suggested
Clause 1	Change the citation title to italics
Clause 3	After the citation title insert "as published in the <i>Government Gazette</i> on 12 December 2018"
Clause 4	Reword to read "In clause 9.2 delete "11.1" and replace with "9.1""
Clause 5	<ol style="list-style-type: none"> 1. Reword the first line to "Schedule 1 is amended as follows:" 2. Each of the amendments below the first line should be designated as paragraphs (a) to (d) 3. The Shire is amending one of the penalties so it applies to clause 5.7(a) of the principal local law. The Shire should ensure this reflects the Shire's intentions. If the Shire intends the modified penalty to apply to the whole clause and not just paragraph (a), it should change "5.7(a)" to "5.7"
Clause 6	<ol style="list-style-type: none"> 1. Reword the first line to "In clause 1.2 amend the definition of "building" as follows:" 2. Each of the amendments below the first line should be designated as paragraphs (a) and (b) 3. Since the first amendment relates to subclause (b) and the second amendment refers to subclause (a), the amendments should be swapped around so they occur in order
General Comment	Move clause 6 before clause 4 so that the amendments to the principal local law occur in numeric order

Due to the minor nature of most of the above suggested changes they have been included in the proposed Amendment Local Law, which is provided as an Attachment.

In relation to the DLGSCI's point 3 (above) for Clause 5, the wording of the clause in the adopted Local Government Property Local Law 2018 states:

"5.7 While on a golf course, every player shall observe and comply with a –

(a) direction of a controller in respect of any special conditions of play; and

(b) requirement of any notice erected to direct or control play."

The Prescribed Offence included in Schedule 1 relating to this clause states “*Failure to comply with direction of controller or notice on golf course*”. It could therefore be argued that it would make some sense for the penalty to apply to the entire clause. However, as the clause relates to a golf course and the Shire of Dowerin does not manage such a facility it is recommended that it be left as 5.7(a). The main reason for this is because any change to extend the penalty to the entirety of the clause may be seen as a significant change, which will require the public consultation period (with subsequent Statewide advertising) and notice to the Minister’s office to be conducted again. Therefore, the clause has been left as 5.7(a).

The purpose and effect of the Local Government Property Amendment Local Law 2019 is as follows:

Purpose: To provide for the regulation, control and management of activities and facilities on Local Government Property within the Shire of Dowerin.

Effect: To establish the requirements with which any persons using or bring on Local Government Property within the Shire of Dowerin must comply.

Should the Amendment Local Law as presented be adopted the next steps include:

1. Advertise in the Government Gazette;
2. Provide written notification to the Minister for Local Government;
3. Advertise as a local advertisement;
4. Provide a copy on the Shire’s website; and
5. Submit to the JSC.

Consultation

James McGovern, Manager of Governance, WALGA
Bruce Wittber, BHW Consulting

Policy Implications

Nil

Statutory Implications

Section 3.5 of the *Local Government Act 1995* provides Council with the head of power for making a local law.

Section 3.12 of the *Local Government Act 1995* outlines the procedure to be followed for a local government to make a local law. An Absolute Majority decision of Council is required to make a local law.

Pursuant to Section 3.12(7) of the *Local Government Act 1995*, once the local law is published in the Government Gazette the Shire must comply with the requirements of the Minister’s *Local Laws Explanatory Memoranda Directions 2010*. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the JSC.

Section 6.8 of the *Local Government Act 1995* states that a local government cannot incur expenditure from the municipal fund for which no funds have been allocated in its annual budget. An Absolute Majority decision of Council is required to authorise such expenditure in advance.

Section 42 of the *Interpretation Act 1984* allows the WA State Parliament to disallow a local law, which is a mechanism to guard against the making of subsidiary legislation that is not authorised or contemplated by the empowering enactment, has an adverse effect on existing rights or ousts or modifies rules of fairness. Parliament has appointed the JSC to undertake an advisory role on its behalf, which includes the power to scrutinise and recommend to Parliament the disallowance of local laws to Parliament.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

The Amendment Local Law will not involve a significant departure from current practices and is therefore considered low risk.

Council would be contravening the *Local Government Act 1995* if this item was not presented to Council for decision.

Financial Implications

Costs associated with gazettal of the Amendment Local Law and the provision of local public notice (in the Despatch) are applicable and estimated at around \$500-\$700.

There is no allocation in the 2019/20 Budget for advertising costs under either Governance (GL 20540) or Administration (GL 25840). However, as there is now no need to conduct a postal election following the Close of Nominations (four nominations received for four positions available), the funds allocated to Members – Election Expenses (GL 20428) will not be wholly expended. It is therefore proposed that \$5,000 be taken from GL 20428 and reallocated to GL 20540 (\$2,500) and GL 25840 (\$2,500). This can be further captured in the budget review process and will have a nil effect on the 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

That Council, by Absolute Majority in accordance with Sections 3.5, 3.12 and 6.8 of the *Local Government Act 1995*, resolves to:

- 1. note that no community submissions were received in relation to the Local Government Property Amendment Local Law 2019;**
- 2. determine that the proposed changes outlined in the report and included in the Local Government Property Amendment Local Law 2019 are not considered significantly different to that which was originally advertised;**
- 3. determine to accept all changes proposed and adopt the Local Government Property Amendment Local Law 2019, as presented in Attachment 11.2A;**
- 4. authorise the President and the Chief Executive Officer to affix the Common Seal to the Local Government Property Amendment Local Law 2019;**
- 5. provide statutory advertising of the Local Government Property Amendment Local Law 2019 in the Government Gazette with local public notice in the Despatch and inclusion on the Shire of Dowerin's website;**
- 6. provide written notification of the Local Government Property Amendment Local Law to the Minister for Local Government;**
- 7. submit the Local Government Property Amendment Local Law to the Joint Standing Committee; and**
- 8. reallocate \$5,000 from GL 20428 Members – Election Expenses to GL 20540 Governance – Advertising (\$2,500) and GL 25840 Administration – Advertising.**

11.3 Shire of Dowerin Christmas/New Year Opening Hours

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	4 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
Sharepoint Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item seeks a Council resolution to close the Shire of Dowerin Administration for the 2019/20 Christmas/New Year period.

Background

For the last few years the Administration Office has closed during the Christmas/New Year period as it is an extremely quiet period with minimal public visitations and phone enquiries. It is also common for many residents of the Shire to travel elsewhere at this time of year with other businesses also closing.

Comment

The Christmas Day public holiday will be observed on Wednesday 25 December 2019 with the Boxing Day public holiday being observed on Thursday 26 December 2019, meaning the Office will be closed on both those days. It is therefore requested that Office closes from Monday 23 December 2019 to Friday 27 December 2019 inclusive. The Office will reopen as usual on Monday 30 December 2019.

The New Year's Day public holiday will be observed on Wednesday 1 January 2020 and to enable staff to travel to family and friends it is requested that the Office close from 3.00pm on Tuesday 31 December 2019. The Office will reopen as usual on Thursday 2 January 2020.

The opening times over the Christmas/New Year period will be extensively advertised and circulated in advance.

Consultation

The CEO has undertaken consultation with staff.

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Nil

Objective: Nil

Outcome: Nil

Reference: Nil

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Staff will be required to take time in lieu, annual leave or accrued rostered days off. These costs are contained within the 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.3

That Council, by Simple Majority pursuant to Section 3.18 of the *Local Government Act 1995*, resolves to close the Administration Office for the Christmas/New Year period from Monday 23 December 2019 to Friday 27 December 2019 inclusive and from 3.00pm on Tuesday 31 December 2019 until 8.30am on Thursday 2 January 2020 with the hours of operation and emergency contacts being advertised to the community.

11.4 Review of Customer Service Charter

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	5 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Controlled Documents/Customer Service Charter	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.4A – Revised Customer Service Charter	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the revised Customer Service Charter (the Charter) to Council for consideration and, if satisfactory, adoption.

Background

The Charter demonstrates to the community and customers that the Shire of Dowerin is committed to providing high-level customer service. The Charter has been reviewed to ensure it remains relevant and aligns with current practice. A tracked-changes copy of the revised Charter is provided as an Attachment.

Comment

The Charter has been reviewed with the involvement of staff who are aware of the commitment to service contained within the Charter and the need to adhere to the service standards outlined.

No major changes have been identified with most of changes making the document more reader-friendly.

Once adopted the Charter will be publicised to the community and is embedded into the day to day operations of the Shire.

Consultation

Senior Management Group

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

The purpose of the Charter is to outline how the organisation responds to customers. With staff committing to the Charter the risk of delivering unsatisfactory customer service is reduced.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.4

That Council, by Simple Majority pursuant to Section 3.18 of the *Local Government Act 1995*, resolves to adopt the revised Customer Service Charter, as presented in Attachment 11.4A.

11.5 Reserve 33528 and Reserve 51705 – Request to Accept Management Orders

Governance & Compliance



Date:	11 September 2019
Location:	Lot 273 (Reserve 33528); Lot 300 (Reserve 51705)
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Land Administration Act 1997</i>
Sharepoint Reference:	Organisation/Corporate Management/Government Liaison/2019 Department of Planning, Lands & Heritage
Disclosure of Interest:	Nil
Attachments:	Attachment 11.5A - Correspondence

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a request to accept the management of two Reserves located in the Shire of Dowerin to Council for consideration and, if satisfactory, adoption.

Background

A request has been received from the Department of Planning, Lands & Heritage (DPLH) seeking Council consideration of taking over the Management Order for two Reserves located in the Shire of Dowerin. A copy of the correspondence is included as an Attachment.

Reserve 33528 (Lot 273 on Diagram 36566) is vacant land, with a purpose of Public Recreation and is located on Place Street.

Reserve 51705 (Lot 300 on Deposited Plan 70522) is also vacant land, with a purpose of Pedestrian Access Way and is located between Griffiths Street and Goldfields Road.

Comment

Reserve 33528 is located in a mostly residential area. The land is vacant with the Parks and Gardens crew providing basic maintenance (spraying, weeding, mowing etc) to ensure the land does not become a fire hazard.

In accepting the Management Order for the Reserve, the land could only be used for activities and uses that align with its purpose, being Public Recreation. It is unlikely that Council would undertake any development on the site, particularly given its proximity to other recreational facilities in town. However, due to its size there may be potential in the future for another agency or group to utilise the Reserve for that purpose (i.e. a nature park etc). An option to enable that to occur could be for Council to lease the Reserve to any such interested party. Should Council choose to accept the Management Order for Reserve 33528 it would therefore be recommended that Council request the condition that it be granted the Power to Lease the Reserve, which is otherwise a lengthy process.

There are no other conditions applicable to accepting the Management Order for the Reserve.

Reserve 51705 is located on the eastern boundary of the townsite and is surrounded by vacant land. As is the case with Reserve 33528, the Parks and Gardens crew provide basic maintenance to ensure the land does not become a fire hazard.

While the Reserve has a purpose of Pedestrian Access Way, it is essentially vacant, un-developed land which does not currently connect to any existing infrastructure and therefore it would be unlikely that Council would develop the land any further. Nor would it be worthwhile seeking Power to Lease over the Reserve.

There are no other conditions applicable to accepting the Management Order for Reserve 51705.

As staff are already currently maintaining the sites, there are no costs associated with accepting the Management Order for both Reserves and any ongoing asset management implications are minimal it is recommended that Council accept the Management Orders for both Reserves.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Section 46 of the *Land Administration Act 1997* is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery

Outcome: 1

Reference: I1 & I2

Asset Management Plan

Neither Reserve is specifically listed in the AMP. Should Council resolve to accept the management of the two Reserves they will need to be included in the AMP.

As both Reserves are vacant land and are already being maintained to a basic level by the Parks & Gardens Crew any impact on the AMP is expected to be minimal.

Long Term Financial Plan

Neither Reserve is specifically listed in the LTFP. Should Council resolve to accept the management of the two Reserves they will need to be included in the LTFP.

As both Reserves are vacant land and are already being maintained to a basic level by the Parks & Gardens Crew any impact on the LTFP is expected to be minimal.

Risk Implications

The acceptance of the Management Orders over the two Reserves will not involve a significant departure from current practices and is therefore considered low risk.

Financial Implications

There are no financial implications associated with the transfer of the Management Order for the Reserves.

There are cost implications associated with the ongoing maintenance of the Reserves. However, as both Reserves are vacant land and are already being maintained to a basic level by the Parks &

Gardens Crew those costs are minimal and can be absorbed into the operating expenditure of each annual budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.5

That Council, by Simple Majority pursuant to Section 46 of the *Land Administration Act 1997*, resolves to accept the management of:

- 1. Reserve 33528 for the purpose of Public Recreation. In accepting management of Reserve 33528 Council requests the Power to Lease over the Reserve to enable flexibility in any potential future use of the Reserve; and**
- 2. Reserve 51705 for the purpose of Pedestrian Access Way.**

11.6 *Bush Fires Act 1954* – Appointment of Fire Control Officer / Authorised Person

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	17 September 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Bush Fires Act 1954</i>	
Sharepoint Reference:	Compliance/Ranger/Fire Break Compliance	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a request to appoint the Ranger(s) as an Authorised Officer for administrative purposes relating to the inspection of fire breaks and other related matters.

Background

To streamline the process for inspecting fire-breaks, and issuing infringements in instances of non-compliance, it is recommended that a specific authorisation be granted to the Shire's Ranger(s) to enable the function to be undertaken within appropriate timeframes.

Comment

It is common practice amongst local governments for Rangers to undertake the inspection of fire-breaks and deal with matters generally associated with compliance. To provide clarity to Officers in carrying out their duties and functions, and to enable other staff otherwise appointed as Bush Fire Control Officers (CEO & MWA) to direct their attention to other matters it is considered appropriate that the Ranger(s) be appointed as Bush Fire Control Officers and/or Authorised Officers for the administrative purpose of inspecting fire-breaks, entering onto property to conduct such inspections, and issue infringements where non-compliance with the Firebreak Order is identified.

Council's Delegation Register does not contain the authority for the CEO to make such an appointment, hence the matter is presented to Council for decision.

Consultation

Chief Bush Fire Control Officer
Department of Fire & Emergency Services
WALGA
Rebecca McCall, CEO

Policy Implications

Nil

Statutory Implications

Section 33(4) of the *Bush Fires Act 1954* states:

"Where an owner or occupier of land who has received notice under subsection (1) fails or neglects to comply with the requisitions of the notice within the time specified in the notice –

- (a) the local government may direct its bush fire control officer, or any other officer of the local government, to enter upon the land of the owner or occupier and to carry out the requisitions of the notice which have not been complied with; and*
- (b) the bush fire control officer or other officer may, in pursuance of the direction, enter upon the land of the owner or occupier with such servants, workmen, or contractors, and with such vehicles, machinery, and appliances as he deems fit, and may do such acts, matters and things as may be necessary to carry out the requisitions of the notice."*

Sections 38(1) and (2A) of the *Bush Fires Act 1954* states:

- (1) "A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A(2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*

(2A) The local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district."

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Nil

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 11.5

That Council, by Simple Majority pursuant to Section 38(1) of the *Bush Fires Act 1954*, resolves to appoint Ms Gloria Robinson and Ms Brooke Quinsee of Rural Ranger Services as Authorised Officers for the purposes of undertaking firebreak inspections and issuing infringement notices in accordance with Section 33(4)(a) of the *Bush Fires Act 1954*.

12. OFFICER'S REPORTS - WORKS AND ASSETS

12.1 Jones Street, Irvine Road, Rifle Range Road and Redding Road - Restricted Access Vehicle Route Determination

<h1>Works & Assets</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	13 September 2019	
Location:	Jones Street, Irvine Road, Rifle Range Road and Redding Road	
Responsible Officer:	Glen Brigg, Manager Works & Assets	
Author:	As above	
Legislation:	Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014	
Sharepoint Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Jones Street, Irvine Road, Rifle Range Road and Redding Road.

Background

An application has been submitted to Main Roads Western Australia (MRWA) Heavy Vehicle Services (HVS) requesting to inspect for Jones Street, Irvine Road, Rifle Range Road and Redding Road for a route determination RAV Network 7.

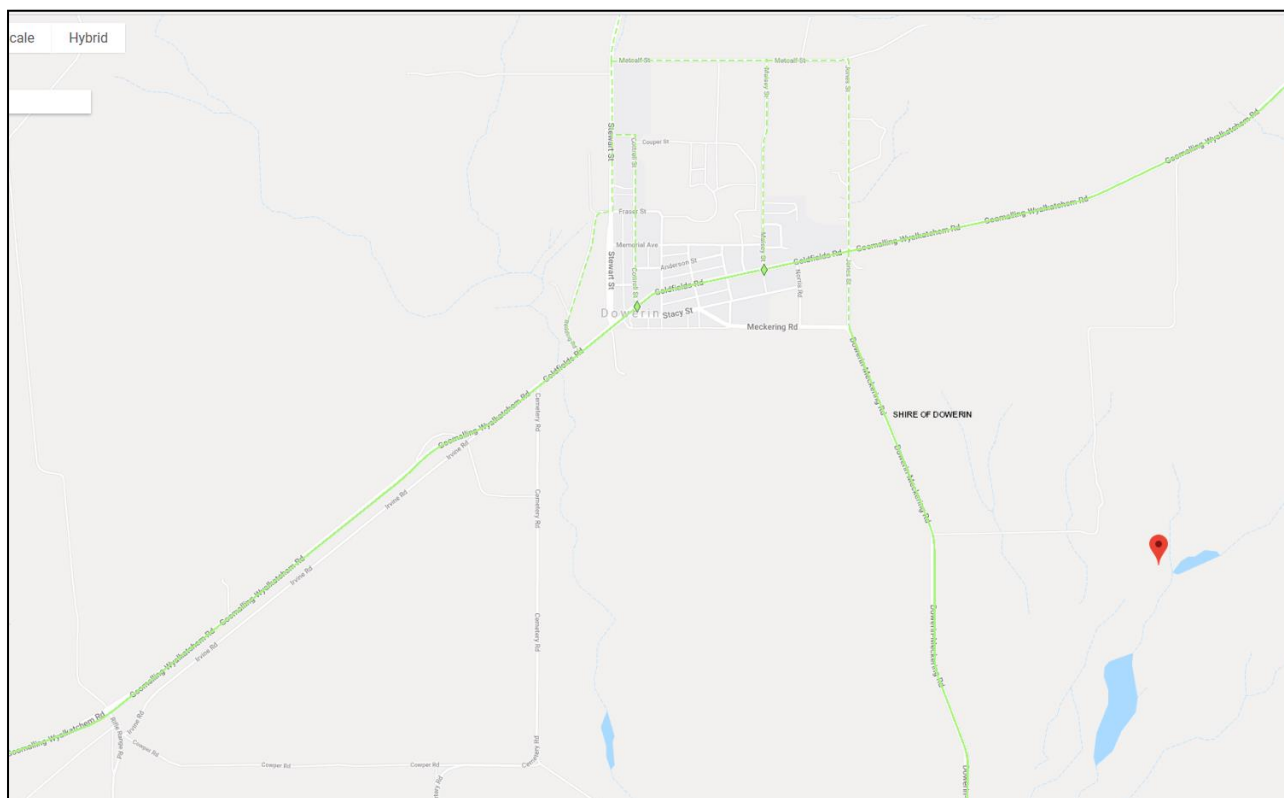
Road Owner	Road No.	Road Name	From (SLK)	Location	To Location (SLK)	Current Network	Requested Network
Shire of Dowerin	4070112	Jones St	Goldfields Rd (1.05)		Dowerin - Meckering Rd (1.48)	RAV 5	RAV 7
Shire of Dowerin	4070045	Rifle Range Rd	Goomalling Wyalkatchem Rd (0.00)		Irvine Rd (0.08)	None	RAV 7
Shire of Dowerin	4070067	Irvine Rd	Goomalling Wyalkatchem Rd (0.00)		Rifle Range Rd (2.68)	None	RAV 7
Shire of Dowerin	4070002	Redding Rd	Goldfields Rd (0.00)		Stewart St (0.90)	RAV 5	RAV 7

Council's RAV policy provides the CEO authorisation to allow HVS to inspect roads up to a RAV 4 without a formal Council decision. RAV Network 5 and above requires a Council decision.

Comment

The Manager Works & Assets contacted HVS to discuss the Goomalling-Wyalkatchem Road inspection for the route determination Network RAV 7 and the connectivity with Council owned roads within this application. HVS will inspect all the roads at the same time, they cannot comment if Goomalling-Wyalkatchem Road is suitable for RAV 7 at this stage. MRWA Wheatbelt Region has given support for the HVS inspection on Goomalling-Wyalkatchem Road.

If Goomalling-Wyalkatchem Road is not approved for RAV 7, HVS will not approve Council owned roads for a higher network without suitable connectivity. It would be preferred if HVS could have a response from Council prior to conducting the onsite assessments, it can be subject to Goomalling-Wyalkatchem Road being approved for RAV 7.



1. Currently part of Rifle Range Road and Irvine Road do not have the appropriate Network RAV when accessing CBH Dowerin 2 Bin.
2. Goomalling-Wyalkatchem Road is currently RAV 5.
3. Network RAV 5 vehicles do not need to use the northern section of Jones Street, Metcalf Street or Stewart Street to access CBH bins. Network RAV 5 vehicles can now turn left or right onto the Goomalling-Wyalkatchem Road when accessing this road from the north or south.
4. The inclusion of Redding Road is for RAV 7 vehicles to access the CBH Dowerin 1 Bin from the intersection of Goomalling-Wyalkatchem Road if suitable for RAV 7.
5. Dowerin-Meckering Road is currently a Network RAV 7 without conditions. This Network RAV 7 terminates at the start of Jones Street and has no further connectivity with Jones Street, only Network RAV 5.

Network RAV 5	Combinations are between 27.5m to 36.5m in length, with a total mass of 87.5 tonnes
Network RAV 7	Combinations are between 27.5m to 36.5m in length, with a total mass of 107.5 tonnes

There are no changes in length of the combinations from RAV 5 to RAV 7, however there are increases in the mass weight from 87.5 tonnes to 107.5 tonnes which is equal to one extra triaxle group. The Network RAV 7 will still be tandem drive (no tri axle drives).

If the current turning radius for each of the intersections are suitable for Network RAV 5 they should meet the Network RAV 7 guidelines.

All intersections included in this application are controlled by MRWA. All hold and give way lines are installed and maintained by MRWA. Any signage upgrades required on Council owned roads will be the responsibility of the Shire of Dowerin.

Consultation

MRWA HVW

Rebecca McCall, CEO

Council Workshop 20 August 2019

Policy Implications

Request to Access Roads

1. RAV Classified Roads - If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the CEO for approval.
2. Unclassified Roads - If the road is not classified on the RAV Network then the applicant will first need to apply to MRWA HVS. Upon receipt from MRWA HVS, the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines and if supported, a submission will be made to MRWA HVS for their consideration including any conditions that may apply to the use of the road.
3. AMMS - Heavy Vehicle transport operators may apply for a road already classified on the RAV Network to be approved for an AMMS Network level by applying to MRWA HVS. Upon receipt from MRWA HVS the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines. If supported, a submission will be made to MRWA HVS for their consideration.
4. Should the road access request be declined the Shire of Dowerin will inform MRWA HVS who will advise the applicant.
5. Depending on the need for access, a RAV access request may be supported if the applicant is willing to meet the costs associated for the shire to carry out any road upgrades or vegetation pruning necessary to qualify the road for the RAV network level requested.

RAV Road Reclassification

The Shire may withdraw support for an approved route at any time if:

1. The route is deemed unsafe for RAV use;
2. The route is deemed unsuitable for RAV use; or
3. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant approval to MRWA to inspect roads up to RAV Network 4 without referring the matter to Council providing the road/roads comply with the MRWA Route Assessment Guidelines at standard Vehicle Standards Regulations axle mass limits.

Statutory Implications

The *Road Traffic Act 1974* and the *Road Traffic (Vehicle) Regulations 2014* govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The *Land Administration Act 1997* Section 55 and *Local Government Act 1995* Section 3.53(2) gives the Shire of Dowerin management responsibility for roads within its boundaries.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery

Outcome: 1

Reference: I2

Asset Management Plan

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road. The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority in accordance with the *Road Traffic Act 1974* and Section 3.53(2) of the *Local Government Act 1995*, advises Main Roads Western Australia Heavy Vehicles Services:

- 1. That it agrees with the application for Heavy Vehicle Services to inspect Jones Street, Irvine Road, Rifle Range Road and Redding Road for Route Determination RAV Network 7;**
- 2. If the Goomalling-Wyalkatchem Road is deemed unsuitable for Network RAV 7 Council withdraws its support for Network RAV 7 on Council owned roads within this application; and**
- 3. That if any roads within this application are deemed unsuitable for Network RAV 7, Council still requires a route determination Network RAV 5 on Irvine Road and Rifle Range Road to provide connectivity to Dowerin CBH 2 Bin when leaving Goomalling-Wyalkatchem Road.**

13.	Urgent Business Approved by the Person Presiding or by Decision
14.	Elected Members' Motions
15.	Matters Behind Closed Doors
16.	Closure




MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 August 2019



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14.	Elected Members' Motions	
15.	Matters Behind Closed Doors	
16.	Closure	

Shire of Dowerin
Ordinary Council Meeting
Tuesday 20 August 2019



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 3.00pm. In opening the meeting, the President and Councillors acknowledged the passing of Mrs Sheila Munyard, Mr Tony Hickey and Mrs Eileen Smith with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr AJ Metcalf	Deputy President
Cr JC Chatfield	
Cr LG Hagboom	
Cr LH Holberton	
Cr RI Trepp	
Cr BA Ward	

Staff

Ms R McCall	Chief Executive Officer
Mr G Brigg	Manager Works & Assets
Ms C Delmage	Manager Corporate & Community Services
Ms V Green	Executive & Governance Officer

Members of the Public: Mr P Crippen & Mr C Riggs, Boekeman Machinery (until 3.27pm)

Apologies: Cr BN Walsh

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Trepp

Seconded: Cr Chatfield

0025

That, by Simple Majority pursuant to Clause 3.2(1) of the Shire of Dowerin Standing Orders Local Law, Item 11.3 (26-28 Stewart Street, Dowerin - The Country Collective Pop Up Shop - Request for Use) and Item 11.4 (Lots 11, 12, 15 and 16 (No. 2 - 6) Cottrell Street, Dowerin - Application for Development Approval - Redevelopment of Boekeman Machinery) be bought forward to enable the matter(s) to be considered at this juncture.

CARRIED 7/0

Although Items 11.3 and 11.4 were bought forward they have been recorded in the numerical order of the Agenda.

Refer to [Page 23](#) and [Page 27](#) respectively for the resolution of these two Items.

7. Confirmation of Minutes of the Previous Meeting(s)

7.1 Ordinary Council Meeting held on 23 July 2019

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0028

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held on 23 July 2019, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

8. Minutes of Committee Meeting(s) to be Received

8.1 Dowerin Local Emergency Management Meeting held on 6 August 2019

Attachment 8.1A

8.2 Finance Committee Meeting held on 19 August 2019

Attachment 8.2A

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

The Shire has established the following Committees of Council;

Committee	Representatives required by existing Terms of Reference
Audit Committee	3 Councillors being: Cr DP Hudson Cr AJ Metcalf Cr BA Ward External Representative being: Mr Jason Whiteaker
Finance Committee	3 Councillors being: Cr DP Hudson Cr RI Trepp Cr BN Walsh
Dowerin Bush Fire Advisory Committee	1 Councillor and a Proxy being: Cr AJ Metcalf Cr LH Holberton (Proxy)
Dowerin Local Emergency Management Committee	President
Australia Day Honours Committee	2 Councillors being: Cr JC Chatfield Cr BA Ward
Road Verge Management Advisory Committee	2 Councillors being: Cr LH Holberton Cr LG Hagboom 4 External Community Representatives being: Mrs Lyn Phillips Mr Robert Boase Mr Jason Sewell Mr Adam Turriff

The above Committees do not have any delegated authority, therefore all recommendations requiring a Council decision that result from a Committee meeting must be brought before Council. This is 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's consideration.)

Comment

The attached minutes are the unconfirmed minutes of the meetings of Committees of Council held since the previous Ordinary Meeting of Council.

It should be noted that the Finance Committee Meeting is scheduled for 3.00pm on Monday 19 August 2019, therefore the Minutes of that meeting cannot be included with the Council Agenda which is distributed on Thursday 15 August 2019. The Minutes of the Finance Committee Meeting will be tabled at the Council Meeting scheduled for Tuesday 20 August 2019 at which point they will be Attachment 8.2A.

Consultation

Not Applicable

Policy Implications

Nil

Statutory Implications

Regulation 11 of the *Local Government (Administration) Regulations 1996* sets out the content that the minutes of council or committee meetings must contain, including:

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

Sections 5.22(2)&(3) of the *Local Government Act 1995* requires that the minutes of a Council or Committee meeting are to go to the next meeting of Council or the Committee for confirmation and signing by the person presiding to certify the confirmation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

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.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0029 That Council, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, resolves to receive the Minutes of the:

1. Dowerin Local Emergency Management Committee Meeting (unconfirmed) held on 6 August 2019, as presented in Attachment 8.1A; and
2. Finance Committee Meeting (unconfirmed) held on 19 August 2019, as presented in Attachment 8.2A.

CARRIED 7/0

9.

Announcements by the President Without Discussion

The President advised that along with the Deputy President, CEO and MWA he had attended the WALGA Local Government Convention from 7-9 August 2019.

The President believed attending the Convention was a positive experience and other Councillors should consider attending in future years.

In addition to the Convention a number of meetings were held with WALGA and representatives from the Department of Transport and Main Roads WA regarding the Dowerin-Kalannie Road. While no promises were made regarding the outcome of the situation, the meetings were also positive.

10. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

10.1 Deferment of Financial Activity Statements

Corporate & Community Services		
Date:	2 August 2019	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Susan Fitchat, Senior Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Officer's Comment

In accordance with Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996* the Financial Activity Statement for the month of July 2019 will be presented to the September 2019 meeting of the Finance Committee and Council.

The reasons for this deferment include:

1. The 2019/20 Budget not being adopted until the end of July 2019;
2. The change in General Ledger & Job numbers taking place;
3. The change in staff; and
4. The implementation of the new & latest version of the monthly financial statements being utilised which is an involved process but does produce a more detailed report.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation to Finance Committee

That the Finance Committee, by Simple Majority pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations 1996, recommends to Council that it defers the statutory Financial Activity Statements for the period ending 31 July 2019 to the September 2019 meeting.

Officer's Comment

It should be noted that the recommendations contained in the Finance Committee Agenda are to be considered by the Finance Committee at its meeting scheduled for 3.00pm on Monday 19 August 2019. If the Committee resolves differently to the Officer's Recommendation(s) above it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

Committee Resolution - 7.1

Moved: Cr Hudson

Seconded: Cr Trepp

0022 That the Finance Committee, by Simple Majority pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations 1996, recommends to Council that it defers the statutory Financial Activity Statements for the period ending 31 July 2019 to the September 2019 meeting.

CARRIED 2/0

Officer's Recommendation/Resolution


Moved: Cr Holberton

Seconded: Cr Trepp

0030 **That, by Simple Majority pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, Council defers the statutory Financial Activity Statements for the period ending 31 July 2019 to the September 2019 meeting.**

CARRIED 7/0

10.2 List of Accounts Paid

<div>Corporate & Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Susan Fitchat, Senior Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 10.2A – List of Accounts Paid

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to review the List of Accounts Paid during the month of July 2019 under Delegated Authority.

Background

Nil

Comment

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

The ending sequence numbers for June were as follows:

Cheque: 10701

EFT: 6958

The beginning sequence numbers for July were as follows:

Cheque: 10702

EFT: 6959

The credit card statement with supporting invoices is also included in the Attachment.

Consultation

Finance Committee Meeting of 19 August 2019

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies. Payments have been made under delegation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 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 paid under delegated authority from Council.

Risk Implications

Council would be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented.

Financial Implications

Funds expended are in accordance with Council's adopted 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation to Finance Committee

That the Finance Committee recommends to Council that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 7.2A, from the Municipal Fund in July 2019.

Officer's Comment

It should be noted that the recommendations contained in the Finance Committee Agenda are to be considered by the Finance Committee at its meeting scheduled for 3.00pm on Monday 19 August 2019. If the Committee resolves differently to the Officer's Recommendation(s) above it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

Committee Resolution – 7.2

Moved: Cr Trepp

Seconded: Cr Hudson

0023 That the Finance Committee recommends to Council that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 7.2A, from the Municipal Fund in July 2019.

CARRIED 2/0

Officer's Comment

Whilst not included in the resolution of the meeting, the Finance Committee queried a transaction included in the List of Accounts Paid during discussion at its meeting. Staff took this query on notice, with initial investigations into the transaction indicating a sorting error in the report. However, to enable a thorough review of the compilation of the report to be undertaken, and due to the reduced timeframe between the Finance Committee Meeting and the Council Meeting in which to undertake that review, the CEO recommended to Council that the matter be laid on the table to enable that to occur.

Officer's Recommendation

That Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 10.2A, from the Municipal Fund in July 2019.

Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0031 **That the matter of the List of Accounts Paid for July 2019 lay on the table until the September 2019 Ordinary Meeting of Council.**

CARRIED 7/0

Reason

Council believed that to enable a thorough review of the compilation of the report to be undertaken, and due to the reduced timeframe between the Finance Committee Meeting and the Council Meeting in which to undertake that review, it was best that a resolution on the List of Accounts Paid be deferred.

10.3 Recalcitrant Rates Debtors as at 31 July 2019

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	14 August 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Temporary Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 10.3A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100. Ratepayers may be paying by Special Arrangement, which are not normally reported.

The Rates Officer under the guidance of the Chief Executive has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Background

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year.

Comment

Most assessments have now moved to the Judgement Stage of debt recovery.

Some assessments are now at the Property Sale and Seizure Order stage of recovery. This involves seizing goods to the value of the debt, or if enough equity exists in the property, the sale of the property at auction.

Consultation

Finance Committee Meeting 19 August 2019

Louise Sequerah, Temporary Rates Officer

Susan Fitchat, Senior Finance Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the ratepayer's account.

Local governments have the power to have property re-vested if the debt remains unpaid for 3 years.

Financial Implications

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year to minimise cash flow implications.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation to Finance Committee

That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

Officer's Comment

It should be noted that the recommendations contained in the Finance Committee Agenda are to be considered by the Finance Committee at its meeting scheduled for 3.00pm on Monday 19 August 2019. If the Committee resolves differently to the Officer's Recommendation(s) above it will be tabled at the Council Meeting. The final determination will be reflected as a Council Resolution in the Minutes.

Committee Resolution - 7.3

Moved: Cr Hudson

Seconded: Cr Trepp

0024

That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 2/0

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Metcalf

0032 That Council reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 10.3A, in accordance with Council Policy.

CARRIED 7/0

11. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

11.1 Policy Manual Review – Employee Health and Well Being Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	13 August 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - Employee Health & Well Being Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item brings a reviewed Policy before Council for consideration and, if satisfactory, adoption.

Background

This policy has been reviewed to take into account organisational changes and provide some clarification around the provision of gym and pool memberships, as well as some other minor changes. A tracked-changes version is attached for Council's information.

Comment

The changes to the provision of the gym and pool memberships are an increase from the previous allocation (being 50% to 100%), however given the number of staff likely to take up the offer of these memberships the cost impact to Council is not expected to increase greatly. It should also be noted that, despite the policy, past practice has been that an adult/family pass has been provided (as opposed to a pass for the employee only). This has not been included and clarified in the reviewed policy.

Consultation

Council Workshop 23 July 2019

Senior Management Group

Policy Implications

The Policy Manual(s) will be updated accordingly, should the policy be adopted.

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Nil

Financial Implications

Costs associated with the policy have been factored into Council's 2019/20 Budget, however the costs are expected to be minimal.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Hagboom

0033

That, by Simple Majority in accordance with Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, Council adopts the reviewed Employee Health and Well Being Policy, as presented in Attachment 11.1A.

CARRIED 7/0

11.2 Policy Manual Review – Proposed Disciplinary Policy, Discrimination, Harassment and Bullying Policy, Grievances, Investigations and Resolution Policy and Policies for Rescission

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	13 August 2019	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Fair Work Regulations 2009; Corruption and Crime Commission Act 2003 (WA); Public Interest Disclosure Act 2003 (WA); Equal Opportunity Act 1984 (WA); Sex Discrimination Act 1984 (Cth); Occupational Safety and Health Act 1984 (WA); Occupational Safety and Health Regulations 1996 (WA)</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	<p><u>Attachment 11.2A</u> - Disciplinary Policy</p> <p><u>Attachment 11.2B</u> - Discrimination, Harassment and Bullying Policy</p> <p><u>Attachment 11.2C</u> - Grievances, Investigations and Resolution Policy</p> <p><u>Attachment 11.2D</u> - Equal Employment Opportunity Policy</p> <p><u>Attachment 11.2E</u> - Policies for Rescission</p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item brings proposed Policies before Council for consideration and, if satisfactory, adoption. In addition, the item recommends the rescission of various related policies.

Background

In January 2014, the Fair Work Commission (FWC) claimed jurisdiction of all bullying, harassment and discrimination claims in the workplace. The FWC encouraged employers to review policies in order to ensure they reflect current legislation, guarantee that all employees are aware of what constitutes bullying, harassment and discrimination and in turn provide a workplace where the health and safety of employees is paramount.

WALGA's Employee Relations department have developed templates to address the key issues that arise across the local government sector.

The 2007 Policy Manual contains a number of out-dated policy statements relating to sexual harassment, equal opportunity and a complaints/grievance procedure. These are included as an Attachment. The statements are outdated and have been superseded with the more thorough templates developed by WALGA.

The proposed policies are based on the WALGA templates to ensure they are compliant with all relevant legislation.

Comment

The Shire of Dowerin is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with its policies, procedures and guidelines.

From time to time the Shire of Dowerin may need to consider issues of employees' behaviour, misconduct or unacceptable performance levels. As a result, disciplinary action may be required.

It is therefore proposed to rescind the policy statements from the 2007 Policy Manual relating to sexual harassment, equal opportunity and complaints/grievances and to adopt the following 3 policies:

1. Disciplinary Policy;
2. Discrimination, Harassment and Bullying Policy;
3. Grievances, Investigations and Resolution Policy; and
4. Equal Employment Opportunity Policy.

The proposed policies are included as Attachments. The policies ensure that any action required to be undertaken will be applied in a consistent, fair and objective manner and will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

The Grievances, Investigations and Resolution Policy is supported by the Grievances, Investigations and Resolutions Procedure (internal document) and the Code of Conduct.

In addition to the above policies, it is proposed to rescind from the 2007 Policy Manual the statement relating to the AROC Be Active Scheme Health Policy as the service no longer exists. The statement is included as an Attachment.

Consultation

Council Workshop 23 July 2019

Senior Management Group

Policy Implications

The Policy Manual(s) will be updated accordingly, should the policies be adopted and rescinded.

Statutory Implications

Section 2.7 of the *Local Government Act 1995* stipulates that the role of Council is to determine policies.

The proposed policies refer to various Acts of legislation, both Commonwealth and State based. In particular, the following legislation is applicable:

1. *Fair Work Regulations 2009*;
2. *Corruption and Crime Commission Act 2003 (WA)*;
3. *Public Interest Disclosure Act 2003 (WA)*;
4. *Equal Opportunity Act 1984 (WA)*;
5. *Sex Discrimination Act 1984 (Cth)*;
6. *Occupational Safety and Health Act 1984 (WA)*; and
7. *Occupational Safety and Health Regulations 1996 (WA)*.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs.

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Any risks associated with the adoption of the proposed policies is considered low as they align with appropriate legislation and fair work requirements.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0034 That, by Simple Majority in accordance with Sections 2.7(2)(b) and 5.41 of the *Local Government Act 1995*, Council:

1. adopts the following Policies:
 - a. Disciplinary Policy as presented in Attachment 11.2A;
 - b. Discrimination, Harassment and Bullying Policy as presented in Attachment 11.2B;
 - c. Grievances, Investigations and Resolution Policy as presented in Attachment 11.2C; and
 - d. Equal Employment Opportunity Policy as presented in Attachment 11.2D; and
2. rescinds the following policy statements from the 2007 Policy Manual:
 - a. Equal Opportunity Policy;
 - b. Sexual Harassment Policy;
 - c. Complaints/Grievance Procedure; and
 - d. AROC Be Active Scheme Health Policy, as all presented in Attachment 11.2E.

CARRIED 7/0

In accordance with Council Resolution CMRef 0025, Item 11.3 and Item 11.4 were bought forward, however have been recorded in the numerical order of the Agenda.

11.3 26-28 Stewart Street, Dowerin - The Country Collective Pop Up Shop - Request for Use

Governance & Compliance



Date:	12 August 2019
Location:	26-28 Stewart Street, Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Health Act 1911</i>
Sharepoint Reference:	Community/Community Development/Local Business Liaison
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a request for Boekeman Machinery to occupy The Country Collective Pop Up Shop (Pop Up Shop) for a period exceeding that allowed by Council Policy and under terms not considered in the Policy.

Background

The Pop Up Shop, located on 26-28 Stewart Street, Dowerin, was created in 2017 to encourage innovation, to invite entrepreneurs to come to Dowerin and to add to the activation of Stewart Street. Since its development the Pop Up Shop has supported a number of home based and micro businesses that do not have enough volume or capacity to run a separate premises.

There are currently 3 businesses registered as members for the Pop Up Shop, with 1 using it on a regular basis to provide goods and/or services to Dowerin.

A request has been received from Boekeman Machinery to utilise the Pop Up Shop for the purpose of conducting its administration and parts sales business during the redevelopment of its current site.

Comment

At its July 2019 meeting Council granted development approval for amalgamation of lots on the Boekeman Machinery site (CMRef 0015). Further to that approval, another development application has since been received for the redevelopment itself. This application would provide further details on the construction and improvements proposed on Boekeman Machinery's current site.

The proposed rebuild includes the installation of a paved parking lot. Boekeman Machinery are also proposing to pave the footpath and verge, an area approximately 165m² at a cost of \$15,099. It is

proposed by Boekeman Machinery that the cost to pave the footpath and verge will off-set the rent.

It is assumed the paving specifications will be included in the pending Building Application. Based on the assumption that the crossover area is paved there will be asset management implications for Council. Until the specifications are available it is difficult to determine the cost of those ongoing maintenance and other implications. Council's Policy on Crossovers stipulates an area of 6x4m with an approximate cost of \$2,500, with Council's contribution being capped at \$1,000.

During this redevelopment Boekeman Machinery seeks the exclusive use of the Pop Up Shop for a period of six (6) months commencing approximately 2 September 2019. As this period covers the harvest season it is considered important for both the business itself and the farmers in the area that business operations are able to run as smoothly as possible during the redevelopment of the site.

In order for Boekeman Machinery to utilise the Pop Up Shop it is likely some internal modifications may be required as well as the provision of ablution facilities to ensure compliance with the *Health Act 1911*. As these works would otherwise not be required to the premises it is proposed that Boekeman Machinery be responsible for the costs associated with such works.

At the end of the period of use it is suggested that Boekeman Machinery are also responsible for the costs of removing these modifications and/or facilities. However, depending on the modification and/or type of work undertaken it may prove to be beneficial for the alterations to remain in situ. The Officer's Recommendation has been worded to enable that flexibility.

Consultation

Environmental Health Officer, Shire of Toodyay
Rebecca McCall, Chief Executive Officer

Policy Implications

The Pop Up Shop Collective Policy, adopted by Council at its March 2019 meeting, is applicable. It should be noted however that the period of use proposed in this Item exceeds the amount of time allowable under the Policy. There are additional variations from the Policy including that, should the request be approved, it is proposed that Boekeman Machinery are to be responsible for electricity costs.

Statutory Implications

Depending on the work required, the provisions of the Building Act 2011 and the Health Act 2011 may be applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy
Objective: A strong and growing local economy supported by new industry development aligned to identified economic opportunity
Outcome: 3
Reference: E5

Asset Management Plan

Nil, however should the verge and footpath area be paved there would be ongoing maintenance implications for Council.

Long Term Financial Plan

Nil

Risk Implications

Overall, any risk(s) associated with this item to Council are considered to be low and can be managed in consultation with staff and relevant stakeholders.

Financial Implications

The request has also been made for the use of the Pop Up Shop to be on a rent free basis. While this could be considered reasonable, given that the market price for commercial office space in Dowerin is likely to be minimal, it could also be considered reasonable that the user who is a commercial operation (as opposed to a charity or not-for-profit organisation), with exclusive use of the space over an extended period of time, makes at least some contribution towards this use.

Council's Pop Up Shop Collective Policy states that profits generated from membership to the Pop Up Shop will be reinvested into other main street activation projects to the discretion of Council. The membership fee and daily rent rate for the Pop Up Shop is determined as part of the annual budget adoption process. Council's 2019/2020 Budget specifies a membership fee of \$52 per annum and a daily rental rate of \$30. Six month's rent at \$30 per day equates to \$4,890. Payment of the membership fee has not been queried.

While it is acknowledged that the cost to the business in redeveloping its current site is significant, and the paving of the footpath/verge at the front of the premises far outweighs the potential rent income which could be received, a number of items were raised during Public Question Time at Council's July 2019 meeting, particularly in relation to the amenity and some suggested repairs in the Stewart Street vicinity. In accordance with the Pop Up Shop Policy, any rent received for the extended use of Pop Up Shop space could enable some of those proposed works to be undertaken in a more timely manner, which would ultimately benefit the whole community. In directly following the specific of the policy, Council could therefore consider applying a rental fee, albeit a nominal one, for the use of the space.

Should Council approve the request for use of the Pop Up Shop it is recommended that any approval be subject to no costs being incurred by Council as a result of the use of the space. Additionally, and outside the scope of the Policy, it is recommended that electricity costs be on-charged to Boekeman Machinery.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, by Simple Majority in accordance with Section 3.18 of the *Local Government Act 1995*, Council approves the request for Boekeman Machinery to have exclusive use of The Country Collective Pop Up Shop for a period of up to six (6) months subject to the following conditions:

1. Council is not responsible for any costs associated with the premises during the period of use (excluding building insurance costs);
2. Boekeman Machinery paying the annual membership fee for The Country Collective Pop Up Shop in accordance with Council's 2019/20 Budget and a weekly rent of \$___ during the period of use;
3. All modifications to the premises require the written approval of the Chief Executive Officer prior to works commencing, with all such works complying with requirements of the *Building Act 2011* and Building Codes of Australia;
4. In consultation with the Chief Executive Officer all such modifications to the premises are to be removed, at no cost to Council, at the end of the period of use;
5. Boekeman Machinery will be responsible for all costs associated with electricity consumption and service charges during the period of use;
6. Boekeman Machinery will be responsible for providing adequate ablution facilities in accordance with the requirements of the *Health Act 1911*, including sewerage connection(s) if required, and the costs associated with the establishment and maintenance of such facilities during the period of use; and
7. The premises is to be left in a clean and tidy state, with Boekeman Machinery being responsible for the costs associated with such cleaning, at the end of the period of use.

Resolution

Moved: Cr Metcalf

Seconded: Cr Hagboom

0026

That, by Simple Majority in accordance with Section 3.18 of the *Local Government Act 1995*, Council approves the request for Boekeman Machinery to have exclusive use of The Country Collective Pop Up Shop for a period of up to six (6) months subject to the following conditions:

- 1. Council is not responsible for any costs associated with the premises during the period of use (excluding building insurance costs);**
- 2. Boekeman Machinery paying the annual membership fee for The Country Collective Pop Up Shop in accordance with Council's 2019/20 Budget and a weekly rent of \$0 during the period of use;**
- 3. All modifications to the premises require the written approval of the Chief Executive Officer prior to works commencing, with all such works complying with requirements of the *Building Act 2011* and Building Codes of Australia;**
- 4. In consultation with the Chief Executive Officer all such modifications to the premises are to be removed, at no cost to Council, at the end of the period of use;**
- 5. Boekeman Machinery will be responsible for all costs associated with electricity consumption and service charges during the period of use;**
- 6. Boekeman Machinery will be responsible for providing adequate ablution facilities in accordance with the requirements of the *Health Act 1911*, including sewerage connection(s) if required, and the costs associated with the establishment and maintenance of such facilities during the period of use; and**
- 7. The premises is to be left in a clean and tidy state, with Boekeman Machinery being responsible for the costs associated with such cleaning, at the end of the period of use.**

CARRIED 7/1

Reason

Council considered Boekeman Machinery covering the costs of paving of the footpath and verge on Cottrell Street as comparable payment to offset any rent charges, while still improving the amenity of the CBD area.

11.4 Lots 11, 12, 15 and 16 (No. 2 – 6) Cottrell Street, Dowerin - Application for Development Approval – Redevelopment of Boekeman Machinery

Governance & Compliance



Date:	15 August 2019
Location:	Lots 11, 12, 15 and 16 (No. 2 – 6 Cottrell Street, Dowerin)
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Kobus Nieuwoudt, Manager Planning & Development – Shire of Toodyay
Legislation:	<i>Planning and Development Act 2005; Planning and Development (Local Planning Schemes) Regulations 2015</i>
Sharepoint Reference:	Compliance/Development & Building/Development Applications
Disclosure of Interest:	Nil
Attachments:	Attachment 11.4A – Location and Proposed Plans, Applicant's Submission

Purpose of Report



Executive Decision



Legislative Requirement

Summary

Council is asked to consider an application for Development Approval that seeks to redevelop the Boekeman Machinery premises (the site) situated at 2 – 6 Cottrell Street, Dowerin.

The owners of the site are looking to amalgamate the 4 lots (Lots 11, 12, 15 and 16), upgrade the premises – which have been developed in a fragmented fashion over the years – so as to secure their future in Dowerin by constructing a new showroom and workshop extension incorporating new offices and amenities.

An assessment of the proposal under the relevant provisions of Council's Local Planning Scheme (the Scheme) shows the application generally complies with the Scheme.

It is recommended Council approves the application subject to conditions.

Background

The Site

The site comprises 4 lots, for which Western Australian Planning Commission (the Commission) approval has been sought for amalgamation (WAPC Ref 158151). The amalgamation application is currently being assessed by the Commission and was approved by Council at its July 2019 meeting (CMRef 0015). Upon amalgamation of the site, the total floor area of the site will be 4,048m².

Road frontage is available to Cottrell and Jackson Streets (refer to the Attachment). There is also an unsealed rear laneway on the western side of the property. Main access to the site is facilitated via Cottrell Street.

The site, currently occupied by Boekeman Machinery, will remain in occupation upon completion of the redevelopment and thereafter. There is currently a workshop, showroom and storage area in the existing building. These uses will not change.

Proposed Development

It is proposed to redevelop the site by constructing a new and modern showroom and workshop extension incorporating new offices and amenities. The floor area of the new modern structure will be approximately 624m². This is approximately 140m² greater than the existing building it will be replacing. Plans of the proposal (Architectural impression, site plan, floor plans and elevations) are included in the Attachment.

Assessment of Proposal under the Scheme

Under the Scheme, the site is zoned 'Commercial' where the land uses 'Motor Vehicle, Boat or Caravan Sales' and 'Motor Vehicle Repair' are uses depicted with the symbol 'D' in Table 1 (Zoning Table) of the Scheme. The definition for these terms are as follows:

"Motor Vehicle, Boat or Caravan Sales means premises used to sell or hire motor vehicles, boats or caravans;

and

Motor Vehicle Repair means premises used for or in connection with –

- (a) electrical and mechanical repairs, or overhauls, to vehicles other than panel beating, spray painting or chassis reshaping of vehicles; or*
- (b) repairs to tyres other than recapping or re-treading of tyres;"*

Boundary Setbacks

Table 2 in the Scheme states that setbacks for the above-mentioned land uses are 'to be determined by the Local Government' in each particular case. With respect to the proposal, setbacks to the north and west will not change, whereas the southern setback will change marginally at the front. The overall front setback will be 9m for the majority of the frontage, with the entry canopy protruding by 3m.

Staff are of the view that the proposed setbacks are appropriate for the proposed development.

Provision of Onsite Car Parking

In accordance with Table 2 (Development Table) of the Scheme, onsite car parking should be provided as follows:

Land Use	Minimum number of onsite car parking bays required by the Scheme	Number of car parking bays provided in proposal
Motor Vehicle, Boat or Caravan Sales	1 for every 250m ² of sales area, plus 1 for every person employed on site. 1 (100m ² indoor and 100m ² outdoor = 1 bay) + 11 (11 employees) Total car parking bays required: 12	8 (Shortfall: 4 car parking bays)
Motor Vehicle Repair	Use class not mentioned in Table 2	As determined by the local government after consideration of the parking needs generated by the use. Staff assessment of car parking needs: Nil
Office	1 for every 30m ² plot ratio area Office space = 87m ² Total car parking bays required: 3	Nil

Land Use	Minimum number of onsite car parking bays required by the Scheme	Number of car parking bays provided in proposal
TOTAL NUMBER OF CAR PARKING BAYS REQUIRED:	15 (12 + 3)	
TOTAL NUMBER OF CAR PARKING BAYS PROVIDED:	8	
CAR PARKING SHORTFALL RELATIVE TO TABLE 2 OF THE SCHEME:	7	

Provision of Landscaping

Under Table 2 of the Scheme, 5% of the site is required to be set aside for landscaping. The applicant advises that installing this amount of landscaping (5% of 4,048m² = 202.4m²) on the site would severely compromise the business operation. For this reason, the proponents are proposing a 1.5m wide landscaping strip in the road verge.

The Applicant's submission is included in the Attachment.

Comment

It is considered there are two key issues bearing on consideration of the proposal. These are the under-provision of car parking relative to the car parking provisions in Table 2 of the Scheme, and the under-provision of landscaping relative to the landscaping requirements in Table 2 of the Scheme.

Each of these issues is discussed below under separate subheadings, followed by a conclusion.

Car Parking

As outlined under subheading 'Provision of Onsite Car Parking' under 'Background' section of this report, the redevelopment of the site will trigger the requirement to provide 15 onsite car parking bays. The proposed plans depict a total number of 8 parking bays, resulting in a shortfall of 7 car parking bays relevant to Scheme standards.

Local Government may vary site and development standards – Subclause 4.5.1 of the Scheme states as follows:

*"Except for development in respect of which the Residential design codes apply, if a development is the subject of an application for development approval and **does not comply with a standard or requirement prescribed under the Scheme**, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government considers appropriate."*

[Emphasis added]

With respect to the provision of onsite car parking, staff have considered the matter and are of the view that the shortfall in car parking relative to Table 2 of the Scheme is unlikely to cause any issues for the following reasons:

1. The shortfall in car parking will not have an adverse effect upon the occupiers and/or users of the proposed development, and/or the likely future development of the locality;
2. The proposed redevelopment will result in a modest increase of approximately 140m² only;
3. The total number of staff working at the site will not increase; and
4. On-street car parking on Cottrell Street and Jackson Street is readily accessible and available for parking.

The author therefore recommends Council agree to vary the car parking requirements and determine that the provision of 8 onsite parking bays, coupled with the availability of on-street parking on Cottrell Street and Jackson Street, will meet the car parking requirements of the new development.

Landscaping

In accordance with the provisions of subclause 4.5.1 of the Scheme, Council may vary the provisions for landscaping in Table 2 of the Scheme. To this end, the author accepts that the provision of landscaping totalling 5% of the site area may severely compromise the effective operation of the business.

It is considered the provision of a 1.5m wide landscaping strip in the road verge is acceptable, provided the landscaping is maintained by the landowners on an ongoing basis.

Conclusion

As outlined in the Applicant's submission, the proposed redevelopment of the site is a significant investment in the future of Boekeman Machinery in Dowerin as it will result in a much improved streetscape and level of comfort for Boekeman Machinery's staff and customers with only a minor expansion in terms of plot ratio and the introduction of no new land uses.

It is recommended Council approves the application, subject to the conditions outlined in the 'Officer's Recommendation' section of this report.

Consultation

Public consultation was not considered necessary.

Policy Implications

Nil

Statutory Implications

The *Planning and Development Act 2005*; *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations encompass the "deemed provisions for local planning schemes"); *Environmental Protection (Noise) Regulations 1997* and the Shire of Dowerin Local Planning Scheme No. 2 are applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy
Objective: A strong and growing local economy supported by new industry development aligned to identified economic opportunity.
Outcome: 3
Reference: E5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Reputational - Low

1. The application was considered on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

Financial - Nil

Compliance - Low

1. There are no compliance risks in relation to the recommendation. Should Council approve the application, the applicant would be subject to conditions of development approval.

Legal - Low

1. Council would be issuing a valid development approval, assessed on its merits and in accordance with the relevant provisions of the Scheme and town planning framework.

Financial Implications

There are no direct financial implications for the Shire of the recommendations of this report.

The applicant has paid the applicable statutory application fee in accordance with Schedule 2 of the *Planning and Development Regulations 2009* (i.e. \$2,856.50).

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Ward

0027

That, by Simple Majority in accordance with Clause 68(2)(b) of the 'deemed provisions' in the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council approves the application for Development Approval for the redevelopment of Lots 11, 12, 15 and 16 (No. 2 - 6) Cottrell Street, Dowerin, as presented in Attachment 11.4A, subject to the following conditions:

General Conditions

1. The development hereby permitted must substantially commence within two years from the date of this decision letter;
2. The development hereby permitted taking place in accordance with the approved plans; and
3. The stormwater shall be discharged in a manner so that there is no discharge onto the adjoining properties to the satisfaction of the local government.

Conditions to be Met Prior to Commencement of Development

4. Prior to the commencement of the works hereby permitted, Lots 11, 12, 15 and 16 are to be legally amalgamated or alternatively the owner may enter into a legal agreement with the local government, drafted by the local government's solicitors at the expense of the owner. The legal agreement will allow the owner six (6) months to amalgamate the lots. The agreement will have to be executed by all parties concerned prior to the commencement of the works hereby permitted; and
5. Prior to commencement of development, a detailed landscaping plan is to be submitted to and approved by the local government.

Conditions to be Met Prior to Occupation of Development

6. Prior to the occupation of the development, vehicle crossover(s) shall be constructed to the specification and satisfaction of the local government;
7. Prior to occupation of the development, the car parking and vehicle access and circulation areas shown on the approved site plan, including the provision of universally accessible (disabled) car parking, is to be constructed, drained, and line marked to the satisfaction of the local government; and
8. Prior to occupation of development, landscaping is to be completed in accordance with the approved plans or any approved modifications thereto to the satisfaction of the local government.

Conditions Requiring Ongoing Compliance

9. All car parking areas, and vehicle access and circulation areas are to be maintained and available for car parking, and vehicle access and circulation on an ongoing basis to the satisfaction of the local government; and
10. All landscaped areas are to be maintained on an ongoing basis to the satisfaction of the local government.

Advice Notes:

Note 1: If an applicant is aggrieved by this determination there is a right of appeal under the *Planning and Development Act 2005*. An appeal must be lodged with the State Administrative Tribunal within 28 days of the determination.

Note 2: An application for a building permit to construct the development hereby permitted is required to be submitted and approved by the Shire prior to any works commencing on-site in relation to this determination.

Note 3: If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

CARRIED 7/0

3.28pm – Mr Crippen & Mr Riggs left the meeting and did not return.

The meeting resumed its normal Order of Business at this juncture.

12. OFFICER'S REPORTS – WORKS AND ASSETS

Nil items to report

13.	Urgent Business Approved by the Person Presiding or by Decision
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Nil

14.	Elected Members' Motions
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Nil

15.	Matters Behind Closed Doors
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Nil

16.	Closure
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There being no further business the President thanked those in attendance and declared the meeting closed at 3.50pm.



MINUTES

Finance Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Monday 16 September 2019



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9.	Urgent Business Approved by the Person Presiding or by Decision
10.	Date of Next Meeting
11.	Closure

Shire of Dowerin
Finance Committee Meeting
Monday 16 September 2019



1. Official Opening

The Chair welcomed those in attendance and declared the meeting open at 3.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	Chair
Cr DP Hudson	Shire President
Cr BN Walsh	

Staff

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate & Community Services
Ms V Green	Executive & Governance Officer

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Confirmation of Minutes of the Previous Meeting(s)

- 5.1 Finance Committee Meeting held on 19 August 2019
[Attachment 5.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Walsh

0028

That, pursuant to Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Finance Committee Meeting held on 19 August 2019, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

6. STANDING ITEM

6.1 Business Arising from the Previous Meeting(s)

<div>Corporate & Community Services</div>		
Date:	5 September 2019	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Susan Fitchat, Senior Finance Officer; Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
Sharepoint Reference:	Not Applicable	
Disclosure of Interest:	Nil	
Attachments:	Attachment 6.1A – Short Stay Accommodation Report Attachment 6.1B – Goomalling Medical Centre Report	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This report provides an update on business arising from previous Finance Committee meeting(s).

Background

Nil

Comment

Short Stay Accommodation - Income and Expenditure Report

The Income and Expenditure report to August 2019 for the Short Term (Stay) Accommodation is included as an Attachment.

Goomalling Medical Surgery

The financial statements for the month to date, year to date and overall summary as at 31 July 2019 are included as an Attachment. Due to changing all their COA's this financial year the Surgery has advised it is taking some time to finalise the reports, hence the report for August was not available at the time of Agenda distribution. If the report is received in time it will be tabled at the meeting.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Susan Fitchat, Senior Finance Officer

Policy Implications

General Financial Transaction and Financial Management Policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

As outlined in the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*.

Risk Implications

The item ensures that recommendations arising from Finance Committee meetings are considered, actioned and updates provided to the Committee.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson


Seconded: Cr Walsh

0029 That the Finance Committee notes the progress on actions and recommendations arising from previous meeting(s).

CARRIED 3/0

7. FINANCIAL REPORTS

7.1 Financial Activity Statements

<div>Corporate & Community Services</div>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	10 September 2019	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Susan Fitchat, Senior Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements/2018-2019 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.1A – Monthly Financial Activity Statements – July 2019 Attachment 7.1B – Monthly Financial Activity Statements – August 2019	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For the Finance Committee to receive the Statement of Financial Activity, which includes Detailed Schedules, Statement of Financial Position, Current Ratios and Investment Register for July and August 2019.

Background

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

The *Local Government (Financial Management) Regulations 1996* Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the period and are presented to Council, via the Finance Committee, for approval.

At its August 2019 meeting the Finance Committee resolved to defer receiving the financial statements until its September 2019 Meeting (CMRef 0022), which was also subsequently resolved by Council at its August 2019 meeting (CMRef 0030).

Comment

In order to fulfil statutory reporting requirements, and to provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial reports are included as an Attachment.

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 capital expenditure activities and their funding sources. Individual project information can be found at Note 13.

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 \$10,000, 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 – Capital Disposals

This note gives details of the capital asset disposals during the year.

Note 9– Rating Information

This note provides details of rates levied during the year.

Note 10 – Information on Borrowings

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

Note 11 – Grants and Contributions Received

This note provides information on the operating and non-operating grants received.

Note 12 – Trust Funds

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

Note 13– Capital Acquisitions

This note details the capital expenditure program for the year.

Consultation

Rebecca McCall, Chief Executive Officer

Policy Implications

The Shire of Dowerin has a comprehensive suite of financial management policies. Finances have been managed in accordance with these policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34(1) of the *Local Government (Financial Management) Regulations 1996*. Regulation 34(4) allows the Statements to be presented to Council at an Ordinary Meeting within 2 months after the end of the month to which the statements relate, therefore by presenting the financial statements in June, the Shire of Dowerin complies with statutory obligations.

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 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

The budgeted opening funding surplus as per the 2019/20 Budget adopted on 23 July 2019 presents as \$730,000 (Rate Setting Statement).

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Walsh

Seconded: Cr Hudson

0030 That, pursuant to Regulation 34(4) of the *Local Government (Financial Management) Regulations 1996*, the Finance Committee recommends to Council that it receives the statutory Financial Activity Statement reports, as presented in Attachment 7.1A and Attachment 7.1B, for July and August 2019.

CARRIED 3/0

7.2 List of Accounts Paid

<div>Corporate & Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	3 September 2019
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<p>Attachment 7.2A – List of Accounts Paid – July 2019</p> <p>Attachment 7.2B – List of Accounts Paid – August 2019</p>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is to consider the attached List of Accounts Paid for July and August 2019.

Background

At its August 2019, the Finance Committee recommended to Council (CMRef 0023):

‘..... that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments, being cheque numbers 10702 to 10712 and eft6959 to eft7050 as presented in Attachment 7.2A, from the Municipal Fund in July 2019.’

Subsequent enquiries showed that the presented List of Accounts Paid was not a true and accurate record for payments made during the month of July 2019 as prior month amounts relating to cheques were included.

At its August 2019 meeting, Council resolved (CMRef 0031):

‘That the matter of the List of Accounts Paid for July 2019 lay on the table until the September 2019 Ordinary Meeting of Council.’

The reason given by Council for this decision was:

‘Council believed that to enable a thorough review of the compilation of the report to be undertaken, and due to the reduced timeframe between the Finance Committee Meeting and the Council Meeting in which to undertake that review, it was best that a resolution on the List of Accounts Paid be deferred.’

Further investigation has revealed that Officers were using the Shire’s Municipal Bank general ledger to report on the List of Accounts Paid each period/month rather than the IT Vision Synergy system generated report. Reporting from the general ledger involved a significant amount of manual input with a result that differs from the system generated list of payments.

The Shire of Dowerin, like most organisations including all local governments, report all transactions using the accrual method. This means that all reporting occurs at the time the transaction is processed through the system and not through the bank. An example of this is the reflection of income when the rates are raised. If the Shire were to use the cash accounting process, rates revenue would only be recorded when rates were physically paid and not as they were raised.

The same applies to payments; if a cheque is processed in July 2019 but not presented until September 2019, the reporting for that cheque applies to the July 2019 financials. Whilst our financial reporting is set up to report using the accrual methodology via period, on rare occasions, at the end of the month sometimes the payment batches will update into the next period or vice versa, which can result in an adjustment/or to the manual entry in the List of Payment reports.

The monthly presentation of the List of Accounts Paid is now set up to run a system generated report by payment date and not general ledger period.

Comment

At the time of writing this report, net payroll payments are still excluded from the Synergy system report and this error is being investigated by IT Vision. They have been accounted for in the List of Accounts Paid.

The List of Accounts Paid for July 2019 includes a reconciliation at the end of the List to reflect the variances between the initial report presented and this report.

The List of Accounts Paid for August 2019 shows the report as it will be going forward, excluding the correction to be made which will include Net Payroll payments in the system generated report.

Whilst the List of Accounts Paid as presented to the Finance Committee and Council have not been based on the appropriate reporting methodology, no concerns have been flagged in respect to either the misappropriation or mishandling of funds.

Consultation

Rebecca McCall, Chief Executive Officer

Susan Fitchat, Senior Finance Officer

Kathy Brigg, Finance Officer

Policy Implications

No Policy Implications have been identified at the time of writing this report although administrative procedures have now been implemented for accurate reporting and consistency.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 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 paid under delegated authority from Council.

Risk Implications

Council would be contravening to the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* if this item was not presented.

Financial Implications

Funds expended are in accordance with Council's adopted 2019/20 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Walsh


0031

That the Finance Committee recommends to Council that it receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 7.2A and Attachment 7.2B, and as detailed below:

List of Accounts Paid - July 2019		List of Accounts Paid - August 2019	
EFT6961 to EFT7050	391,839.70	EFT7051 to EFT7115	355,514.33
DD10657 & DD10671 Superannuation	13,483.47	DD10687 & DD10702 Superannuation	13,014.86
Cheque 10694 to 10712	24,383.71	Cheque 10713 to 10721	56,612.24
DD130855; Loan Fees	4,497.86		
DD130855; Bank Fees	137.41	DD130856; Bank Fees	480.95
DD10666; NAB Credit Card; June 2019	6,190.57	DD10685; NAB Credit Card; July 2019	1,307.95
DD10668; Puma Energy; Fuel; June 2019	1,076.64	DD10683; Puma Energy; Fuel; July 2019	1,235.82
Net Payroll; PPE 10 July 2019	55,469.71	Net Payroll; PPE 7 August 2019	56,342.99
Net Payroll; PPE 24 July 2019	58,972.46	Net Payroll; PPE 21 August 2019	57,500.78
Total	\$556,051.82	Total	\$542,009.92

CARRIED 3/0

7.3 Recalcitrant Rates Debtors as at 31 August 2019

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	31 August 2019
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Sam Williams, Rates Officer (in training)
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2019 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 7.3A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This month's recalcitrant rates debtors report details non-pensioner assessments with a balance of more than \$100. Ratepayers may be paying by Special Arrangement, which are not normally reported.

The Rates Officer under the guidance of the Chief Executive has commenced debt recovery on assessments where the ratepayer has made no attempt to pay off rates and charges.

Background

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year.

Comment

On-going debt recovery is occurring for assessments where debt recovery commenced last year or before. Some assessments are now at the stage where Property Sale and Seizure Orders have been placed on the properties.

In accordance with Council Policy, active recovery of current rates and charges will commence on 24 September 2019. It is anticipated as these charges will generally be less than 1 year overdue, that this action will be handled in-house. This will considerably reduce legal fees but may involve a higher number of assessments seeking Special Arrangement Payment Plans.

Consultation

Louise Sequerah, Acting Rates Officer

Susan Fitchat, Senior Finance Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

By actioning debt recovery, Council minimises the risk of future defaults and loss of income for the Shire. Associated costs are charged to the ratepayer's account.

Local governments have the power to have property re-vested if the debt remains unpaid for 3 years.

Financial Implications

It is best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year to minimise cash flow implications.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Walsh

0032 That the Finance Committee reviews the report of Recalcitrant Rates Debtors, as presented in Attachment 7.3A, in accordance with Council Policy.

CARRIED 3/0

7.4 A549 – Request to Write-off Legal Fees

Corporate & Community Services



Date:	4 September 2019
Location:	20-24 Stewart Street, Dowerin WA 6461
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in February 2019.

Included in this process was Assessment A549, 20-24 Stewart Street, Dowerin with all details sent to the Shire's Debt Collection Agent, AMPAC.

The Ratepayer is now requesting that the debt recovery fees be waived and written off.

Background

Council's Sundry Debt Collection Policy, adopted in October 2017, outlines the procedure required for the recovery of overdue rates and charges.

This includes, under delegated authority to the Chief Executive Officer, appropriate action in accordance with Sections 6.54-6.75 of the *Local Government Act 1995*.

On 22 February 2019, AMPAC was directed to lodge a General Procedure Claim for the debt owed against this Assessment A549. This action incurred costs of \$519.60 which were then on-charged to the assessment in accordance with Council Policy.

The ratepayer contacted the CEO on 21 March 2019 and agreed to an arrangement to pay off the overdue charges.

On 2 July 2019 the ratepayer requested that the legal fees be waived.

Comment

Despite the ratepayer's financial hardship, the ratepayer has made considerable effort to pay off the rates and charges.

Additionally, they have continued to provide a service to the community whilst undergoing this financial hardship.

As at 4 September 2019 the ratepayer has \$82.41 arrears outstanding.

Consultation

Louise Sequerah, Acting Rates Officer

Rebecca McCall, Chief Executive Officer

The above Officers have had ongoing consultation as to the process and Council's policy in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.47 of the *Local Government Act 1995* states:

"Subject to the Rates & Charges (Rebates & Deferments) Act 1995, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive a rate or service charge or resolve to grant other concessions in relation to a rate or service charge."

An Absolute Majority decision of Council is required.

Risk Implications

Writing off legal fees may set a precedent for other assessments to have the legal fees waived. Given the special circumstances of the business, this action is considered a low risk.

Financial Implications

An expense of \$519.60 will be charged to GL 20118 Rates - Rates Write Off which has a budget of \$1,000 for the 2019/20 year.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Walsh

0033

That the Finance Committee, by Absolute Majority pursuant to Section 6.47 of the *Local Government Act 1995*, recommends to Council that it resolves to write off the legal fees of \$519.60 raised against Assessment A549 and allocate the expense against GL 20118 Rates - Rates Write Off.

CARRIED BY ABSOLUTE MAJORITY 3/0

7.5 A225 – Debt Recovery Action

Corporate & Community Services



Date:	3 September 2019
Location:	4 Dowall Street, Minnivale WA 6461
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Louise Sequerah, Rates Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Nil
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

In accordance with Council Policy and local government best practice, debt recovery on outstanding rates and charges commenced in January 2018 on assessment A225, 4 Dowall Street, Minnivale for overdue rates and charges.

Background

The debt recovery action was followed through to the stage of Property Sale & Seizure Order (PSSO). The auction of the property attracted no bidders and the property was passed in at auction.

Comment

In summary:

1. Assessment A225, 4 Dowall Street, Minnivale was passed in at auction without a bid;
2. As at 29 August 2019 an outstanding balance of \$13,581.43 remains;
3. The last payment was made on 23 October 2012; and
4. AMPAC have advised the Shire's next course of action is to invoke the three year rule in accordance with Sections 6.74 and 6.75 of the *Local Government Act 1995*.

In AMPAC's email dated 21 June 2019 it was advised:

'Unfortunately providing a cost analysis for 3 years is difficult. We can only provide an estimate from our Solicitor to make sure the council have met criteria first. As you've been to Public Auction on this one already, it will be a case of giving this file to our Solicitor now for next steps to meet criteria under the Act, depending on what decision the Shire makes, i.e. transfer to itself or the Crown.'

If you Transfer to the Crown the Shire cannot get it back.

We also do not recommend writing off as the rates outstanding as the Property will still be in the rate-payers name and therefore re-rated and you're back to square one.

Transferring to the Shire or the Crown is approximately \$1000-\$5000.00 This procedure is very similar to settlement of a property. However, this is also an estimate as there may be a series of requisitions made by the Minister to get the process over the line. In those circumstances, the fees will exceed \$5000.00 however we will keep you informed as best we can.

We can refer this to Price Sierakowski for an estimate and there is also an AMPAC Debt Recovery Pty Ltd 3-year Transfer administration fee of \$1500.00.'

In addition to the above information the following is provided:

1. Council must hold the transferred land for 12 months after it is transferred. It can then sell the land if the market in the area has picked up.
2. In order to proceed with the 3-year rule the following is required:
 - a. A decision from Council;
 - b. A valuation from a Local Agent stating the estimated valuation of the property at sale, less any outstanding Water or Council rates; and
 - c. Based on this valuation Council can state it is unequitable to proceed to a second auction.
3. The property is vacant land in Minnivale. The prospect of Council selling this land in the future is very low.

Whilst the property in question is of little to no value to Council and does not form part of its strategic plans, the result of the land becoming Council property will result in no further debt being incurred.

Consultation

Consultation has occurred with the following:

Louise Sequerah, Acting Rates Officer; Susan Fitchat, Senior Finance Officer; Cherie Delmage, Manager Corporate & Community Services; Rebecca McCall, Chief Executive Officer; Lauren Marsh and Jodie Earney, Senior Account Managers - AMPAC Debt Recovery.

The above Officers have been part of the ongoing consultation as to the process along with consideration of relevant Council policies in relation to the recovery of outstanding rates and charges.

Policy Implications

Sundry Debt Collection Policy

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective: A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Risk Implications

The two risk implications associated with this report are:

1. If Council decide to invoke the three year rule, the sale of the land, if it occurs, is likely to result in little to no cost recovery; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and overdue interest.

Financial Implications

The two financial implications associated with this report are:

1. If Council decide to invoke the three year rule, the process will result in an additional amount between \$2,500 and \$7,000 depending on the work involved; or
2. If Council decide not to invoke the three year rule, the property will continue to incur rates and charges of approximately \$310 per year and overdue interest at approximately \$35 per month (and increasing).

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hudson

Seconded: Cr Walsh

0034

That the Finance Committee, by Absolute Majority pursuant to Sections 6.74 and 6.75 of the *Local Government Act 1995*, recommends to Council that:

1. **A valuation of 4 Dowall Street, Minnivale WA 6461 be obtained; and**
2. **A decision be made to invoke the three year rule with the intent to transfer the property into the Shire of Dowerin's name.**

CARRIED BY ABSOLUTE MAJORITY 3/0

8.	Questions from Members
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Nil

9.	Urgent Business Approved by the Person Presiding or by Decision
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Nil

10.	Date of Next Meeting
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Monday 14 October 2019 commencing at 3.00pm.

11.	Closure
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There being no further business the Chair thanked those in attendance and declared the meeting closed at 4.20pm.

SHIRE OF DOWERIN

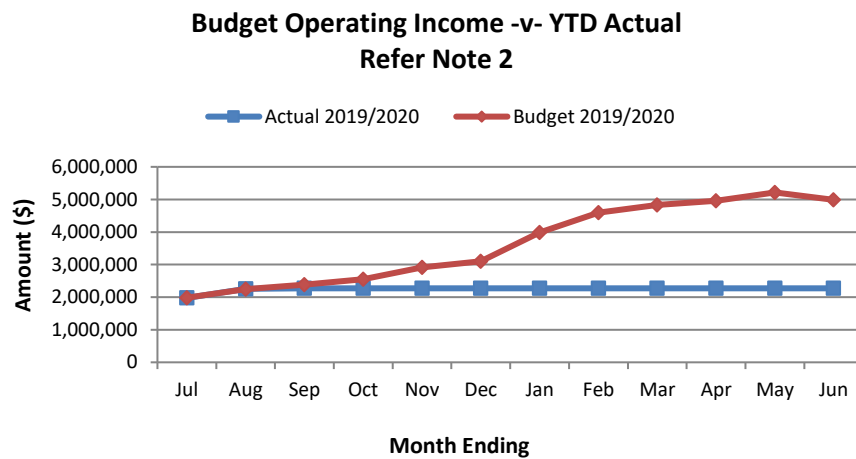
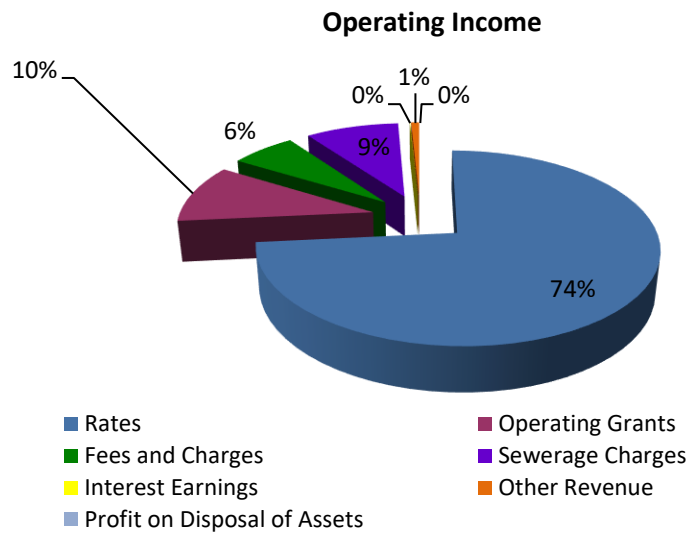
**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2019**

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

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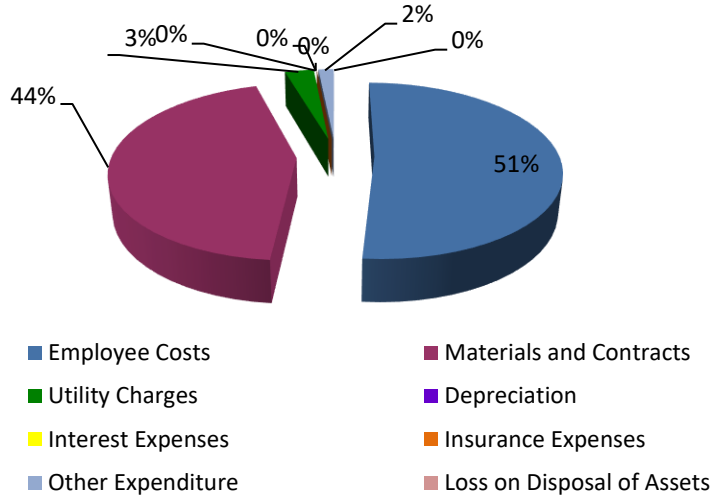
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SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 July 2019

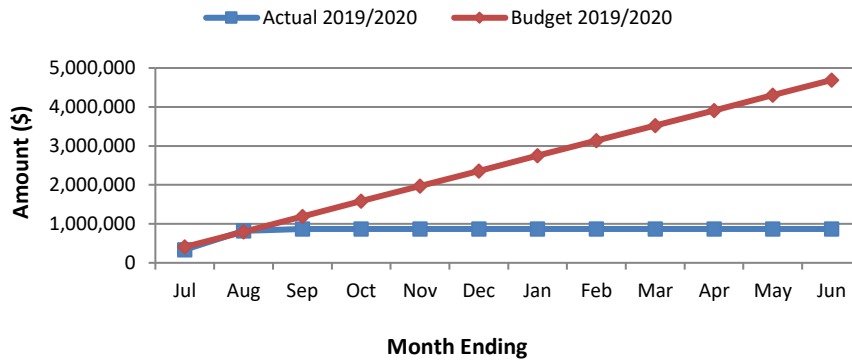


SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 July 2019

Operating Expenditure



Budget Operating Expenditure -v- YTD Actual
Refer Note 2



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 July 2019

		Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
Opening Funding Surplus(Deficit)	3	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊖
Revenue from operating activities								
Governance		0	0	0	0	0		
General Purpose Funding - Rates	9	1,352,400	1,352,400	1,352,400	1,355,969	3,569	0%	
General Purpose Funding - Other		890,060	890,060	4,476	663	(3,813)	(85%)	
Law, Order and Public Safety		61,922	61,922	5,158	378	(4,781)	(93%)	
Health		2,600	2,600	215	0	(215)	(100%)	
Education and Welfare		466,192	466,192	68,117	64,640	(3,477)	(5%)	
Housing		178,812	178,812	14,900	10,676	(4,224)	(28%)	
Community Amenities		265,400	265,400	247,340	258,989	11,649	5%	
Recreation and Culture		80,450	80,450	6,452	1,545	(4,907)	(76%)	
Transport		160,350	160,350	134,362	132,025	(2,337)	(2%)	
Economic Services		76,905	76,905	9,199	17,369	8,170	89%	
Other Property and Services		79,500	79,500	3,831	3,185	(646)	(17%)	
		3,614,591	3,614,591	1,846,450	1,845,438	(1,012)		
Expenditure from operating activities								
Governance		(642,064)	(642,064)	(53,492)	(44,054)	9,438	18%	
General Purpose Funding		(177,297)	(177,297)	(14,768)	(17,398)	(2,630)	(18%)	
Law, Order and Public Safety		(126,220)	(126,220)	(10,504)	(3,512)	6,992	67%	
Health		(54,836)	(54,836)	(4,567)	(1,753)	2,814	62%	
Education and Welfare		(489,908)	(489,908)	(40,808)	(33,774)	7,034	17%	
Housing		(75,455)	(75,455)	(25,427)	(24,898)	529	2%	
Community Amenities		(402,540)	(402,540)	(33,521)	(16,560)	16,961	51%	⊕
Recreation and Culture		(977,970)	(977,970)	(81,438)	(35,445)	45,993	56%	⊕
Transport		(1,341,321)	(1,341,321)	(112,638)	(118,617)	(5,979)	(5%)	
Economic Services		(396,556)	(396,556)	(33,002)	(25,243)	7,759	24%	
Other Property and Services		(7,633)	(7,633)	(3,401)	(15,055)	(11,654)	(343%)	⊖
		(4,691,800)	(4,691,800)	(413,566)	(336,308)	77,258		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	105,969	0	(105,969)	(100%)	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(5,671)	0	5,671	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	100,298	0	(100,298)	100%	
Amount attributable to operating activities		123,536	123,536	1,533,182	1,509,130	(24,052)		
Investing Activities								
Non-operating grants & Contributions	11	1,301,106	1,301,106	131,708	131,499	(209)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	(4,583)	0	4,583	(100%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(115,864)	0	115,864	(100%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(5,833)	0	5,833	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(18,750)	(108)	18,642	(99%)	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(853,000)	(853,000)	(55,414)	0	55,414	(100%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(68,736)	131,391	200,127		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus(Deficit)	3	(1)	(1)	2,194,445	2,263,053	68,608		

⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 July 2019

	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	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊖
Revenue from operating activities								
Rates	9	1,352,400	1,352,400	1,352,400	1,355,969	3,569	0%	
Operating Grants, Subsidies and Contributions	11	1,280,432	1,280,432	193,568	188,855	(4,713)	(2%)	
Fees and Charges		422,912	422,912	117,457	116,941	(516)	(0%)	
Sewerage Charges		156,000	156,000	156,000	168,445	12,445	8%	⊕
Interest Earnings		84,205	84,205	7,016	663	(6,353)	(91%)	
Other Revenue		238,592	238,592	19,879	14,566	(5,313)	(27%)	
Profit on Disposal of Assets		80,050	80,050	6,420	0	(6,420)	(100%)	
		3,614,591	3,614,591	1,852,740	1,845,437	(7,303)		
Expenditure from operating activities								
Employee Costs		(1,825,508)	(1,825,508)	(152,047)	(172,873)	(20,826)	(14%)	⊖
Materials and Contracts		(1,223,490)	(1,223,490)	(118,261)	(148,057)	(29,796)	(25%)	⊖
Utility Charges		(140,700)	(140,700)	(11,699)	(10,045)	1,655	14%	
Depreciation on Non-Current Assets		(1,271,795)	(1,271,795)	(105,969)	0	105,969	100%	⊕
Interest Expenses		(51,162)	(51,162)	(4,261)	0	4,261	100%	
Insurance Expenses		(91,375)	(91,375)	(7,602)	0	7,602	100%	
Other Expenditure		(78,770)	(78,770)	(6,558)	(5,332)	1,226	19%	
Loss on Disposal of Assets		(9,000)	(9,000)	(749)	0	749	100%	
		(4,691,800)	(4,691,800)	(407,146)	(336,307)	70,839		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	105,969	0	(105,969)	(100%)	⊕
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(5,671)	0	5,671	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	100,298	0	(100,298)		
Amount attributable to operating activities		123,536	123,536	1,545,892	1,509,130	(36,762)		
Investing activities								
Non-operating grants & contributions	11	1,301,106	1,301,106	131,708	131,499	(209)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	0	0	0		
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	(4,583)	0	4,583	(100%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(115,864)	0	115,864	(100%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(5,833)	0	5,833	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(18,750)	(108)	18,642	(99%)	
Heritage Assets	13			0	0	0		
Plant and Equipment	13	(853,000)	(853,000)	(55,414)	0	55,414	(100%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(68,736)	131,391	200,127		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus (Deficit)	3	0	0	2,207,156	2,263,053	55,897	3%	

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.

⊕ More Revenue OR Less Expenditure
⊖ Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 July 2019

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	13	55,000		0
Infrastructure Assets - Roads	13	1,390,480		0
Infrastructure Assets - Public Facilities	13	0		0
Infrastructure Assets - Footpaths	13	70,000		0
Infrastructure Assets - Other	13	275,000		108
Heritage Assets	13	0		0
Plant and Equipment	13	853,000		0
Furniture and Equipment	13	0		0
Capital Expenditure Totals		2,643,480		108
Capital acquisitions funded by:				
Capital Grants and Contributions	11	1,301,106	49%	131,499
Borrowings	9	87,500	3%	0
Other (Disposals & C/Fwd)		834,000	32%	0
Council contribution - Cash Backed Reserves	7	281,716	11%	0
Council contribution - operations		139,158	5%	(131,391)
Capital Funding Total		2,643,480	100%	108

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 1: Significant Accounting Policies

(a) Basis of Accounting

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

Critical Accounting Estimates

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

(b) The Local Government Reporting Entity

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

(c) Rounding Off Figures

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

(d) Rates, Grants, Donations and Other Contributions

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

(e) Goods and Services Tax

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

(f) Cash and Cash Equivalents

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

(g) Trade and Other Receivables

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

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

(h) Inventories

General

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

Land Held for Resale

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

(i) Fixed Assets

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 1: Significant Accounting Policies

(j) Depreciation of Non-Current Assets

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

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

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

(k) Trade and Other Payables

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

(l) Employee Benefits

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

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

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

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

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

(m) Interest-bearing Loans and Borrowings

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

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

Borrowing Costs

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

(n) Provisions

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

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.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JULY 2019

STATUTORY REPORTING PROGRAMS

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

OBJECTIVE

GOVERNANCE

To provide a decision making process for the efficient allocation of resources

ACTIVITIES

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 2: Explanation of Material Variances

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

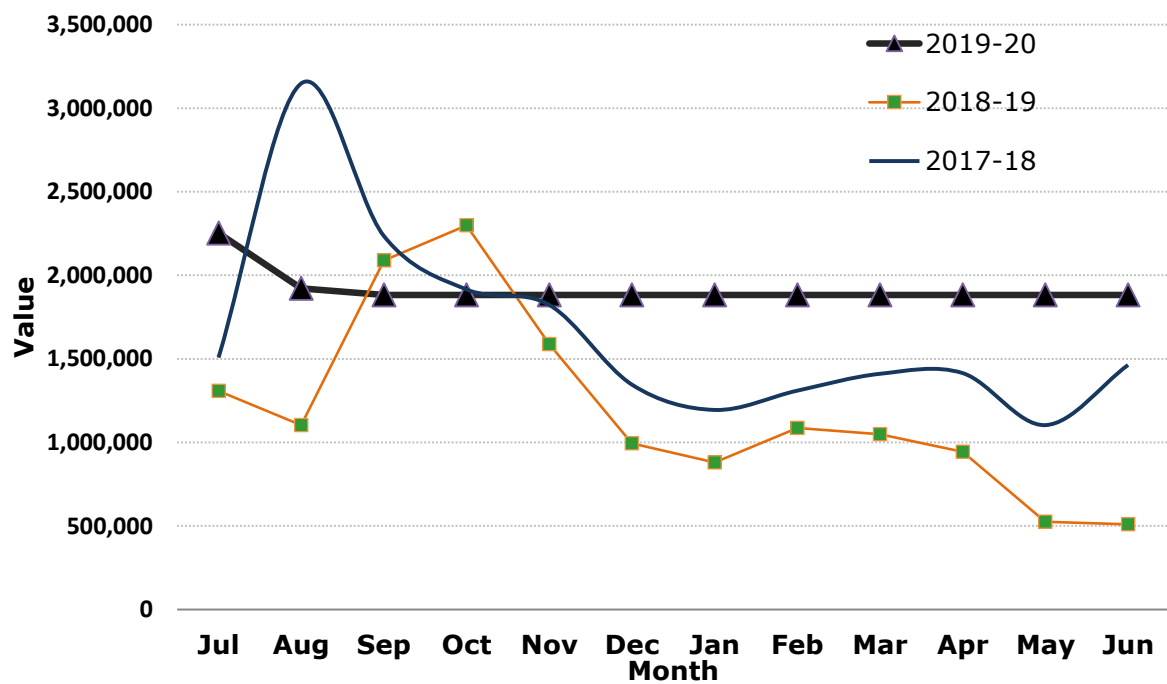
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	0				Within Variance threshold
General Purpose Funding - Rates	3,569	0%			Within Variance threshold
General Purpose Funding - Other	(3,813)	(85%)			Within Variance threshold
Law, Order and Public Safety	(4,781)	(93%)			Within Variance threshold
Health	(215)	(100%)			Within Variance threshold
Education and Welfare	(3,477)	(5%)			Within Variance threshold
Housing	(4,224)	(28%)			Within Variance threshold
Community Amenities	11,649	5%			Within Variance threshold
Recreation and Culture	(4,907)	(76%)			Within Variance threshold
Transport	(2,337)	(2%)			Within Variance threshold
Economic Services	8,170	89%			Within Variance threshold
Other Property and Services	(646)	(17%)			Within Variance threshold
Operating Expense	\$	%			
Governance	9,438	18%			Within Variance threshold
General Purpose Funding	(2,630)	(18%)			Within Variance threshold
Law, Order and Public Safety	6,992	67%			Within Variance threshold
Health	2,814	62%			Within Variance threshold
Education and Welfare	7,034	17%			Within Variance threshold
Housing	529	2%			Within Variance threshold
Community Amenities	16,961	51%	➡	Timing	Timing of general maintenance works; budget profiling; includes depreciation
Recreation and Culture	45,993	56%	➡	Timing	Timing of general maintenance works; budget profiling; includes depreciation
Transport	(5,979)	(5%)			Within Variance threshold
Economic Services	7,759	24%			Within Variance threshold
Other Property and Services	(11,654)	(343%)	⚡	Timing	Overhead under recovery; rates to be reviewed
Operating activities excluded from budget					
Depreciation	105,969	(100%)	➡	Timing	Depreciation has not been processed
Adjust (Profit)/Loss on Asset Disposal	5,671	(1)			Within Variance threshold
Movement in Leave Reserve	0				
Capital Revenues					
Grants, Subsidies and Contributions	(209)	(0)			Within Variance threshold
Capital Expenses					<i>Refer to Note 13 For detail</i>
Land and Buildings	4,583	(100%)			Within Variance threshold
Infrastructure - Roads	115,864	(100%)			Within Variance threshold
Infrastructure - Footpaths	5,833	(100%)			Within Variance threshold
Infrastructure Assets - Other	18,642	(99%)			Within Variance threshold
Plant and Equipment	55,414	(100%)			Within Variance threshold
Furniture and Equipment	0				
Financing					
Proceeds from New Debentures	0				
Proceeds from Advances	0				
Self-Supporting Loan Principal	0				
Transfer from Reserves	0				
Advances to Community Groups	0				
Opening Funding Surplus(Deficit)	(107,468)	(15%)	⚡		Opening surplus; analysis & investigation underway; possible budget review

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 3: Net Current Funding Position

		Positive=Surplus (Negative=Deficit)	
		Last Years Actual Closing	Current
	Note	30 June 2019	31 Jul 2019
		\$	\$
Current Assets			
Cash Unrestricted	2	843,960	489,835
Cash Restricted	2	2,245,469	2,245,469
Receivables - Rates		75,356	1,362,378
Receivables - Other		145,141	610,067
Interest; ATO; Trust		45,601	28,120
Inventories		11,163	18,041
		3,366,691	4,753,911
Less: Current Liabilities			
Payables		(336,854)	(83,553)
Current Borrowings		(145,042)	(145,042)
Provisions		(205,715)	(205,715)
		(687,611)	(434,310)
Net Current Assets		2,679,079	4,319,601
Less: Cash Reserves	7	(2,245,469)	(2,245,469)
Less : Rates Adjustment		0	0
Plus: Current Borrowings included in Budget		132,290	132,290
Plus : Liabilities funded by Cash Backed Reserves		56,632	56,632
Net Current Funding Position		622,532	2,263,053

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves, and is excluded from this calculation

Unrestricted cash includes commitments to projects

Current Ratio equals 1:5.78

This means that for every \$1.00 of liability Council has \$5.78 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash on Hand (Floats)	700			700			
(b) Cash Deposits							
Municipal Bank Account	416,700			416,700	NAB	Variable	At Call
Cash Maximiser	72,435			72,435	NAB	Variable	At Call
Trust Bank Account			11,661		NAB	Variable	At Call
(c) Term Deposits							
34-891-1243		1,287,099		1,287,099	Bendigo	2.05%	08-Oct-19
95-525-1072		958,370		958,370	NAB	2.15%	08-Oct-19
	489,835	2,245,469	11,661	2,735,304			

Comments/Notes - Investments

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

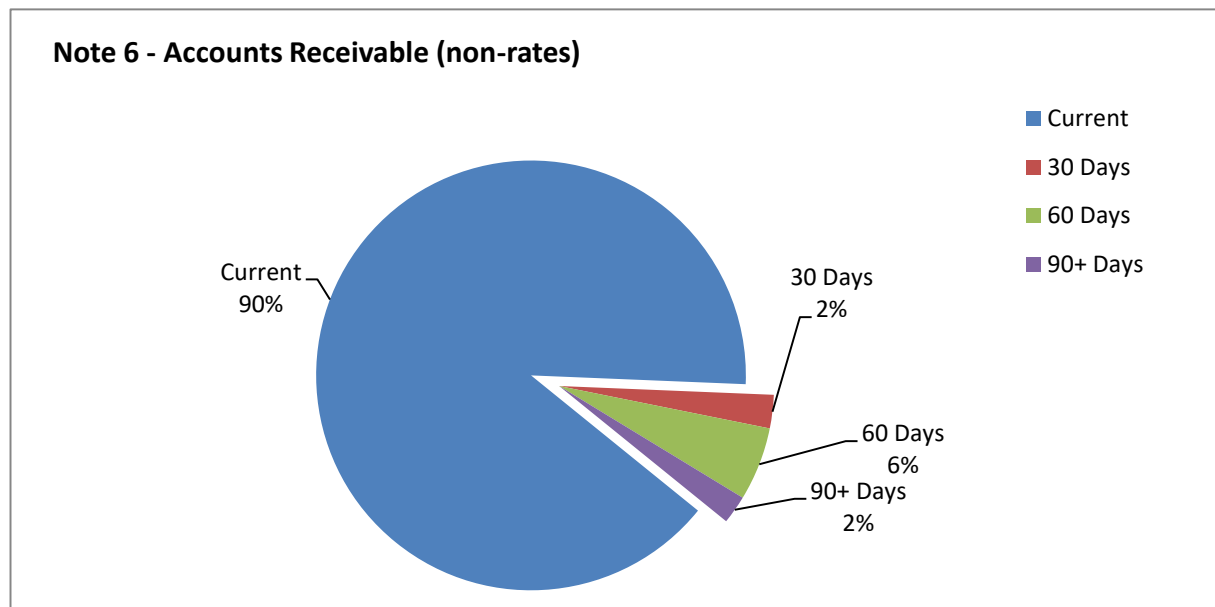
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 6: Receivables

Receivables - Rates Receivable	30 June 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	75,356	20,779
Levied this year	1,355,969	1,163,541
<u>Less</u> Collections to date	(68,946)	(1,146,998)
Equals Current Outstanding	1,362,378	37,323
Net Rates Collectable	1,362,378	37,323
% Collected	4.82%	96.85%

Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	297,469	8,318	18,340	7,062	331,189
Balance per Trial Balance					
Sundry Debtors					331,189
Total Receivables General Outstanding					331,189



Comments/Notes - Receivables General

90 days - Includes Coalcliffe Plant Hire

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

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	56,631	1,513		0		0		58,144	56,631
Plant Reserve	59,958	602		85,000		0		145,560	59,958
Sewerage Asset Preservation Reserve	1,256,174	11,466		50,000		(150,000)		1,167,640	1,256,174
Land & Building Reserve	449,363	2,007		150,000		(124,716)		476,654	449,363
Swimming Pool Reserve	186	5		0		0		191	186
Recreation Facilities Reserve	193,926	182		5,000		(7,000)		192,108	193,926
Community Housing Project Reserve	48,934	1,308		0		0		50,242	48,934
Economic Development Reserve	55,753	1,490		0		0		57,243	55,753
Bowling Green Replacement Reserve	85,312	280		12,000		0		97,592	85,312
Tennis Court Replacement Reserve	39,232	1,048		6,000		0		46,280	39,232
	2,245,469	19,901	0	308,000	0	(281,716)	0	2,291,654	2,245,469

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

327,901

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				YTD Budget			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
	16 Anderson Str	Housing					37,000	70,000	33,000	
	18 Anderson Str	Housing					78,000	70,000		(8,000)
D013	Ford Ranger	Rec & Culture					28,000	27,000		(1,000)
D07	Ford Ranger	Rec & Culture					28,000	28,000		
D008	Ford Ranger	Rec & Culture					31,000	34,000	3,000	
D06	Low Loader	Transport					4,450	10,000	5,550	
	Dolly	Transport					0	5,000	5,000	
D002	Ford Ranger	Other Prop & Serv					43,000	48,000	5,000	
D002	Ford Ranger	Other Prop & Serv					30,500	34,000	3,500	
D0	Ford Everest	Other Prop & Serv					45,000	50,000	5,000	
D0	Ford Everest	Other Prop & Serv					45,000	50,000	5,000	
D4	Ford Everest	Other Prop & Serv					45,000	50,000	5,000	
D4	Ford Everest	Other Prop & Serv					45,000	50,000	5,000	
D4	Ford Everest	Other Prop & Serv					45,000	50,000	5,000	
			0	0	0	0	504,950	576,000	80,050	(9,000)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 9: Rating Information

Note 9: Rating Information				YTD Actual			Budget				
		Number of Properties	Rateable Value	Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
	Rate in										
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.100790	136	1,352,119	136,280	3,088	861	140,229	136,282	0	0	136,282
GRV - Commercial/Industrial	0.100790	15	256,474	25,850	0	0	25,850	25,851	0	0	25,851
GRV - Town Rural	0.100790	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV - Other Towns	0.100790	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
UV - Rural Farmland	0.008400	229	126,018,500	1,058,555	0	0	1,058,555	1,058,933	0	0	1,058,933
Sub-Totals		400	127,799,369	1,238,049	3,088	861	1,241,998	1,238,430	0	0	1,238,430
Minimum											
Minimum Rates	\$										
GRV -Residential	770	39		30,030	0	0	30,030	30,030	0	0	30,030
GRV - Commercial/Industrial	770	18		13,860	0	0	13,860	13,860	0	0	13,860
GRV - Town Rural	770	15		11,550	0	0	11,550	11,550	0	0	11,550
GRV - Other Towns	225	20		4,500	0	0	4,500	4,500	0	0	4,500
UV - Rural Farmland	770	61		46,970	0	0	46,970	46,970	0	0	46,970
UV - Commercial/Industrial	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Town Rural	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Mining Tenement	225	4		900	0	0	900	900	0	0	900
Sub-Totals		165	0	113,970	0	0	113,970	113,970	0	0	113,970
		565	127,799,369	1,352,019	3,088	861	1,355,968	1,352,400	0	0	1,352,400
Concession							0				0
Amount from General Rates							1,355,968	1,352,400			1,352,400
Ex-Gratia Rates							0	0			0
Penalty Interest							0	0			0
Instalment Fees							560	0			0
Legal Fees							0	0			0
Rates Enquiries Income							0	0			0
Rates Written Off							0	0			0
Specified Area Rates							0	0			0
Totals							1,356,528	1,352,400			1,352,400

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 10 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97 - Community Club	218,830		0	70,011	148,819	148,819	0	8,243
Loan 101 - Pool	200,000		0	0	200,000	200,000	0	5,870
DEM; Loan 102; Swimming Pool			0	0	50,000	0	0	0
Economic Services								
Loan 99 - Short Term Accommodation Project	711,693		0	31,066	680,627	31,066	0	22,110
DEM; Loan 103; Entry Statements			0	0	37,500	0	0	0
Self Supporting Loans								
Loan 98 - Dowerin Events	12,567		0	12,567	0	0	0	205
Housing								
Loan 100 - GROH housing loan	275,144		0	9,973	265,171	9,734	0	9,734
	1,418,234	0	0	123,617	1,382,117	389,619	0	46,162

Self Supporting Loan Principal received 0

Description of Debentures:	Expiry date
Loan - 97	08.06.22
Loan - 98	11.11.19
Loan - 99	04.10.36
Loan - 100	02.04.38 Loan drawn down in October 2018
Loan -101	25.06.19 Loan drawn down in June 2019

(b) New Debentures

The Shire proposes to raise a debenture this financial year for the purposes of GROH House funding and Pool Renewal/Upgrade.

Particulars	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Budget	Balance Unspent \$
DEM; Loan 102; Swimming Pool	50,000	DEM	Interest Free	5	0	0	0	50,000
DEM; Loan 103; Entry Statements	37,500	DEM	Interest Free	5	0	0	0	37,500

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 11: Grants and Contributions

	Annual Budget	Current Budget (a)	YTD Actual Revenue (b)	YTD Variance (b)-(a)
		\$	\$	\$
General Purpose Funding				
OP CBH Ex-Gratia Rates	34,200	34,200	0	(34,200)
OP Grants Commission - General Purpose	457,286	457,286	0	(457,286)
OP Grants Commission - Roads	303,574	303,574	0	(303,574)
Law, Order and Public Safety				
OP DFES - ESL Collection Fee	4,000	4,000	0	(4,000)
OP DFES Grant - Bush Fire Brigade	51,422	51,422	0	(51,422)
Health				
OP YOUTH; Contributions & Donations	15,850	15,850	0	(15,850)
OP YOUTH; Grant Funding	25,000	25,000	0	(25,000)
OP DHC; Contributions & Donations	500	500	0	(500)
OP DHC; Federal Grant Funding; DoH	209,000	209,000	53,190	(155,810)
OP DHC; WAHACC; State Grant Funding; DoH	12,800	12,800	3,640	(9,160)
OP DHC; Home Care Package Funding; Federal; DoH	66,750	66,750	0	(66,750)
Education & Welfare				
OP Education & Welfare	(2,000)	(2,000)	0	2,000
Recreation and Culture				
OP OTHER REC & SPORT; Contributions & Donations	13,000	13,000	627	(12,373)
OP OTHER CULTURE; Contributions & Donations	8,450	8,450	0	(8,450)
OP OTHER CULTURE; Grants - Events	24,600	24,600	0	(24,600)
Transport				
OP ROAD MAINT; Direct Road Grant (MRWA)	132,000	132,000	132,025	25
OP ROAD MAINT; Street Lighting Subsidy	2,800	2,800	0	(2,800)
CAP ROAD CONST; Regional Road Group Grants (MRWA)	328,748	328,748	131,499	(197,249)
CAP ROAD CONST; Roads to Recovery Grants (R2R)	346,928	346,928	0	(346,928)
CAP ROAD CONST; Other Grants - Roads/Streets	35,000	35,000	0	(35,000)
CAP ROAD CONST; Other Grants - Commodity Routes	550,430	550,430	0	(550,430)
Economic Services				
CAP TOURISM; Grants	37,500	37,500	0	(37,500)
TOTALS	2,657,838	2,657,838	320,981	(2,336,857)
SUMMARY				
OP Operating	1,359,232	1,359,232	189,482	(1,169,750)
CAP Non-operating	1,298,606	1,298,606	131,499	(1,167,107)
	2,657,838	2,657,838	320,981	(2,336,857)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 12: 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 2019	Amount Received	Amount Paid	Closing Balance 31 Jul 2019
	\$	\$	\$	\$
Housing Bonds	3,180	0	(400)	2,780
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	2,523	0	0	2,523
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	0	0	0
Yellow Ribbon	247	0	0	247
	12,061	0	(400)	11,661









SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: Capital Acquisitions

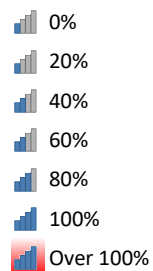
Assets	Account	Program	YTD Actual			Budget				
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
<div><div></div>Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.</div>										
Buildings										
<div></div> Administration Office Roof Replacement	45810	Other Property & Services			0	55,000	55,000	55,000	4,583	(4,583)
Buildings Total			0	0	0	55,000	55,000	55,000	4,583	(4,583)
Plant , Equip. & Vehicles										
<div></div> Jetta	42730	Community Amenities			0	85,000	85,000	85,000	0	0
<div></div> 4x2 Utility; D013	PE197	Recreation & Culture			0	31,000	31,000	31,000	0	0
<div></div> 4x2 Utility; D07	PE198	Recreation & Culture			0	34,000	34,000	34,000	0	0
<div></div> 4x4 Utility; D008	PE199	Recreation & Culture			0	38,000	38,000	38,000	0	0
<div></div> Jet Patcher	PE191	Transport			0	200,000	200,000	200,000	16,666	(16,666)
<div></div> Tag Trailer (currently Low Loader); D06	PE192	Transport			0	45,000	45,000	45,000	3,750	(3,750)
<div></div> Road Stabiliser; Additional Plant Item	PE193	Transport			0	48,000	48,000	48,000	4,000	(4,000)
<div></div> 4x4 Utility; D02	PE196	Other Property & Services			0	100,000	100,000	100,000	8,333	(8,333)
<div></div> Ford Everest; CEO; D0; 2 x Changeovers	PE194	Other Property & Services			0	104,000	104,000	104,000	8,666	(8,666)
<div></div> Ford Everest; MCCS; D4	PE195	Other Property & Services			0	52,000	52,000	52,000	4,333	(4,333)
<div></div> Ford Everest; MCCS; D4; 2 x Changeovers	PE200	Other Property & Services			0	104,000	104,000	104,000	8,666	(8,666)
<div></div> Gymnasium Equipment	43420	Recreation & Culture			0	12,000	12,000	12,000	1,000	(1,000)
Transport Total			0	0	0	853,000	853,000	853,000	55,414	(55,414)
<div></div> Plant & EquipmentTotal			0	0	0	908,000	908,000	908,000	59,997	(59,997)
Infrastructure - Roads										
<div></div> Dowerin-Kalannie Road; Reconstruct	RTR193	Transport			0	346,928	346,928	346,928	28,908	(28,908)
<div></div> Dowerin-Kalannie Road; Reconstruct	RRG191	Transport			0	327,110	327,110	327,110	27,257	(27,257)
<div></div> Dowerin-Meckering Road; Stabilise	RRG192	Transport			0	166,012	166,012	166,012	13,833	(13,833)
<div></div> Dowerin-Koorda Road; Reconstruct	CRF194	Transport			0	550,430	550,430	550,430	45,866	(45,866)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 July 2019

Note 13: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget				
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
 Roads Total			0	0	0	1,390,480	1,390,480	1,390,480	115,864	(115,864)
Infrastructure - Footpaths										
 Fraser Street Footpath	FRA001	Transport			0	70,000	70,000	70,000	5,833	(5,833)
 Infrastructure - Footpaths TOTAL			0	0	0	70,000	70,000	70,000	5,833	(5,833)
Infrastructure - Other										
 Swimming Pool Refurbishment Continued	43380	Recreation & Culture			0	50,000	50,000	50,000	0	0
 Town Oval Reticulation Upgrade (Inc Dam)	TOR001	Recreation & Culture			108	150,000	150,000	150,000	12,500	(12,392)
 Entrance/Streetscape Project; SSA & DCC	SSA001	Economic Services			0	75,000	75,000	75,000	6,250	(6,250)
 Infrastructure -Other Total			0	0	108	275,000	275,000	275,000	18,750	(18,642)
 Capital Expenditure Total			0	0	108	2,643,480	2,643,480	2,643,480	200,444	(200,336)

Level of Completion Indicators



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

0

SHIRE OF DOWERIN

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2019**

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

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Note 5 Budget Amendments

Note 6 Receivables

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Note 9 Rating Information

Note 10 Information on Borrowings

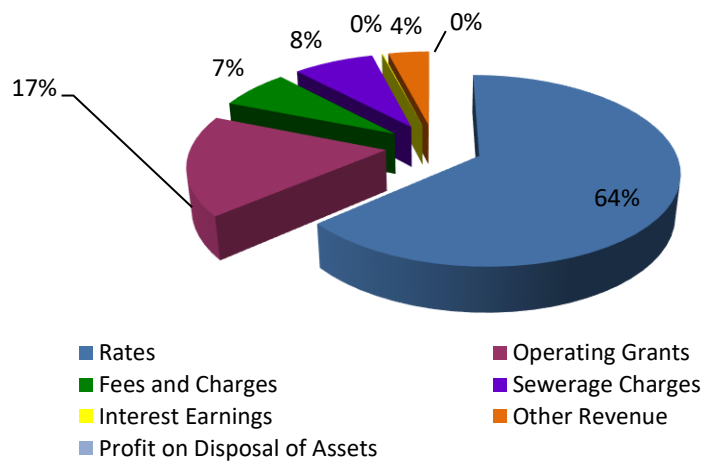
Note 11 Non operating Grants and Contributions

Note 12 Trust

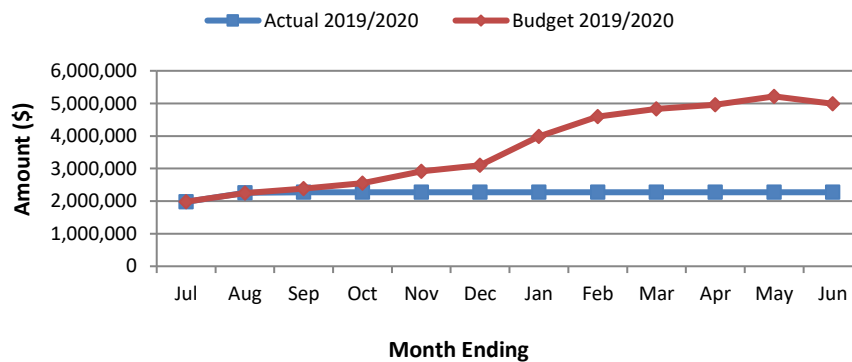
Note 13 Details of Capital Acquisitions

**SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 August 2019**

Operating Income

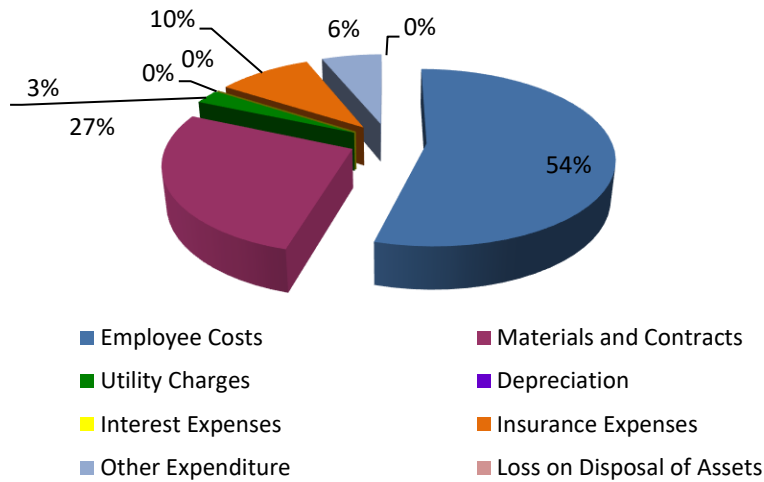


**Budget Operating Income -v- YTD Actual
Refer Note 2**

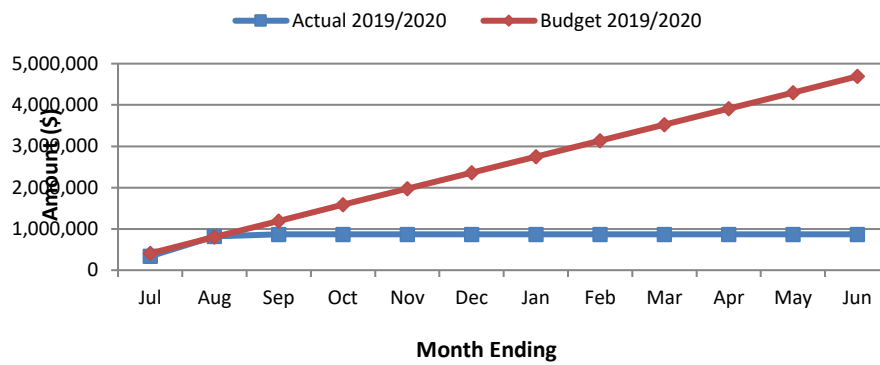


SHIRE OF DOWERIN
Information Summary
For the Period Ended 31 August 2019

Operating Expenditure



Budget Operating Expenditure -v- YTD Actual
Refer Note 2



This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(Statutory Reporting Program)
For the Period Ended 31 August 2019

	Note	Original Annual Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Opening Funding Surplus(Deficit)	3	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊗
Revenue from operating activities								
Governance		0	0	0	323	323		
General Purpose Funding - Rates	9	1,318,200	1,352,400	1,352,400	1,355,969	3,569	0%	
General Purpose Funding - Other		924,260	890,060	211,743	231,920	20,177	10%	⊕
Law, Order and Public Safety		61,922	61,922	10,316	679	(9,637)	(93%)	
Health		2,600	2,600	430	0	(430)	(100%)	
Education and Welfare		466,192	466,192	83,984	76,307	(7,677)	(9%)	
Housing		178,812	178,812	29,800	23,412	(6,388)	(21%)	
Community Amenities		265,400	265,400	248,980	261,551	12,571	5%	⊕
Recreation and Culture		80,450	80,450	12,904	3,146	(9,758)	(76%)	
Transport		160,350	160,350	136,724	132,025	(4,699)	(3%)	
Economic Services		76,905	76,905	18,398	39,093	20,695	112%	⊕
Other Property and Services		79,500	79,500	7,662	4,312	(3,350)	(44%)	
		3,614,591	3,614,591	2,113,341	2,128,738	15,397		
Expenditure from operating activities								
Governance		(642,064)	(642,064)	(106,984)	(114,659)	(7,675)	(7%)	
General Purpose Funding		(177,297)	(177,297)	(29,536)	(26,272)	3,264	11%	
Law, Order and Public Safety		(126,220)	(126,220)	(21,008)	(15,825)	5,183	25%	
Health		(54,836)	(54,836)	(9,134)	(2,905)	6,229	68%	
Education and Welfare		(489,908)	(489,908)	(81,616)	(82,978)	(1,362)	(2%)	
Housing		(75,455)	(75,455)	(30,354)	(71,190)	(40,836)	(135%)	⊗
Community Amenities		(402,540)	(402,540)	(67,042)	(45,087)	21,955	33%	⊕
Recreation and Culture		(977,970)	(977,970)	(162,876)	(127,290)	35,586	22%	⊕
Transport		(1,341,321)	(1,341,321)	(223,518)	(194,830)	28,688	13%	⊕
Economic Services		(396,556)	(396,556)	(66,004)	(57,416)	8,588	13%	
Other Property and Services		(7,633)	(7,633)	(1,220)	(80,133)	(78,913)	(6468%)	⊗
		(4,691,800)	(4,691,800)	(799,292)	(818,584)	(19,292)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	211,938	0	(211,938)	(100%)	⊕
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(11,342)	0	11,342	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	200,596	0	(200,596)	100%	
Amount attributable to operating activities		123,536	123,536	1,514,645	1,310,153	(204,492)		
Investing Activities								
Non-operating grants & Contributions	11	1,301,106	1,301,106	131,916	131,499	(417)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	576,000	0	(576,000)	(100%)	⊗
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	(9,166)	0	9,166	(100%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(231,728)	(1,200)	230,528	(99%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(11,666)	0	11,666	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(87,500)	(108)	87,392	(100%)	
Heritage Assets	13	0	0	0	0	0		
Plant and Equipment	13	(853,000)	(853,000)	(465,496)	(130,273)	335,223	(72%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(97,640)	(82)	97,559		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus(Deficit)	3	0	0	2,147,007	1,932,604	(214,403)		

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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL ACTIVITY
(By Nature or Type)
For the Period Ended 31 August 2019

		Original Annual Budget	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
Opening Funding Surplus (Deficit)	3	730,000	730,000	730,000	622,532	(107,468)	(15%)	⊖
Revenue from operating activities								
Rates	9	1,352,400	1,352,400	1,352,400	1,355,969	3,569	0%	
Operating Grants, Subsidies and Contributions	11	1,280,432	1,280,432	393,101	369,377	(23,725)	(6%)	⊖
Fees and Charges		422,912	422,912	145,214	147,436	2,222	2%	
Sewerage Charges		156,000	156,000	156,000	168,445	12,445	8%	⊕
Interest Earnings		84,205	84,205	14,032	2,355	(11,677)	(83%)	⊖
Other Revenue		238,592	238,592	39,756	85,156	45,400	114%	⊕
Profit on Disposal of Assets		80,050	80,050	12,840	0	(12,840)	(100%)	
		3,614,591	3,614,591	2,113,343	2,128,738	15,395		
Expenditure from operating activities								
Employee Costs		(1,825,508)	(1,825,508)	(304,094)	(445,160)	(141,066)	(46%)	⊖
Materials and Contracts		(1,223,490)	(1,223,490)	(221,522)	(221,477)	46	0%	
Utility Charges		(140,700)	(140,700)	(23,398)	(21,636)	1,762	8%	
Depreciation on Non-Current Assets		(1,271,795)	(1,271,795)	(211,938)	0	211,938	100%	⊕
Interest Expenses		(51,162)	(51,162)	(8,522)	0	8,522	100%	
Insurance Expenses		(91,375)	(91,375)	(15,204)	(79,478)	(64,274)	(423%)	⊖
Other Expenditure		(78,770)	(78,770)	(13,116)	(50,834)	(37,718)	(288%)	⊖
Loss on Disposal of Assets		(9,000)	(9,000)	(1,498)	0	1,498	100%	
		(4,691,800)	(4,691,800)	(799,292)	(818,584)	(19,292)		
Operating activities excluded from budget								
Add back Depreciation		1,271,795	1,271,795	211,938	0	(211,938)	(100%)	⊖
Adjust (Profit)/Loss on Asset Disposal	8	(71,050)	(71,050)	(11,342)	0	11,342	(100%)	
Movement in Deferred Pensioner		0	0	0	0	0		
Movement in Leave Reserve		0	0	0	0	0		
Movement in Accruals		0	0	0	0	0		
		1,200,745	1,200,745	200,596	0	(200,596)		
Amount attributable to operating activities		123,536	123,536	1,514,647	1,310,154	(204,493)		
Investing activities								
Non-operating grants & contributions	11	1,301,106	1,301,106	131,916	131,499	(417)	(0%)	
Proceeds from Disposal of Assets	8	576,000	576,000	576,000	0	(576,000)	(100%)	⊖
Land Held for Resale		0	0	0	0	0		
Land and Buildings	13	(55,000)	(55,000)	(9,166)	0	9,166	(100%)	
Infrastructure Assets - Roads	13	(1,390,480)	(1,390,480)	(231,728)	(1,200)	230,528	(99%)	
Infrastructure Assets - Public Facilities	13	0	0	0	0	0		
Infrastructure Assets - Footpaths	13	(70,000)	(70,000)	(11,666)	0	11,666	(100%)	
Infrastructure Assets - Other	13	(275,000)	(275,000)	(87,500)	(108)	87,392	(100%)	
Heritage Assets	13	0	0		0	0		
Plant and Equipment	13	(853,000)	(853,000)	(465,496)	(130,273)	335,223	(72%)	
Furniture and Equipment	13	0	0	0	0	0		
Amount attributable to investing activities		(766,374)	(766,374)	(97,640)	(82)	97,559		
Financing Activities								
Proceeds from New Debentures	10	87,500	87,500	0	0	0		
Proceeds from Advances		0	0	0	0	0		
Self-Supporting Loan Principal	10	12,567	12,567	0	0	0		
Transfer from Reserves	7	281,716	281,716	0	0	0		
Advances to Community Groups		0	0	0	0	0		
Repayment of Debentures	10	(141,045)	(141,045)	0	0	0		
Transfer to Reserves	7	(327,901)	(327,901)	0	0	0		
Amount attributable to financing activities		(87,163)	(87,163)	0	0	0		
Closing Funding Surplus (Deficit)	3	0	0	2,147,007	1,932,604	(214,403)	(10%)	⊖

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.



More Revenue OR Less Expenditure



Less Revenue OR More Expenditure

SHIRE OF DOWERIN
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 31 August 2019

Capital Acquisitions

	Note	Original Annual Budget	% Source of Funding	YTD Actual Total
		\$		\$
Land and Buildings	13	55,000		0
Infrastructure Assets - Roads	13	1,390,480		1,200
Infrastructure Assets - Public Facilities	13	0		0
Infrastructure Assets - Footpaths	13	70,000		0
Infrastructure Assets - Other	13	275,000		108
Heritage Assets	13	0		0
Plant and Equipment	13	853,000		130,273
Furniture and Equipment	13	0		0
		2,643,480		131,581
Capital acquisitions funded by:				
Capital Grants and Contributions	10	1,301,106	49%	131,499
Borrowings	9	87,500	3%	0
Other (Disposals & C/Fwd)		834,000	32%	0
Council contribution - Cash Backed Reserves	7	0	0%	0
Council contribution - operations		420,874	16%	82
Capital Funding Total		2,643,480	100%	131,581

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

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.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

(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.

(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.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

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.

(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.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 1: Significant Accounting Policies

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.

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 AUGUST 2019

STATUTORY REPORTING PROGRAMS

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

OBJECTIVE

GOVERNANCE

To provide a decision making process for the efficient allocation of resources

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

HEALTH

To provide an operational framework for environmental and community health.

EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

TRANSPORT

To provide safe, effective and efficient transport services to the community.

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

ACTIVITIES

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

Rates, general purpose government grants and interest revenue.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

Inspection of food premises and food control.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

Provision and maintenance of all Shire responsible housing.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 2: Explanation of Material Variances

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

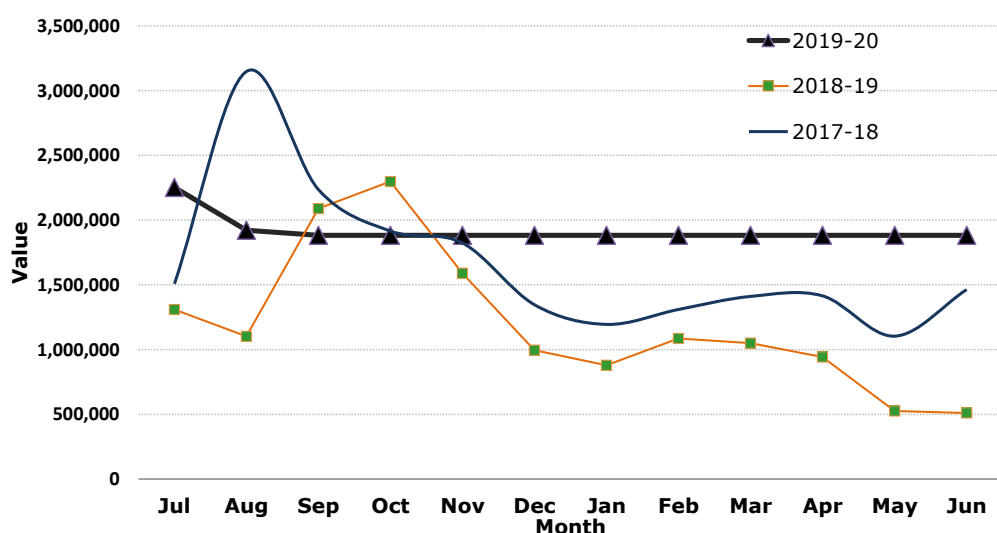
Reporting Program	Var. \$	Var. %	Var.	Timing / Permanent	Explanation of Variance
Operating Income	\$	%			
Governance	323				Within Variance threshold
General Purpose Funding - Rates	3,569	0%			Within Variance threshold
General Purpose Funding - Other	20,177	10%	🟢	Timing	Ex Gratia rates higher than budgeted;
Law, Order and Public Safety	(9,637)	(93%)			Within Variance threshold
Health	(430)	(100%)			Within Variance threshold
Education and Welfare	(7,677)	(9%)			Within Variance threshold
Housing	(6,388)	(21%)			Within Variance threshold
Community Amenities	12,571	5%	🟢	Permanent	Sewerage rates higher than budgeted amount
Recreation and Culture	(9,758)	(76%)			Within Variance threshold
Transport	(4,699)	(3%)			Within Variance threshold
Economic Services	20,695	112%	🟢	Timing	Short Stay accommodation fees - Field days
Other Property and Services	(3,350)	(44%)			Within Variance threshold
Operating Expense	\$	%			
Governance	(7,675)	(7%)			Within Variance threshold
General Purpose Funding	3,264	11%			Within Variance threshold
Law, Order and Public Safety	5,183	25%			Within Variance threshold
Health	6,229	68%			Within Variance threshold
Education and Welfare	(1,362)	(2%)			Within Variance threshold
Housing	(40,836)	(135%)	🔴	Timing	Timing of 4 O'Lughlen works; budget profiling; includes depreciation
Community Amenities	21,955	33%	🟢	Timing	Timing of general maintenance works; budget profiling; includes depreciation
Recreation and Culture	35,586	22%	🟢	Timing	Timing of works programs
Transport	28,688	13%	🟢	Timing	Timing of works programs
Economic Services	8,588	13%			Within Variance threshold
Other Property and Services	(78,913)	(6468%)	🔴	Timing	Overhead & Administration Allocations; rates to be reviewed
Operating activities excluded from budget					
Depreciation	211,938	(100%)	🟢	Timing	Depreciation has not been processed & will not occur until after Auditor sign off
Adjust (Profit)/Loss on Asset Disposal	11,342	(1)			Within Variance threshold
Movement in Leave Reserve	0				Within Variance threshold
Capital Revenues					
Grants, Subsidies and Contributions	(417)	(0%)			Within Variance threshold
Capital Expenses					<i>Refer to Note 13 For detail</i>
Land and Buildings	9,166	(100%)			Within Variance threshold
Infrastructure - Roads	230,528	(99%)			Within Variance threshold
Infrastructure - Public Facilities	0				Within Variance threshold
Infrastructure - Footpaths	11,666	(100%)			Within Variance threshold
Infrastructure Assets - Other	87,392	(100%)			Within Variance threshold
Plant and Equipment	335,223	(72%)			Within Variance threshold
Furniture and Equipment	0				Within Variance threshold
Financing					
Proceeds from New Debentures	0				Within Variance threshold
Proceeds from Advances	0				Within Variance threshold
Self-Supporting Loan Principal	0				Within Variance threshold
Transfer from Reserves	0				Within Variance threshold
Advances to Community Groups	0				Within Variance threshold
Opening Funding Surplus(Deficit)	(107,468)	(15%)	🔴		Opening surplus; analysis & investigation underway; possible budget review

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 3: Net Current Funding Position

Positive=Surplus (Negative=Deficit)			
		Last Years Actual Closing	Current
	Note	30 June 2019	31 Aug 2019
		\$	\$
Current Assets			
Cash Unrestricted	2	843,960	807,013
Cash Restricted	2	2,245,469	2,245,469
Receivables - Rates		75,356	1,062,174
Receivables - Other		145,141	280,603
Interest; ATO; Trust		45,601	42,660
Inventories		11,163	7,458
		3,366,691	4,445,377
Less: Current Liabilities			
Payables		(336,854)	(105,469)
Current Borrowings		(145,042)	(145,042)
Provisions		(205,715)	(205,715)
		(687,611)	(456,226)
Net Current Assets		2,679,079	3,989,151
Less: Cash Reserves	7	(2,245,469)	(2,245,469)
Less : Rates Adjustment		0	0
Plus: Current Borrowings included in Budget		132,290	132,290
Plus : Liabilities funded by Cash Backed Reserves		56,632	56,632
Net Current Funding Position		622,532	1,932,604

Note 3 - Liquidity Over the Year



Cash Restricted includes Cash Backed Reserves, and is excluded from this calculation

Unrestricted cash includes commitments to projects

Current Ratio equals 1:4.82

This means that for every \$1.00 of liability Council has \$4.82 of Current assets available to cover current debt

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 4: Cash and Investments

	Unrestricted	Restricted	Trust	Total Amount	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
(a) Cash on Hand (Floats)	700			700			
(b) Cash Deposits							
Municipal Bank Account	733,837			733,837	NAB	Variable	At Call
Cash Maximiser	72,476			72,476	NAB	Variable	At Call
Trust Bank Account			11,661		NAB	Variable	At Call
(c) Term Deposits							
34-891-1243		1,287,099		1,287,099	Bendigo	2.05%	08-Oct-19
95-525-1072		958,370		958,370	NAB	2.15%	08-Oct-19
	807,013	2,245,469	11,661	3,052,483			

Comments/Notes - Investments

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

NOTE 5
BUDGET AMENDMENTS

[illegible]

It must be noted that at this time, Note 5 is a working document & none of these budget amendments have been adopted. This Note is being utilised to recognised possible budget amendments as they arise.

In regards to the opening surplus/(deficit), this is not finalised until the Auditors sign off at the end of year audit.

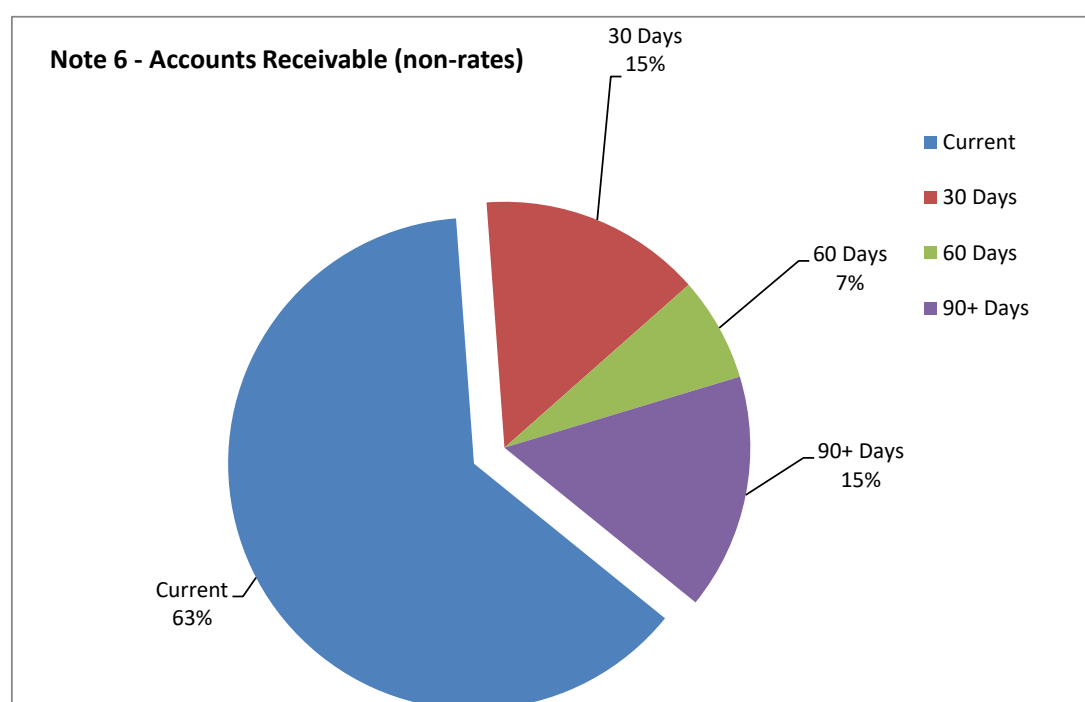
SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 6: Receivables

Receivables - Rates Receivable	30 June 2020	30 June 2019
	\$	\$
Opening Arrears Previous Years	75,356	20,779
Levied this year	1,355,969	1,163,541
<u>Less</u> Collections to date	(369,151)	(1,146,998)
Equals Current Outstanding	1,062,174	37,323
Net Rates Collectable	1,062,174	37,323
% Collected	25.79%	96.85%

Comments/Notes - Receivables Rates

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$
Receivables - General	75,762	17,608	8,246	18,635	120,250
Balance per Trial Balance					
Sundry Debtors					120,250
Total Receivables General Outstanding					120,250



Comments/Notes - Receivables General

90 days - Includes Coalcliffe Plant Hire

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

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	56,632	1,513		0		0		58,145	56,632
Plant Reserve	59,958	602		85,000		0		145,560	59,958
Sewerage Asset Preservation Reserve	1,256,174	11,466		50,000		(150,000)		1,167,640	1,256,174
Land & Building Reserve	449,364	2,007		150,000		(124,716)		476,655	449,364
Swimming Pool Reserve	186	5		0		0		191	186
Recreation Facilities Reserve	193,925	182		5,000		(7,000)		192,107	193,925
Community Housing Project Reserve	48,933	1,308		0		0		50,241	48,933
Economic Development Reserve	55,753	1,490		0		0		57,243	55,753
Bowling Green Replacement Reserve	85,312	280		12,000		0		97,592	85,312
Tennis Court Replacement Reserve	39,232	1,048		6,000		0		46,280	39,232
	2,245,469	19,901	0	308,000	0	(281,716)	0	2,291,654	2,245,469

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

327,901

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 8: Disposal of Assets

Asset Number	Asset Description	Program	YTD Actual				YTD Budget			
			Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
			\$	\$	\$	\$	\$	\$	\$	\$
	16 Anderson Str	Housing					37,000	70,000	33,000	
	18 Anderson Str	Housing					78,000	70,000		(8,000)
D013	Ford Ranger	Recreation & Culture					28,000	27,000		(1,000)
D07	Ford Ranger	Recreation & Culture					28,000	28,000		
D008	Ford Ranger	Recreation & Culture					31,000	34,000	3,000	
D06	Low Loader	Transport					4,450	10,000	5,550	
	Dolly	Transport					0	5,000	5,000	
D002	Ford Ranger; MWA	Other Prop & Services					43,000	48,000	5,000	
D002	Ford Ranger; MWA	Other Prop & Services					30,500	34,000	3,500	
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000	
D0	Ford Everest; CEO	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
D4	Ford Everest; MCCA	Other Prop & Services					45,000	50,000	5,000	
			0	0	0	0	504,950	576,000	80,050	(9,000)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 9: Rating Information

	Rate in	Number of Properties	Rateable Value	YTD Actual				Budget			
				Rate Revenue	Interim Rates	Back Rates	Total Revenue	Rate Revenue	Interim Rate	Back Rate	Total Revenue
RATE TYPE	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Differential General Rate											
GRV - Residential	0.100790	136	1,352,119	136,280	3,088	861	140,229	136,282	0	0	136,282
GRV - Commercial/Industrial	0.100790	15	256,474	25,850	0	0	25,850	25,851	0	0	25,851
GRV - Town Rural	0.100790	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV - Other Towns	0.100790	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
UV - Rural Farmland	0.008400	229	126,018,500	1,058,555	0	0	1,058,555	1,058,933	0	0	1,058,933
Sub-Totals		400	127,799,369	1,238,049	3,088	861	1,241,998	1,238,430	0	0	1,238,430
Minimum Rates	\$										
GRV - Residential	770	39		30,030	0	0	30,030	30,030	0	0	30,030
GRV - Commercial/Industrial	770	18		13,860	0	0	13,860	13,860	0	0	13,860
GRV - Town Rural	770	15		11,550	0	0	11,550	11,550	0	0	11,550
GRV - Other Towns	225	20		4,500	0	0	4,500	4,500	0	0	4,500
UV - Rural Farmland	770	61		46,970	0	0	46,970	46,970	0	0	46,970
UV - Commercial/Industrial	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Town Rural	770	4		3,080	0	0	3,080	3,080	0	0	3,080
UV - Mining Tenement	225	4		900	0	0	900	900	0	0	900
Sub-Totals		165	0	113,970	0	0	113,970	113,970	0	0	113,970
		565	127,799,369	1,352,019	3,088	861	1,355,968	1,352,400	0	0	1,352,400
Concession							0				0
Amount from General Rates							1,355,968	1,352,400			1,352,400
Ex-Gratia Rates							46,601	34,200			34,200
Penalty Interest							1,105	0			0
Instalment Fees							777	0			0
Legal Fees							2,152	0			0
Rates Enquiries Income							0	0			0
Rates Written Off							0	0			0
Specified Area Rates							0	0			0
Totals							1,406,603	1,386,600			1,386,600

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 10 : Information on Borrowings

(a) Debenture Repayments

Particulars	01 Jul 2019	Actual New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$
Recreation and Culture								
Loan 97; Community Club	218,830		0	70,011	148,819	148,819	0	8,243
Loan 101; Pool	200,000		0	0	200,000	200,000	0	5,870
DEM; Loan 102; Swimming Pool			0	0	50,000	0	0	0
Economic Services								
Loan 99; Short Stay Accommodation	711,693		0	31,066	680,627	31,066	0	22,110
DEM; Loan 103; Entry Statements			0	0	37,500	0	0	0
Self Supporting Loans								
Loan 98; Dowerin Events	12,567		0	12,567	0	0	0	205
Housing								
Loan 100; GROH housing loan	275,144		0	9,973	265,171	9,734	0	9,734
	1,418,234	0	0	123,617	1,382,117	389,619	0	46,162
Self Supporting Loan Principal YTD Budget			0					
Self Supporting Loan Principal received			0					

Description of Debentures:

Expiry date

Loan; 97	08.06.22	
Loan; 98	11.11.19	
Loan; 99	04.10.36	
Loan; 100	02.04.38	Loan drawn down in October 2018
Loan -101	25.06.19	Loan drawn down in June 2019

(b) New Debentures

The Shire proposes to raise a debenture this financial year for the purposes of GROH House funding and Pool Renewal/Upgrade.

Particulars	Amount Borrowed Budget	Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used Budget	Balance Unspent \$
DEM; Loan 102; Swimming Pool	50,000	DEM	Interest Free	5	0	0	0	50,000
DEM; Loan 103; Entry Statements	37,500	DEM	Interest Free	5	0	0	0	37,500

(c) Unspent Debentures

The Shire has no unspent debentures.

(d) Overdraft

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

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 11: Grants & Contributions

		Annual Budget	Current Budget (a)	YTD Actual Revenue (b)	YTD Variance (b)-(a)
			\$	\$	\$
General Purpose Funding					
OP	CBH Ex-Gratia Rates	34,200	34,200	46,601	12,401
OP	Grants Commission - General Purpose	457,286	457,286	116,230	(341,056)
OP	Grants Commission - Roads	303,574	303,574	64,292	(239,282)
Law, Order and Public Safety					
OP	DFES - ESL Collection Fee	4,000	4,000	0	(4,000)
OP	DFES Grant - Bush Fire Brigade	51,422	51,422	0	(51,422)
Health					
OP	YOUTH; Contributions & Donations	15,850	15,850	0	(15,850)
OP	YOUTH; Grant Funding	25,000	25,000	0	(25,000)
OP	DHC; Contributions & Donations	500	500	0	(500)
OP	DHC; Federal Grant Funding; DoH	209,000	209,000	53,190	(155,810)
OP	DHC; WAHACC; State Grant Funding; DoH	12,800	12,800	3,640	(9,160)
OP	DHC; Home Care Package Funding; Federal; DoH	66,750	66,750	1,755	(64,996)
Education & Welfare					
OP	<i>Education & Welfare</i>	<i>(2,000)</i>	<i>(2,000)</i>	<i>0</i>	<i>2,000</i>
Recreation and Culture					
OP	OTHER REC & SPORT; Contributions & Donations	13,000	13,000	627	(12,373)
OP	OTHER CULTURE; Contributions & Donations	8,450	8,450	0	(8,450)
OP	OTHER CULTURE; Grants - Events	24,600	24,600	0	(24,600)
Transport					
OP	ROAD MAINT; Direct Road Grant (MRWA)	132,000	132,000	132,025	25
OP	ROAD MAINT; Street Lighting Subsidy	2,800	2,800	0	(2,800)
CAP	ROAD CONST; Regional Road Group Grants (MRWA)	328,748	328,748	131,499	(197,249)
CAP	ROAD CONST; Roads to Recovery Grants (R2R)	346,928	346,928	0	(346,928)
CAP	ROAD CONST; Other Grants - Roads/Streets	35,000	35,000	0	(35,000)
CAP	ROAD CONST; Other Grants - Commodity Routes	550,430	550,430	0	(550,430)
Economic Services					
CAP	<i>TOURISM; Grants</i>	<i>37,500</i>	<i>37,500</i>	<i>0</i>	<i>(37,500)</i>
TOTALS		2,657,838	2,657,838	503,257	(2,120,381)
SUMMARY					
OP	Operating	1,359,232	1,359,232	371,131	(977,901)
CAP	Non-operating	1,298,606	1,298,606	131,499	(1,129,607)
		2,657,838	2,657,838	502,630	(2,107,508)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

















Note 12: 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 2019	Amount Received	Amount Paid	Closing Balance 31 Aug 2019
	\$	\$	\$	\$
Housing Bonds	3,180	0	(400)	2,780
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	2,523	0	0	2,523
Recreation Steering Committee	0	0	0	0
Centenary Park	2,111	0	0	2,111
Nomination Deposits	0	0	0	0
Yellow Ribbon	247	0	0	247
	12,061	0	(400)	11,661











SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

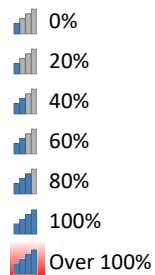
Assets	Account	Program	YTD Actual			Budget				
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
 Level of completion indicator (based on expenditure), please see table at the end of this note for further detail.										
Buildings										
 Administration Office Roof Replacement	45810	Other Property & Services			0	55,000	55,000	55,000	9,166	(9,166)
Buildings Total			0	0	0	55,000	55,000	55,000	9,166	(9,166)
Plant & Equipment										
 Jetta	42730	Community Amenities			0	85,000	85,000	85,000	85,000	(85,000)
 4x2 Utility; D013	PE197	Recreation & Culture			0	31,000	31,000	31,000	31,000	(31,000)
 4x2 Utility; D07	PE198	Recreation & Culture			0	34,000	34,000	34,000	34,000	(34,000)
 4x4 Utility; D008	PE199	Recreation & Culture			0	38,000	38,000	38,000	38,000	(38,000)
 Jet Patcher	43930	Transport		0	130,273	200,000	200,000	200,000	200,000	(69,727)
 Tag Trailer (currently Low Loader); D06	PE192	Transport			0	45,000	45,000	45,000	7,500	(7,500)
 Road Stabiliser; Additional Plant Item	PE193	Transport			0	48,000	48,000	48,000	8,000	(8,000)
 4x4 Utility; D02	PE196	Other Property & Services			0	100,000	100,000	100,000	16,666	(16,666)
 Ford Everest; CEO; D0; 2 x Changeovers	PE194	Other Property & Services			0	104,000	104,000	104,000	17,332	(17,332)
 Ford Everest; MCCS; D4	PE195	Other Property & Services			0	52,000	52,000	52,000	8,666	(8,666)
 Ford Everest; MCCS; D4; 2 x Changeovers	PE200	Other Property & Services			0	104,000	104,000	104,000	17,332	(17,332)
 Gymnasium Equipment	43420	Recreation & Culture			0	12,000	12,000	12,000	2,000	(2,000)
Transport Total			0	0	130,273	853,000	853,000	853,000	465,496	(335,223)
Plant & Equipment Total			0	0	130,273	908,000	908,000	908,000	474,662	(344,389)
Infrastructure - Roads										
 Dowerin-Kalannie Road; Reconstruct	RTR193	Transport			0	346,928	346,928	346,928	57,816	(57,816)
 Dowerin-Kalannie Road; Reconstruct	RRG0182	Transport			1,200	327,110	327,110	327,110	54,514	(53,314)

SHIRE OF DOWERIN
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 31 August 2019

Note 13: Capital Acquisitions

Assets	Account	Program	YTD Actual			Budget				
			New / Upgrade	Renewal	Total YTD	Original Annual Budget	Amended Budget	Current Budget	Current YTD Budget	YTD Variance
			\$	\$	\$	\$			\$	\$
 Dowerin-Meckering Road; Stabilise	RRG192	Transport			0	166,012	166,012	166,012	27,666	(27,666)
 Dowerin-Koorda Road; Reconstruct	CRF194	Transport			0	550,430	550,430	550,430	91,732	(91,732)
 Roads Total			0	0	1,200	1,390,480	1,390,480	1,390,480	231,728	(230,528)
Infrastructure - Footpaths										
 Fraser Street Footpath	FRA001	Transport			0	70,000	70,000	70,000	11,666	(11,666)
 Infrastructure - Footpaths TOTAL			0	0	0	70,000	70,000	70,000	11,666	(11,666)
Infrastructure - Other										
 Swimming Pool Refurbishment Continued	43380	Recreation & Culture			0	50,000	50,000	50,000	50,000	(50,000)
 Town Oval Reticulation Upgrade (Inc Dam)	TOR001	Recreation & Culture			108	150,000	150,000	150,000	25,000	(24,892)
 Entrance/Streetscape Project; SSA & DCC	SSA001	Economic Services			0	75,000	75,000	75,000	12,500	(12,500)
 Infrastructure -Other Total			0	0	108	275,000	275,000	275,000	87,500	(87,392)
 Capital Expenditure Total			0	0	131,581	2,643,480	2,643,480	2,643,480	805,556	(673,976)

Level of Completion Indicators



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

0



Shire of Dowerin
List of Payments for July 2019

Chq/EFT	Date	Name	Description	Amount
10694	03/07/2019	Julie Chatfield	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,075.00
10695	03/07/2019	LG Hagboom	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,000.00
10696	03/07/2019	Len Holberton	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,075.00
10697	03/07/2019	Synergy	Short Stay Accommodation; Electricity Use & Supply Charges 16/05/19 To 19/06/2019	2,191.35
10698	03/07/2019	Telstra	Landlines, Fax & Internet; Office, Licensing, DHC, Depot, Swimming Pool, Sewerage & Health	1,629.35
10699	03/07/2019	Water Corporation	58 Stacy Street; Water Usage & Service Charge 11 June 2019	104.02
10700	03/07/2019	Beverley Ward	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,150.00
10701	09/07/2019	LGRCEU	Payroll Deductions	79.80
10702	09/07/2019	Telstra	Dowerin Community Childcare Phone & Internet To 16/06/2019	144.99
10703	12/07/2019	Corinne Morrell	Reimburse Water Charges; Staff Housing; Goldfields Rd	21.75
10704	12/07/2019	Synergy	Electricity Usage & Charges; Streetlighting	2,430.45
10705	12/07/2019	Telstra	Telephone Usage & Charges; To 26/06/2019; Mobiles	614.99
10706	15/07/2019	Australia Post	Postage Stamps x 200	200.00
10707	26/07/2019	Department Of Mines, Industry Regulation & Safety	BSL; 01/06/19 To 30/06/19	56.65
10708	26/07/2019	Dowerin Home Care	Petty Cash Reimbursement; Milk, Diary, Volunteer Drivers, Insecticide, Stamps	299.85
10709	26/07/2019	Synergy	Electricity Usage & Charges 17/05/19 To 17/07/19	5,713.15
10710	31/07/2019	LGRCEU	Payroll Deductions	79.80
10711	31/07/2019	Synergy	Electricity Usage & Charges 20/05/19 To 18/07/19	5,019.35
10712	31/07/2019	Telstra	Phone Usage & Charges; To 18/07/2019	1,498.21
130855	23/07/2019	BF – Bank Fee	Loan 97	916.71
130855	23/07/2019	BF – Bank Fee	Loan 98	97.07
130855	23/07/2019	BF – Bank Fee	Loan 99	2,497.51
130855	23/07/2019	BF – Bank Fee	Loan 100	963.56
130855	23/07/2019	BF – Bank Fee	Loan 101	23.01
130855	15/07/2019	BF – Bank Fee	Bank Fee	29.00
130855	23/07/2019	BF – Bank Fee	Rounding WATC Guarantee Fee	0.01
130855	26/07/2019	BF – Bank Fee	Bank Fee	43.24
130855	31/07/2019	BF – Bank Fee	National BPay Charge	17.26
130855	31/07/2019	BF – Bank Fee	Account Fee	47.90
DD10666.1	04/07/2019	Shire Of Dowerin – Visa Card Payments; June 2019	Staff Accom, Tile For Pool, Fuel, Licensing Fees, Farewell Dinner & Breakfast	6,190.57
DD10668.1	21/07/2019	Puma Energy	Fuel Usage; All Vehicles; June 2019	1,076.64
DD10657.1	10/07/2019	WA Super	Payroll Deductions	4,349.17
DD10657.10	10/07/2019	MLC Super Fund	Superannuation Contributions	410.63
DD10657.11	10/07/2019	NAB Superannuation Fund	Superannuation Contributions	145.93
DD10657.12	10/07/2019	CBUS	Superannuation Contributions	177.43
DD10657.13	10/07/2019	Health Employees Super	Superannuation Contributions	124.04
DD10657.14	10/07/2019	Prime Super	Superannuation Contributions	10.96
DD10657.15	10/07/2019	Hostplus	Superannuation Contributions	91.08
DD10657.16	10/07/2019	Concept One Super	Superannuation Contributions	20.26
DD10657.17	10/07/2019	Fiducian Portfolio Services Limited	Superannuation Contributions	62.21
DD10657.2	10/07/2019	Australian Super	Superannuation Contributions	151.43
DD10657.3	10/07/2019	Care Super	Superannuation Contributions	171.35
DD10657.4	10/07/2019	Asgard Super	Superannuation Contributions	136.80
DD10657.5	10/07/2019	MacMahon Employee Superannuation	Superannuation Contributions	206.31

Shire of Dowerin
List of Payments for July 2019

Chq/EFT	Date	Name	Description	Amount
DD10657.6	10/07/2019	Australian Super	Superannuation Contributions	23.42
DD10657.7	10/07/2019	Hesta Superannuation	Superannuation Contributions	89.29
DD10657.8	10/07/2019	AMG Superannuation	Superannuation Contributions	199.80
DD10657.9	10/07/2019	Rest Superannuation	Superannuation Contributions	194.76
DD10671.1	24/07/2019	WA Super	Payroll Deductions	4,658.26
DD10671.10	24/07/2019	NAB Superannuation Fund	Superannuation Contributions	192.51
DD10671.11	24/07/2019	CBUS	Superannuation Contributions	190.16
DD10671.12	24/07/2019	Health Employees Super	Superannuation Contributions	134.04
DD10671.13	24/07/2019	Hostplus	Superannuation Contributions	95.59
DD10671.14	24/07/2019	Concept One Super	Superannuation Contributions	13.93
DD10671.15	24/07/2019	Fiducian Portfolio Services Limited	Superannuation Contributions	61.81
DD10671.16	24/07/2019	Australian Super	Superannuation Contributions	148.63
DD10671.2	24/07/2019	Care Super	Superannuation Contributions	133.70
DD10671.3	24/07/2019	Asgard Super	Superannuation Contributions	132.05
DD10671.4	24/07/2019	MacMahon Employee Superannuation	Superannuation Contributions	206.31
DD10671.5	24/07/2019	Australian Super	Superannuation Contributions	24.88
DD10671.6	24/07/2019	Hesta Superannuation	Superannuation Contributions	101.73
DD10671.7	24/07/2019	Amg Superannuation	Superannuation Contributions	185.77
DD10671.8	24/07/2019	Rest Superannuation	Superannuation Contributions	207.61
DD10671.9	24/07/2019	MLC Super Fund	Superannuation Contributions	431.62
EFT6959	09/07/2019	Ampac Debt Recovery (WA) Pty Ltd	Commissions & Costs For The Month Of June 2019	3,212.00
EFT6960	09/07/2019	Child Support Agency	Payroll Deductions	702.30
EFT6961	09/07/2019	Australian Sweeper Corporation Pty Ltd	General Plant Repairs; Repairs To Sweeper; Supply Gutter Broom Sweeper Arm & Mount	702.65
EFT6962	09/07/2019	Boekeman Machinery	Multipac Roller Service As Per Service Schedule	1,590.13
EFT6963	09/07/2019	Boc Limited	Container Service For The Period 29/05/2019 To 27/06/2019 1 x Size G Oxygen; 1 x Size G Acetylene; 3 x Size C Oxvaen	41.63
EFT6964	09/07/2019	Bunnings Group Limited	SSA; 7 x Soap Holders For SSA Showers	472.15
EFT6965	09/07/2019	Commercial Hotel Dowerin	Refreshments For Council Meeting	69.00
EFT6966	09/07/2019	Cda Air Conditioning & Refrigeration	Airconditioner Not Cooling; Test & Regas Airconditioner In Sleeping Room	669.25
EFT6967	09/07/2019	Dowerin Bakery And News	Account Fee	19.40
EFT6968	09/07/2019	Dowerin Engineering Works	Skid Steer Loader; D012; Replace Damaged Hydraulic Hose	177.70
EFT6969	09/07/2019	Dowerin Despatch	Admin; Advertising; Annual Despatch Advertising	350.00
EFT6970	09/07/2019	JK Williams & Co	Swim Pool Maintenance; Downpipes & Gutters	834.38
EFT6971	09/07/2019	Joelectrics	2/11 Hilda St; Replace Faulty Smoke Alarm	314.20
EFT6972	09/07/2019	Kaos Electrical	Centenary Park; Half Day Hire Of Cherry Picker For Anzac Banners	200.00
EFT6973	09/07/2019	Market Creations	Admin; Information Technology; Fortigate Security Appliance & Wifi. Quote 001369	9,642.67
EFT6974	09/07/2019	Navsdron Pty Ltd	Admin Professional Services; Professional Review Of Budget	2,700.00
EFT6975	09/07/2019	Ixom Operations Pty Ltd	Chlorine Service Fee; Period 01/06/2019 To 30/06/2019	81.84
EFT6976	09/07/2019	Quick Corporate Australia Pty Ltd	Administration Stationery Order As Per Order 1072964	555.73
EFT6977	09/07/2019	RB Motors Pty Ltd	Ford Ranger 60,000Km Service As Per Service Schedule.	511.08
EFT6978	09/07/2019	Resonline Pty Ltd	Dowerin Short Stay Accommodation; Room Manager Monthly Fee; June 2019	220.00
EFT6979	09/07/2019	WA Local Government Association	Tourism; Area Promotion; Provision Of Events Calendar Module On Website	300.00

Shire of Dowerin
List of Payments for July 2019

Chq/EFT	Date	Name	Description	Amount
EFT6980	12/07/2019	Avon Waste	Rubbish Collection; Recycling & Waste	2,473.70
EFT6981	12/07/2019	Autocool Components WA	PO 19174; Utility; D018; Supply & Fit Air Con System. Supply & Fit Air Cleaner	2,266.00
EFT6982	12/07/2019	Becarwise	Payroll Deductions	776.09
EFT6983	12/07/2019	Commercial Hotel Dowerin	Members Receptions; Council Refreshments	85.00
EFT6984	12/07/2019	Landgate	GRV Interim Valuations Chargeable; 26/01/19 To 17/05/19	224.80
EFT6985	12/07/2019	Dowerin Tyre And Exhaust	Truck; D003; Supply & Fit Drive Tyres	3,960.00
EFT6986	12/07/2019	DMB Quarries	Supply 7,500 Tonnes Of Road Base Ex Quarry	49,500.00
EFT6987	12/07/2019	Shire Of Goomalling	Medical Surgery Contribution 2018/2019	27,500.00
EFT6988	12/07/2019	Darrel Peter Hudson	Members; Meeting Fees 01/01/2019 To 30/06/2019	3,960.00
EFT6989	12/07/2019	Holberton Earthmoving	PO 19190; Roads; Rural Maintenance; Supply 2 Graders & 1 Roller To Maintenance Grade The Shire Roads As Directed; Panel Of Contractors.	24,684.00
EFT6990	12/07/2019	Kaos Electrical	Sewerage System; Emergency Repairs To Sewerage Plant	120.00
EFT6991	12/07/2019	LGIS Risk Management	Risk Coordination Program 2018/19	3,394.60
EFT6992	12/07/2019	Kenneth Myers	4 O'Loughlen St; Supply All Labour & Materials To Refurbish. As Per Quote No 190307.01	27,047.00
EFT6993	12/07/2019	AJ Metcalf	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,750.00
EFT6994	12/07/2019	Moore Stephens	Govern; Staff Training; Workshop; Financial Reporting/ Management Reporting; 20/05/19 D. Friend	2,048.20
EFT6995	12/07/2019	Northam Carpet Court	1 /18 Memorial Ave; Supply Blinds. As Per Quote.	1,934.00
EFT6996	12/07/2019	Toll Ipec Pty Ltd	Freight; Pool Chemicals	177.78
EFT6997	12/07/2019	RI Trepp	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,725.00
EFT6998	12/07/2019	Tin Dog General Store	PO 19001; Works Depot; Kitchen Supplies, Matches	6.70
EFT6999	12/07/2019	B Walsh	Members; Meeting Fees 01/01/2019 To 30/06/2019	1,375.00
EFT7000	15/07/2019	Becarwise	Payroll Deductions	1,552.18
EFT7001	15/07/2019	Market Creations	Office 365; E1 & E3 Licenses	566.50
EFT7002	15/07/2019	New Ground Water Services Pty Ltd	Sewerage Maintenance; Provide Labour & Materials To Continue With Condition Inspections On Sewerage Mains	16,280.00
EFT7003	15/07/2019	Rural Ranger Services	Ranger Services; 12/06/19 To 28/06/19	532.10
EFT7004	15/07/2019	True Plumbing And Gas	Road Rural Maintenance; Please Supply Plant & Labour To Test All Standpipe RPZS	5,500.00
EFT7005	15/07/2019	Rebecca Windsor	Gym Inductions; L. Metcalf, T. Johnson	40.00
EFT7006	26/07/2019	Australian Tax Office	Bas; June 2019	21,232.64
EFT7007	26/07/2019	Daimler Trucks Perth	Truck; D003; Supply Mirror & Ad Blue Cap	540.68
EFT7008	26/07/2019	Dowerin Gourmet Butchershop	PO 19207; Sausages For Function	70.00
EFT7009	26/07/2019	Dowerin Roadhouse	Meals On Wheels; May & June 2019	576.00
EFT7010	26/07/2019	Deadly Noongar	Naidoc Week; DK Kulture Dance Performance, Cultural Artwork Instruction Plus Travel	2,000.00
EFT7011	26/07/2019	Goomalling Farm Shed	PO 19288; Sportsgrounds; PVC Fittings For Oval Retic	22.80
EFT7012	26/07/2019	Green, Vanessa	Reimbursement; V. Green; Registration To LGPRO WA Forum	519.00
EFT7013	26/07/2019	Holberton Earthmoving	Supply Graders & Roller To Grade Gravel Roads In The Shire; As Per List	55,000.00
EFT7014	26/07/2019	Graeme Harwood	Reimbursement; D. Harwood; Fuel, Phone, Postage	166.10
EFT7015	26/07/2019	JK Williams & Co	Sundry Items As Per List	1,533.46
EFT7016	26/07/2019	State Library Of WA	Better Beginnings Program 2019/2020	44.00
EFT7017	26/07/2019	Local Health Authorities Analytical Committee	LHACC Subscription; 2019/2020 Health Services	396.00

Shire of Dowerin
List of Payments for July 2019

Chq/EFT	Date	Name	Description	Amount
EFT7018	26/07/2019	Local Government Professional	Corporate Council Membership 2019/2020	2,004.00
EFT7019	26/07/2019	Moore Stephens	WA LG Rates Comparison Report	275.00
EFT7020	26/07/2019	Merredin Community Resource Centre	Recruitment; Advertising For Plant Operator/General Hand; Grader Maintenance	87.50
EFT7021	26/07/2019	Northam Carpet Court	Swim Pool Maintenance; 17m Vinyl Floor Covering & Glue	1,284.00
EFT7022	26/07/2019	OCLC	Library; Amlib Annual Maintenance Fee; 2019/2020	1,643.40
EFT7023	26/07/2019	Perth Laundry Equipment	SSAI Rental Of Washing Machine & Dryer 22/07/19 To 21/08/19	419.46
EFT7024	26/07/2019	Quick Corporate Australia Pty Ltd	Admin; Stationery; 8 x Lever Arch Binders	19.62
EFT7025	26/07/2019	Startrack Express	Freight; Daimler Truck Parts	50.65
EFT7026	26/07/2019	Sherrin Rentals	Dowerin Football Oval; Hire Of Elevated Work Platform 24m; Replace Oval Lights	2,128.50
EFT7027	26/07/2019	Toll Ipec Pty Ltd	Freight; Chlorine For Sewerage System	62.76
EFT7028	26/07/2019	True Plumbing And Gas	Plumbing Repairs; As Per List	3,032.65
EFT7029	26/07/2019	Tin Dog General Store	Supplies For Council Meeting Refreshments	103.36
EFT7030	26/07/2019	IT Vision	PO 19309; Annual Licence Fees; 2019/2020; All Modules	30,525.65
EFT7031	26/07/2019	IT Vision User Group	Membership Subscription; 2019/2020	748.00
EFT7032	26/07/2019	Wren Oil	Waste Oil Pickup	16.50
EFT7033	26/07/2019	WA Hino Sales & Service	Truck; Water Truck; D040; Replace Brake Pads & Lower Suspension Bushes & Associated Work To Ensure Vehicle Safety	7,572.20
EFT7034	26/07/2019	Nikah Moore	Refund Bond To Nikah Moore; 16 Anderson St	400.00
EFT7035	31/07/2019	Avon Waste	Refuse House; Recycling & Waste Collection	2,498.70
EFT7036	31/07/2019	Child Support Agency	Payroll Deductions	702.30
EFT7037	31/07/2019	Bubbles & Suds Laundrette	Stain Removal From Short Stay Accommodation Linen	82.50
EFT7038	31/07/2019	Dowerin Community Resource Centre	Libraries; Provision Of Library Services; 01/07/2019 To 30/09/2019	1,250.00
EFT7039	31/07/2019	Fuel Distributors Of WA Pty Ltd	POC; Fuel & Oils; Supply & Deliver 14,000 Litres Diesel	18,817.40
EFT7040	31/07/2019	The Green Emu	Provision Of Native Trees For National Tree Day Planting In The Park	450.00
EFT7041	31/07/2019	Great Eastern Country Zone WALGA	Members; Subscription For 2019/2020	1,925.00
EFT7042	31/07/2019	Iris Consulting Group Pty Ltd	Admin; Training; Records Training; A. Banks; 30-31/10/19	950.00
EFT7043	31/07/2019	JK Williams & Co	4 O'Lughlen St; Paint	3,217.82
EFT7044	31/07/2019	Kenneth Myers	PO 19098; 4 O'Lughlen St; Final Payment On Renovations; Add Variations (Tiles, Variation To Bathrooms)	15,486.00
EFT7045	31/07/2019	Market Creations	Admin O/Heads; Information Technology; Annual Veeam Licence, Tier 4 Backup, Wildcard SSL Cert, Trend Micro, Security Services. Managed Service Agreement	2,972.73
EFT7046	31/07/2019	RAMM Software Pty Ltd	Annual Support & Maintenance Fee; Roman; 2019/2020	6,674.92
EFT7047	31/07/2019	Tourism Council WA	Tourism; Subscriptions; ATAP Renewal Fee For SSA	289.00
EFT7048	31/07/2019	Westrac Equipment	PO 18963; Loader D006; Strip Wear & Covers	574.64
EFT7049	31/07/2019	Westgrow Farm Trees	Provision Of Tube Stock Natives For National Tree Day Planting	80.00
EFT7050	31/07/2019	Wheatbelt Agcare	Contribution To Rural Family Counselling Service 2019/2020	550.00

441,609.36

Shire of Dowerin
List of Payments for July 2019

Chq/EFT	Date	Name	Description	Amount
391,839.70	EFT6961 to EFT7050		As per List of Payments presented August 2019	533,051.93
13,483.47	Superannuation Payments; DD10657 & DD10671		Credit Card Payment for period ending July 2019	(1,307.95)
24,383.71	Cheque 10694 to Cheque 10712		Credit Card Payment for period ending June 2019	6,190.57
4,497.86	DD 130855; Loan Fees		Correction of cheques ; amounts transposed from prior month	(10,901.71)
137.41	DD 130855; Bank Fees		Correct cheques as raised for the month of July 2019	24,383.71
6,190.57	DD10666; Credit Card Payment; June 2019		Loan Fees presented in List of Payments as recommended	4,497.86
1,076.64	DD10668; Puma Energy; Fuel; June 2019		Bank Fees presented in List of Payments as recommended	137.41
441,609.36	Total Payments for July 2019 to System Report			
55,469.71	PPE 10 July 2019			556,051.82
58,972.75	PPE 24 July 2019			
114,442.46	Total Net Payroll for July 2019			
556,051.82	Total payments for July 2019 including payroll x 2			

SHIRE OF DOWERIN

APPROVED FOR
PAYMENT

Date: 4/07/2019
Voucher: 421
Chq:

Amount in words: Six Thousand One Hundred and Ninety Dollars and Fifty Seven cents

\$ 6,190.57



Dr to. **NAB Business Visa - Shire of Dowerin**

MUNICIPAL FUND
CEO

We hereby certify in accordance with "The Local Government Act 1995" and Local Government (Financial Management) Regulations that the work as specified below has been duly and faithfully performed and approved.

APPROVED FOR
PAYMENT

Recommended by the Finance Committee



DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
3/06/2019	1105.001.590	MM ELECTRICAL - REFUND IN INCORRECT GLOBES	-\$ 9.80	\$ (107.81)
3/06/2019	1105.001.590	MM ELECTRICAL - REFUND IN INCORRECT GLOBES	-\$ 9.80	\$ (107.81)
4/06/2019	LIST	TELSTRA	\$ 124.10	\$ 1,365.09
4/06/2019	1177220.01	ACCOM - D. FRIEND 25809	\$ 40.00	\$ 440.00
4/06/2019	1177220.01	ACCOM - D. FRIEND 25809	\$ 20.00	\$ 220.00
4/06/2019	1188420.01	ACCOM - L. VALENTINE 25809	\$ 10.00	\$ 110.00
12/06/2019	1104120.01	PRACTICAL APPROACHES TO GOVERN PROGRAM 10/07/19 25804	\$ 40.00	\$ 440.00
12/06/2019	25287	POISONS PERMIT	\$ -	\$ 205.00
17/06/2019	11973	ADOBE ACROPRO - ADOBE PRO DC SOFTWARE 25821	\$ 2.00	\$ 21.99
18/06/2019	1199220.05	PACVAC - VACUUM BACKPACK 25886	\$ 54.36	\$ 598.00
18/06/2019	1188420.01	ACCOM - L. VALENTINE 25809	\$ 10.00	\$ 110.00
19/06/2019	1102620.05	COMMERCIAL HOTEL - FAREWELL DINNER - LINTON THOMAS 20445	\$ 55.00	\$ 605.00
26/06/2019	1103220.01	DOWERIN ROADHOUSE - BREAKFAST - STAFF FAREWELLS 20445	\$ 11.07	\$ 121.80
27/06/2019	1177220.01	ACCOM - D. FRIEND 25809	\$ 40.00	\$ 440.00
27/06/2019	1188420.01	ACCOM - G. HARWOOD	\$ 30.00	\$ 330.00
27/06/2019	1188420.01	ACCOM - L. VALENTINE	\$ 11.82	\$ 130.00
27/06/2019	1188420.01	ACCOM - G. HARWOOD	\$ 11.82	\$ 130.00
28/06/2019	20312	CARD FEE - R.McCALL	\$ -	\$ 9.00
3/06/2019	P2.261	D02 - FUEL	\$ 6.73	\$ 74.00
6/06/2019	25338	TOTAL PLASTERING SUPPLIES - PLASTERING TOOLS	\$ 27.60	\$ 303.60
6/06/2019	P700.266	D4 - LICENSING FEES	\$ 20.82	\$ 279.30
7/06/2019	P0.266	0D - PLATE CHANGE	\$ -	\$ 26.85
7/06/2019	P0007.266	D007 - PLATE CHANGE	\$ -	\$ 17.70
19/06/2019	25816	POSTAGE - SOIL SAMPLES - CENTENARY PARK	\$ 0.26	\$ 2.85
24/06/2019	23389	TILES EXPO - TILES & GROUT FOR POOL	\$ 15.30	\$ 168.30
27/06/2019	P2.266	D02 - PLATE CHANGE	\$ -	\$ 26.85
27/06/2019	P2	D02 - LICENCE FEES	\$ 17.50	\$ 221.20
28/06/2019	20312	CARD FEE - G. BRIGG	\$ -	\$ 9.00
28/06/19	20312	BANK CHARGE	\$ -	\$ 66
TOTAL \$			\$ 528.78	\$ 6190.57

NOTE - It is Essential for Audit Purpose that Full Particulars be inserted in this Form.

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT



Statement for

NAB Business Visa

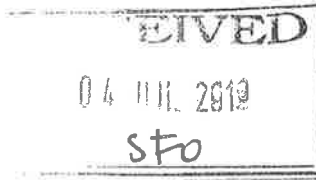
NAB Commercial Cards Centre - GPO Box 9992 Melb.

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday

AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period

29 May 2019 to 28 June 2019

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$4,513.59 DR
Payments and other credits	\$4,729.21 CR
Purchases, cash advances and other debits	\$6,387.53 DR
Interest and other charges	\$18.66 DR
Closing Balance	\$6,190.57 DR

**YOUR DIRECT DEBIT PAYMENT OF \$6,190.57 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
04/07/2019 AS PER OUR AGREEMENT.**

179/21/01/M03612/S010669/021337

see reverse for transaction details



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR GLEN CHRISTOPHER BRIGG
Account No: 4557 0455 3794 2967
Statement Period: 29 May 2019 to 28 June 2019
Cardholder Limit: \$5,000

Transaction record for: MR GLEN CHRISTOPHER BRIGG

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
3 Jun 2019	\$74.00 ✓	BP THE LAKES 1903 CHIDLOW P2/261	DO2 Fuel				01000713709
6 Jun 2019	\$303.60 ✓	TOTAL PLASTERING SUPPL MALAGA 25338	Plastering Supplies - Disposable		Tools		74564569156
6 Jun 2019	\$279.30 ✓	SHIRE DOWERIN DOWERIN P100.266	04 Licence Fees				04121296316
7 Jun 2019	\$26.85 ✓	SHIRE DOWERIN DOWERIN P0.266	00 Plate Change				04182822438
7 Jun 2019	\$17.70 ✓	SHIRE DOWERIN DOWERIN P007.266	0007 Plate Change				05170977406
19 Jun 2019	\$2.85 ✓	POST DOWERIN LPO DO DOWERIN 25316	Postage - Cert Pack - Soil Samples				74813849169
24 Jun 2019	\$168.30 ✓	TILES EXPO MIDLAND 23389	Tiles - Pool				06151670507
27 Jun 2019	\$26.85 ✓	SHIRE DOWERIN DOWERIN P2.266	DO2 - Plate Change				04133787493
27 Jun 2019	\$221.20 ✓	SHIRE DOWERIN DOWERIN P2.266	DO2 - Licence Fees				04134002860
28 Jun 2019	\$9.00 ✓	CARD FEE 20312	Card Fee				74557049179
Total for this period	\$1,129.65		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

15/7/19



Voucher 421

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: MRS REBECCA LOUISE MCCALL

Account No: 4557 0455 3794 2934

Statement Period: 29 May 2019 to 28 June 2019

Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

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
3 Jun 2019	✓ \$107.81 CR	MM ELECTRICAL-NORTHA NORTHAM 1105 001.590	Refund on Incorrect Globes				74564459151
3 Jun 2019	✓ \$107.81 CR	MM ELECTRICAL-NORTHA NORTHAM	"				74564459151
4 Jun 2019	\$1,365.09 ✓	TELSTRA BILL PAYMNT MELBOURNE	Teletia (list)				02134275568
4 Jun 2019	\$440.00 ✓	SHIRE DOWERIN DOWERIN 1177220.01	Accom - D. Friend				02171550335
4 Jun 2019	\$220.00 ✓	SHIRE DOWERIN DOWERIN 1177220.01	Accom - D. Friend				02171547069
4 Jun 2019	\$110.00 ✓	SHIRE DOWERIN DOWERIN 1188420.01	Accom - L. Valentine				02171543336
12 Jun 2019	\$440.00 ✓	INFORMATION ENTERPRISE FREMANTLE 1104200.01	Practical Approaches - Gov Program			10/07/19	74564459163
12 Jun 2019	\$205.00 ✓	DEPT OF HEALTH PHARM PERTH 25287	Poisons Permit				74940529162
17 Jun 2019	\$21.99 ✓	ADOBE ACROPRO SUBS 1800614863 11972	Adobe Pro DC Software				74313199167
18 Jun 2019	\$598.00 ✓	SP* PACVAC.COM KEWDALE 1199220.05	Vacuum Backpack				74617639169
18 Jun 2019	\$110.00 ✓	SHIRE DOWERIN DOWERIN 1188420.01	Accom - L. Valentine				02150601989
19 Jun 2019	\$605.00 ✓	COMMERCIAL HOTEL DOWER DOWERIN 1102620.05	Farewell Dinner - Lillian Thomas				74940529169
26 Jun 2019	\$121.80 ✓	DOWERIN ROADHOUSE DOWERIN 1103220.01	Breakfast - Staff farewells				74564729176
27 Jun 2019	\$440.00 ✓	SHIRE DOWERIN DOWERIN 1177220.01	Accom - D. Friend				04171588670

Continued next page


179/21/01/M03612/S010670/021339

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

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
27 Jun 2019	\$330.00 ✓	SHIRE DOWERIN	DOWERIN 1188420.01	Accom - G. Harwood				04171584637
27 Jun 2019	\$130.00 ✓	SHIRE DOWERIN	DOWERIN 1188420.01	Accom - L. Valentine				04171065578
27 Jun 2019	\$130.00 ✓	SHIRE DOWERIN	DOWERIN 1188420.01	Accom - G. Harwood				04171069533
28 Jun 2019	\$9.00	CARD FEE	20312	Card fee				74557049179
Total for this period	\$5,060.26	Totals						

Employee declaration

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

Cardholder signature: 

Date: 15.07.19





Shire of Dowerin
List of Payments for August 2019

Chq/EFT	Date	Name	Description	Amount
EFT7051	15/08/2019	Arrow Bronze	Plaque For Niche Wall; Miller. Postage & Packing	364.98
EFT7052	15/08/2019	Avon Waste	Waste Collection; Waste & Recycling	2,498.70
EFT7053	15/08/2019	Ampac Debt Recovery (WA) Pty Ltd	Rates; Debt Collection	1,204.15
EFT7054	15/08/2019	Boekeman Machinery	Truck; D005; Service And Auto Trans Service	2,213.29
EFT7055	15/08/2019	Boc Limited	Monthly Charge For Oxygen & Acetylene Cyinders 28/06/19 To 28/07/19	43.01
EFT7056	15/08/2019	CDA Air Conditioning & Refrigeration	Childcare; Repairs To Air Con	188.75
EFT7057	15/08/2019	Dowerin Bakery And News	Catering For Cbh Meeting 05/07/19	51.90
EFT7058	15/08/2019	Dowerin Engineering Works	Aroc; Supply And Fit Tow Ball Hitch	246.59
EFT7059	15/08/2019	Dowerin Despatch	Advertising; National Tree Day, Plant Operator, Select Committee, Keeping Up With Council	323.00
EFT7060	15/08/2019	Dowerin & Districts Farm Shed	Retic Fittings, Poly Fittings, Uniforms, Steel For Cage, Plants, Fence Materials, Boots	16,353.08
EFT7061	15/08/2019	Dowerin Roadhouse	Meals On Wheels; July 2019	345.00
EFT7062	15/08/2019	Fairfax Media Publications Pty Ltd	Advertisement For Plant Operator / General Hand July 2019	313.69
EFT7063	15/08/2019	Hawke-View Kennels	Dog Impound Fees; Dolly; 08/07/19 To 17/07/19	250.00
EFT7064	15/08/2019	JK Williams & Co	Pool; Render Sealer & Killrust Metal Primer	520.56
EFT7065	15/08/2019	LGIS Travel	Travel Insurance 2019-20	825.00
EFT7066	15/08/2019	LGIS Motor Vehicle	Motor Vehicle Insurance. 2019-20 As Per List	21,757.79
EFT7067	15/08/2019	LGIS Marine Cargo	Marine Cargo Insurance 2019-20	825.00
EFT7068	15/08/2019	LGIS Personal Accident	Personal Accident Insurance 2019-20	467.50
EFT7069	15/08/2019	LGIS Bushfire	Bushfire Insurance 2019-20	3,878.60
EFT7070	15/08/2019	LGIS Contract Works	Contract Works Insurance 2019-20	3,195.50
EFT7071	15/08/2019	LGIS Management Liability	Management Liability Insurance 2019-20	11,330.00
EFT7072	15/08/2019	LGIS Crime	Crime Insurance 2019-20	3,648.92
EFT7073	15/08/2019	LGIS Liability	Liability Insurance; 1St Instalment 2019-20	7,173.55
EFT7074	15/08/2019	Marketforce	Local Government Amendment; Local Law; Advertising	391.07
EFT7075	15/08/2019	Market Creations	Power Injectors For Wireless Access Points	457.80
EFT7076	15/08/2019	Lilypad VA	Graphic Design Services For Information Booklet To Be Sent With Rates.	650.00
EFT7077	15/08/2019	North Metropolitan Tafe	Staff Training; M. Richards & R. Mccall; Diploma Of Community Development Stage 2	3,094.18
EFT7078	15/08/2019	Ixom Operations Pty Ltd	Chlorine Service Fee; 01/07/19 To 31/07/19	84.57
EFT7079	15/08/2019	Quick Corporate Australia Pty Ltd	Admin; Stationery Order; July 2019	512.58
EFT7080	15/08/2019	5Rivers Plumbing & Gas	Sewerage; Unblock Sewerage; 9 O'Loughlen St	507.81
EFT7081	15/08/2019	Rural Ranger Services	Ranger Services; 03/07/19 To 30/07/19	785.40
EFT7082	15/08/2019	Resonline Pty Ltd	Ssa; Room Manager	220.00
EFT7083	15/08/2019	Goomalling Medical Surgery	Employee Costs; Hep B Vaccinations; M. Mccall	240.00
EFT7084	15/08/2019	Scott Print	Rates; Printing & Stationery; Printing Of 2019/20 Information Booklet	1,524.60
EFT7085	15/08/2019	Ralph Thaxter	Truck; D003; Supply & Replace Windscreen	880.01
EFT7086	15/08/2019	Tin Dog General Store	Town Hall; Vinegar & Eucalyptus Oil	42.54
EFT7087	15/08/2019	IT Vision	Govern Staff Training; End Of Financial Year Essentials 17th May 2019; S. Fitchat	836.00
EFT7088	15/08/2019	WA Country Chemist	Employee Costs; 3 x Hep B Vaccines; M Wilson, M Smith, M McCall	104.85
EFT7089	15/08/2019	Rebecca Windsor	Gym Inductions; T Elliott	20.00
EFT7090	15/08/2019	Midcoast Trucks	Supply x 1 2012 Isuzu FVY1400 Jetpatcher; Delivery To Brisbane Docks As Per Quote	143,300.00

Shire of Dowerin
List of Payments for August 2019

Chq/EFT	Date	Name	Description	Amount
EFT7091	29/08/2019	Arrow Bronze	Cemetery; Niche Wall Plaque; Alwyn Duncan	397.86
EFT7092	29/08/2019	Avon Waste	Rubbish Collection; Recycling & Waste	2,498.70
EFT7093	29/08/2019	Asphalt In A Bag	Road Maintenance; 1 x Pallet Asphalt	1,718.75
EFT7094	29/08/2019	Bunnings Group Limited	PO 19170; Pool; Shelving For Storeroom	703.32
EFT7095	29/08/2019	CDA Air Conditioning & Refrigeration	Childcare; Repairs To Air Conditioner System As Per Quote	585.25
EFT7096	29/08/2019	Dowerin Tyre And Exhaust	Utility; 1GIL668; Battery/Cox Mower; Repair Puncture	255.00
EFT7097	29/08/2019	Dowerin Gourmet Butchershop	Training & Development; Cold Meat & Antipasto Platters; TAFE Workshop; 12 People	30.00
EFT7098	29/08/2019	DMB Quarries	Dowerin Kalannie Rd; Supply 120 Tonnes Of Crusher Dust	1,320.00
EFT7099	29/08/2019	Daves Tree Service	Trim Trees To Western Power Guidelines; Town Areas	3,020.00
EFT7100	29/08/2019	Green, Vanessa	Reimbursement For Catering, Fares, Council Supplies	210.13
EFT7101	29/08/2019	JK Williams & Co	Pool/SSA; Paint	528.78
EFT7102	29/08/2019	State Library Of WA	Library; Annual Fee Lost & Damaged Books; 2019/2020	220.00
EFT7103	29/08/2019	Local Government Supervisor Assoc	Training & Development; LGSA Conference & Expo; G. Brigg; 14-15/08/19	929.50
EFT7104	29/08/2019	LGIS Property	Property Insurance; 1st Instalment 2019/2020	34,902.74
EFT7105	29/08/2019	LGIS Workcare	Workers Comp Insurance; 1st Instalment. 2019/2020	20,599.76
EFT7106	29/08/2019	M & R McCall	Reimbursement; Uber Fees; WALGA Conference; R.McCall	104.82
EFT7107	29/08/2019	Perth Laundry Equipment	SSA; Rental Of Washing Machine & Dryer 22/08/19 To 21/09/19	419.46
EFT7108	29/08/2019	Quick Corporate Australia Pty Ltd	SSA; Milk Portions	64.91
EFT7109	29/08/2019	State Law Publisher	Fire; Advertising; Gazettal Of 2019/2020 Fire Control & Fire Weather Officers	193.28
EFT7110	29/08/2019	Sherrin Rentals	Road Maintenance; Hire Multi Tyre Roller; Mobilisation; 1 x Week	3,027.20
EFT7111	29/08/2019	Safe Avon Valley	Impound Fees; 9 Cats	540.00
EFT7112	29/08/2019	Toll Ipec Pty Ltd	Freight; Chlorine	12.32
EFT7113	29/08/2019	Tin Dog General Store	PO 19240; Supplies For Council Meeting; August 2019	119.28
EFT7114	29/08/2019	WA Local Government Association	Members; Subscriptions For 2019/20; Employee Relations, Gov Service, Councils Connect, Local Laws, Assoc Membership, Tax Services	23,764.41
EFT7115	29/08/2019	Westrac Equipment	Service Grader; P010	2,523.89
EFT7116	23/08/2019	Australian Tax Office	BAS; July 2019	25,155.00
10713	14/08/2019	Synergy	Electricity Usage & Charges To 01/08/19 Streetlighting	2,393.15
10714	14/08/2019	Telstra	Phone Usage & Charges To 27/07/2019	554.59
10715	14/08/2019	Water Corporation	Water Usage & Charges To 08/08/19	515.25
10716	14/08/2019	Wongan Hills Community Resource Centre	Advertising For Plant Operator/General Hand	30.00
10717	27/08/2019	Shire Of Dowerin	Rates 2019/2020	44,567.90
10718	27/08/2019	Synergy	Electricity Usage & Charges To 19/08/2019	2,196.25
10719	27/08/2019	Telstra	Phone Usage & Charges To 10/08/2019	1,350.56
10720	27/08/2019	Water Corporation	Water Usage & Charges To 13/08/2019	4,884.54
10721	27/08/2019	FA & JL Windsor	Poc; Repairs To Pressure Cleaner & Whippersnipper	120.00
DD10683.1	21/08/2019	Puma Energy	Fuel Usage; All Vehicles July 2019	1,235.82
DD10685.1	04/08/2019	Shire Of Dowerin – Visa Card Payments	Credit Card; Fuel, Accom, Plant Gift, Conference Fees, Emerg Tower Licence Renewal	1,307.95
DD10687.1	07/08/2019	WA Super	Payroll Deductions	4,108.53
DD10687.2	07/08/2019	Care Super	Superannuation Contributions	152.73
DD10687.3	07/08/2019	Asgard Super	Superannuation Contributions	190.92
DD10687.4	07/08/2019	MacMahon Employee Superannuation	Superannuation Contributions	206.31
DD10687.5	07/08/2019	Australian Super	Superannuation Contributions	8.78

Chq/EFT	Date	Name	Description	Amount
DD10687.6	07/08/2019	Hesta Superannuation	Superannuation Contributions	116.37
DD10687.7	07/08/2019	AMG Superannuation	Superannuation Contributions	203.14
DD10687.8	07/08/2019	Rest Superannuation	Superannuation Contributions	202.16
DD10687.9	07/08/2019	MLC Super Fund	Superannuation Contributions	469.97
DD10694.1	07/08/2019	Australian Super	Superannuation Contributions	-8.89
DD10696.1	07/08/2019	Australian Super	Superannuation Contributions	8.89
DD10702.1	21/08/2019	WA Super	Payroll Deductions	4,047.30
DD10702.2	21/08/2019	Australian Super	Superannuation Contributions	144.12
DD10702.3	21/08/2019	Care Super	Superannuation Contributions	140.71
DD10702.4	21/08/2019	Asgard Super	Superannuation Contributions	106.59
DD10702.5	21/08/2019	MacMahon Employee Superannuation	Superannuation Contributions	206.31
DD10702.6	21/08/2019	Australian Super	Superannuation Contributions	12.44
DD10702.7	21/08/2019	Hesta Superannuation	Superannuation Contributions	101.00
DD10702.8	21/08/2019	AMG Superannuation	Superannuation Contributions	181.76
DD10702.9	21/08/2019	Rest Superannuation	Superannuation Contributions	202.16
DD10687.10	07/08/2019	NAB Superannuation Fund	Superannuation Contributions	96.92
DD10687.11	07/08/2019	CBUS	Superannuation Contributions	312.30
DD10687.12	07/08/2019	Health Employees Super	Superannuation Contributions	168.44
DD10687.13	07/08/2019	Hostplus	Superannuation Contributions	96.98
DD10687.14	07/08/2019	Concept One Super	Superannuation Contributions	20.63
DD10687.15	07/08/2019	Fiducian Portfolio Services Limited	Superannuation Contributions	55.01
DD10687.16	07/08/2019	Australian Super	Superannuation Contributions	157.44
DD10702.10	21/08/2019	MLC Super Fund	Superannuation Contributions	425.83
DD10702.11	21/08/2019	MAB Superannuation Fund	Superannuation Contributions	169.78
DD10702.12	21/08/2019	CBUS	Superannuation Contributions	369.30
DD10702.13	21/08/2019	Health Employees Super	Superannuation Contributions	179.81
DD10702.14	21/08/2019	Prime Super	Superannuation Contributions	0.33
DD10702.15	21/08/2019	Hostplus	Superannuation Contributions	88.96
DD10702.16	21/08/2019	Concept One Super	Superannuation Contributions	17.19
DD10702.17	21/08/2019	Fiducian Portfolio Services Limited	Superannuation Contributions	54.64
130856	26/08/2019	BF – Bank Fee	Bank Fee	41.49
130856	01/08/2019	BF – Bank Fee	Merchant Fee	96.76
130856	30/08/2019	BF – Bank Fee	Account Fee	55.70
130856	30/08/2019	BF – Bank Fee	National BPay Charge	85.13
130856	30/08/2016	BF – Bank Fee	Merchant Fee	201.87

428,166.15

355,514.33 EFT7051 to EFT7116

13,014.86 Superannuation Payments

56,612.24 Cheque 10713 to Cheque 10721

480.95 Direct Debit No. 130856; Bank Fees

1,307.95 DD10685; Credit Card Payment; July 2019

1,235.82 DD10683; Puma Energy; Fuel; July 2019

428,166.15 Total Payments for August 2019 to System Report

56,342.99 PPE 7 August 2019

57,500.78 PPE 21 August 2019

542,009.92 Total payments for August 2019 including payroll x 2

SHIRE OF DOWERIN

Date: 4/08/2019
Voucher: 429
Chq: DD

Amount in words: One Thousand Three Hundred and Seven Dollars and Ninety Five cents

\$ 1,307.95

Dr to.	NAB Business Visa	089

APPROVED FOR
PAYMENT -

MUNICIPAL FUND
CEO

We hereby certify in accordance with "The Local Government Act 1995" and Local Government (Financial Management) Regulations that the work as specified below has been duly and faithfully performed and approved.

Recommended by the Finance Committee

RECEIVED

RECEIVED
Lynch

RECEIVED
Rahm

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
		CREDIT CARD: CEO		
1/07/2019	PCEO.261.514	FUEL DISTRIBUTORS - MOORA - Fuel DCEO	\$ 4.91	\$ 54.00
3/07/2019	10412	EVENTBRITE - POI Conference - V. Green	\$ 9.90	\$ 109.00
15/07/2019	25887	WATERFORDS IGA - Orchid - S.Fitchat - Bereavement Gift	\$ 3.18	\$ 35.00
17/07/2019	19972	ADOBE ACROPRO - Adobe Pro DC Software	\$ 2.00	\$ 21.99
23/07/2019	20687	ACMA - Emergency Tower Licence Renewal 2019-20	-	\$ 117.00
29/07/2019	20312	CARD FEE		\$ 9.00
29/07/2019	20312	BANK FEE		\$ 0.66
		CREDIT CARD: MAW		
4/07/2019	20509	METRO HOTEL - Accom G. Brigg - WALGA Conference	\$ 21.67	\$ 238.40
18/07/2019	BMT001.260.590	SONIQDIGITAL - TV Bracket for Chambers	\$ 3.55	\$ 39.00
29/07/2019	BMT043 260.590	TILES EXPO - Tiles & Grout for Pool	\$ 4.05	\$ 44.55
29/07/2019	BMT043.260.590	TILES EXPO - Aluminium Angle for Pool	\$ 3.80	\$ 41.85
29/07/2019	25338	BUNNINGS - Diamond Saw Blade	\$ 32.73	\$ 360.00
29/07/2019	20312	CARD FEE	\$ -	\$ 9.00
		CREDIT CARD: MCCS		
2/07/2019	10262	TOODYAY BAKERY - Bread & Rolls for Staff Function	\$ -	\$ 29.40
2/07/2019	P700.261.514	VIBE TOODYAY - Fuel - D4	\$ 8.46	\$ 93.10
8/07/2019	P700.261.514	BP KWINANA - Fuel - D4	\$ 8.82	\$ 97.00
29/07/2019	20312	CARD FEE		\$ 9.00
TOTAL \$			\$ 103.07	\$ 1,307.95

NOTE - It is Essential for Audit Purpose that Full Particulars be inserted in this Form.

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT



Statement for

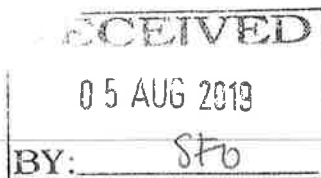
NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period

29 June 2019 to 29 July 2019

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement		\$6,190.57 DR
Payments and other credits		\$6,190.57 CR
Purchases, cash advances and other debits		\$1,280.29 DR
Interest and other charges	Bank Fee Add	\$27.66 DR
Closing Balance		\$1,307.95 DR

**YOUR DIRECT DEBIT PAYMENT OF \$1,307.95 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
05/08/2019 AS PER OUR AGREEMENT.**

210/21/01/M03630/S010664/1021327

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Jul 2019	\$6,190.57 CR	DIRECT DEBIT PAYMENT	74557049184
17 Jul 2019	\$0.66	NAB INTNL TRAN FEE - (SC)	74557049198
Total for this Period:	\$6,189.91 CR		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Billers Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

Cardholder summary

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)
4557-0455-3794-2934	MRS REBECCA LOUISE M	\$10,000	\$0.00	\$336.99	\$9.00	\$345.99
4557-0455-3794-2967	MR GLEN CHRISTOPHER	\$5,000	\$0.00	\$723.80	\$9.00	\$732.80
4557-0455-3801-4725	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$219.50	\$9.00	\$228.50
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$6,190.57 CR	\$0.00	\$0.66 DR	\$6,189.91 CR
			\$6,190.57 CR	\$1,280.29 DR	\$27.66 DR	\$4,882.62 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

FROM 1.09.19 THE INSURER FOR THE COMPLIMENTARY INSURANCE ON COMMERCIAL CREDIT CARDS WILL CHANGE TO ALLIANZ AUSTRALIA INSURANCE LIMITED ABN 15 000 122 850 AFSL 234708 (ISSUED BY AWP AUSTRALIA PTY LTD). THE UNAUTHORISED TRANSACTION INSURANCE POLICY INFORMATION BOOKLET WILL BE AMENDED AND AVAILABLE ON NAB.COM.AU FROM 1.09.19



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: MRS REBECCA LOUISE MCCALL
Account No: 4557 0455 3794 2934
Statement Period: 29 June 2019 to 29 July 2019
Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

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
1 Jul 2019	\$54.00 ✓	FUEL DISTRIBUTORS OF W MOORA PCEO 261/514	Fuel PCEO				74229859181
3 Jul 2019	\$109.00 ✓	EB *FOI in WA Conferen 801-413-7200 10412	FOI Conference - V. Green				03133632211
15 Jul 2019	\$35.00 ✓	WATERFORDS SUPA IGA KARAWARA 25887	Orchid - S. Fitchat - Bereavement				74940529195
17 Jul 2019	\$21.99 ✓	ADOBE ACROPRO SUBS 1800614863 19972	Adobe Pro DC Software				74313199197
23 Jul 2019	\$117.00 ✓	ACMA BELCONNEN 20687	Renewal Emerg Tower Licence				02150871627
29 Jul 2019	\$9.00 ✓	CARD FEE 20312					74557049210
Total for this period	\$345.99		Totals				

Employee declaration

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

Cardholder signature:

Date:

3/8/19



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 658

Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MR GLEN CHRISTOPHER BRIGG
Account No: 4557 0455 3794 2967
Statement Period: 29 June 2019 to 29 July 2019
Cardholder Limit: \$5,000

Transaction record for: MR GLEN CHRISTOPHER BRIGG

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
4 Jul 2019	\$238.40 ✓	WOTIF WOTIF.COM 25209	Accom - G. BRIGG. WALGA Conf.				74054929185
18 Jul 2019	\$39.00 ✓	PAYPAL *SONIQDIGITA 4029357733 Bmt001	TV Bracket for Chambers				74766189198
29 Jul 2019	\$44.55 ✓	TILES EXPO MIDLAND 23389	Tiles / Grout for Pool				06134967523
29 Jul 2019	\$41.85 ✓	TILES EXPO MIDLAND 23389	Aluminium Angle for Pool				06134931975
29 Jul 2019	\$360.00 ✓	BUNNINGS 318000 MIDLAND 25338	Diamond Saw Blade				74940529209
29 Jul 2019	\$9.00 ✓	CARD FEE 20312					74557049210
Total for this period	\$732.80		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

5/8/19

210/21/01/M03630/S010666/021331



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: MISS CHERIE MAY DELMAGE
Account No: 4557 0455 3801 4725
Statement Period: 29 June 2019 to 29 July 2019
Cardholder Limit: \$3,000

Transaction record for: MISS CHERIE MAY DELMAGE

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
2 Jul 2019	\$29.40 ✓	Toodyay Bakery Toodyay 10262	Bread & Rolls - Staff Function				74249239183
2 Jul 2019	\$93.10 ✓	VIBE TOODYAY ROAD GIDGEGANNUP P700	04 - Fuel				74564459182
8 Jul 2019	\$97.00 ✓	BP EX KWINANA HUB 6178 PARMELIA P700	04 - Fuel				06090620331
29 Jul 2019	\$9.00 ✓	CARD FEE 20312					74557049210
Total for this period	\$228.50		Totals				

Employee declaration

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

Cardholder signature: 

Date: 06/08/19

**Recalcitrant Rates Debtors
as at 31 August 2019**

Assess	Property Address	3rd Previous Year & greater	2nd Previous Year	Previous Year	Current Year	Total	Comments
A1016	NAMBLING ROAD DOWERIN WA 6461	1,977.37	1,627.44	1,766.81	990.53	6,362.15	Hold probate search until September 2019.
A1171	E70/04830 MINING TENEMENT DOWE			719.36	251.25	970.61	Prior year was interim rates. Debt Recovery will occur on both last year & this year in September 2019.
A225	4 DOWALL STREET MINNIVALE WA 6	1,707.50	2,210.33	9,195.12	471.63	13,584.58	Property passed in at auction. Agenda item created to review further actions.
A229	LOT 58 DOWALL STREET MINNIVALE			190.00	84.00	274.00	Owner & decendants all deceased. Assessment not being rated. CEO reviewing what further action can be taken.
A247	3 DOWALL STREET MINNIVALE WA 6		294.22	345.83	332.08	972.13	Owner has advised that properties are being sold. Settlement Agent is St James Settlement. Confirmation is being sought from the agent.
A248	LOT 38 DOWALL STREET MINNIVALE		294.22	345.83	332.08	972.13	Owner has advised that properties are being sold. Settlement Agent is St James Settlement. Confirmation is being sought from the agent.
A249	LOT 40 DOWALL STREET MINNIVALE		194.22	344.43	328.39	867.04	Owner has advised that properties are being sold. Settlement Agent is St James Settlement. Confirmation is being sought from the agent.
A277	LOT 1 WARD STREET EJANDING		278.22	345.57	331.46	955.25	Previous balances were not viable to recovery. More concerted action will now be taken.
A283	1 BORGWARD STREET MINNIVALE WA			1,669.18	711.67	2,380.85	Son is handling fathers affairs. More concerted action will now be taken.
A380	38 COTTRELL STREET DOWERIN 646	7,109.37	2,625.90	5,347.67	2,163.73	17,246.67	Equity checks are being conducted. Authority to extend PSSO being sought from MCCD
A381	2 MECKERING ROAD DOWERIN 6461			1,758.77	2,236.55	3,995.32	Debt recovery at the stage of PSSO, outstanding value not deemed viable to send to PSSO.
A512	26 STACY STREET DOWERIN 6461	8,101.64	4,336.27	4,020.63	3,751.86	20,210.40	NAB have now taken possession of the property 24 April 2019.
A90	LOT 341 HESFORD ROAD DOWERIN 6		703.77	957.27	913.64	2,574.68	Owner has advised that properties are being sold. Settlement Agent is St James Settlement. Confirmation is being sought from the agent.
A950	JONES STREET DOWERIN 6461	674.05	938.01	1,569.60	949.30	4,130.96	Debt Collection Agent has a new address for ratepayer. Papers will be re-served to new address.
	TOTAL	19,569.93	13,502.60	28,576.07	13,848.17	75,496.77	

POLICY NUMBER	-
POLICY SUBJECT	- Regional Price Preference Policy
DATE ADOPTED	-
POLICY OWNER	- Corporate & Community Services
DISTRIBUTION	- Elected Members, All Employees, Contractors, Goods & Service Providers, Public
RESPONSIBLE OFFICER	- Chief Executive Officer

Objective

The objective of this Policy is to stimulate economic activity and growth within the Shire of Dowerin and the surrounding region by maximising the use of competitive local businesses in the supply of goods and/or services purchased or contracted on behalf of the Shire of Dowerin.

Policy

The application of this Policy will ensure that when purchasing goods and/or services, Council will achieve the best possible outcome for the amount of money spent, whilst, where possible, giving preference to local or regional suppliers.

The application of a price preference will be clearly outlined as to whether it will be applied or not prior to the quotation or Tender process commencing.

This Policy applies to all Officers purchasing goods and/or services on behalf of the Shire using Shire funds. It provides direction and outlines the responsibilities attached to the making of purchases on behalf of the Shire.

This Policy must be used in conjunction with the Shire of Dowerin Purchasing Policy.

Regional Tenderer

A regional Tenderer is defined under Section 24B(2) of the *Local Government (Functions and General) Regulations 1996* as 'A supplier of goods or services who submits a Tender is regarded as being a regional Tenderer if:

- (a) That supplier has been operating a business continuously out of premises in an appropriate region for at least 6 months before the time after which further Tenders cannot be submitted; or
- (b) Some or all of the goods or services are to be supplied from regional sources."

The Shire of Dowerin recognises the following two regions for price preferences:

Region 1- defined as a business or industry located within the district of the Shire of Dowerin; and

Region 2 – defined as a business or industry located within the districts of the Shire of Cunderdin, Shire of Goomalling, Shire of Koorda, Shire of Wongan-Ballidu and Shire of Wyalkatchem.

The Regional Price Preference to be given to either a Region 1 or Region 2 provider are outlined below and represents the amount at which the provider's price bids or quotations would be reduced for the purpose of assessing Tenders or quotations.

Region 1: A price preference may be given to a Tenderer or supplier of a quotation from Region 1 by assessing the Tender or quote from that local business as if the price bids were reduced as follows:

1. 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000;
2. 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000; or
3. 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000, if the local government is seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Region 2: A price preference may be given to a Tenderer or supplier of a quotation from Region 2 by assessing the Tender or quote from that local business as if the price bids were reduced as follows:

1. 5% - where the contract is for goods or services, up to a maximum price reduction of \$25,000;
2. 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$25,000; or
3. 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$250,000, if the local government is seeking Tenders for the provision of those goods or services for the first time, due to those goods or services having been, until then, undertaken by the local government.

Although goods and/or services that form part of a Tender or quotation submitted by a regional Tenderer may be:

1. Wholly supplied from regional sources; or
2. Partly supplied from regional sources, and partly supplied from non-regional sources,

only those goods or services identified in the Tender or quotation as being from regional sources may be included in the discounted calculations that form part of the assessments of Tenders or quotations when the Regional Price Preference Policy is in operation.

Proof of Eligibility

Businesses who choose to claim the Regional Price Preference must indicate on their Tender or quotation submission either Region 1 or Region 2 as their Regional Price Preference area and provide suitable proof of eligibility.

Where a price preference is being claimed by a non-local business on the basis of goods and/or services being supplied from regional sources, only those goods or services identified in the Tender or quotation as being from regional sources may be included in the discounted calculations that form a part of the assessments of a Tender or quotation when a Regional Price Preference Policy is in operation.

If, in the opinion of the Shire of Dowerin, a supplier has deliberately provided false or misleading information so as to benefit from this Policy, the provided quotation or Tender may be considered nonconforming and, as such, may be disqualified.

Competitive Purchasing

Price is only one factor that the Shire of Dowerin considers when evaluating a quotation or Tender. There is nothing contained within this policy that compels acceptance of the lowest price.

The Tender or quotation that is determined to be both cost effective and advantageous to the Shire of Dowerin will be the most likely to be accepted.

Further References

Local Government Act 1995;
Local Government (Functions & General) Regulations 1996;
Shire of Dowerin Purchasing Policy; and
Shire of Dowerin Code of Conduct.

LOCAL GOVERNMENT ACT 1995

SHIRE OF DOWERIN

Local Government Property Amendment Local Law 2019

Under the powers conferred by 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.

1. Title Citation

This local law may be cited as is the *Shire of Dowerin Local Government Property Amendment Local Law 2019*.

2. Commencement

This local law comes into operation on the 14th day after the day on which it is published in the *Government Gazette*.

3. Principal Local Law

This local law amends the *Shire of Dowerin Local Government Property Local Law 2018* as published in the *Government Gazette* on 12 December 2018.

4. Clause 1.2 amended

~~In the definition “building” in clause 1.2—~~In clause 1.2 amend the definition of “building” as follows:

(a) insert the word “and” after the semi colon in subclause (a); and

(b) delete the word “and” after the semi colon in subclause (b).

5. Clause 9.2 amended

In clause 9.2 ~~the reference to 11.1 should be replaced with 9.1.~~delete “11.1” and replace with “9.1”.

65. Schedule 1 amended

~~In Sschedule 1—Prescribed Offences the following amendments—~~Schedule 1 is amended as follows:

(a) delete the reference to 5.6 and replace it with 5.3;

(b) delete the reference to 5.7 and replace it with 5.4;

(c) delete the reference to 5.8 and replace it with 5.7(a); and

(d) delete the reference to 11.1 and replace it with 9.1.

~~6. Clause 1.2 amended~~

~~The definition of 'building' in clause 1.2 should be amended by:~~

~~removing 'and' which appears after the word 'room' in subclause (b); and~~

~~inserting 'and' after the phrase 'hall or room' in subclause (a).~~

Dated: [insert date]

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

DARREL HUDSON
Shire President

REBECCA MCCALL
Chief Executive Officer



CUSTOMER SERVICE CHARTER

INTRODUCTION

The purpose of this Charter is to provide a framework for defining the standards of customer service and service delivery. It also references the rights of customers, and how we Shire representatives will handle complaints from our customers.

PURPOSE & VALUES

The Shire of Dowerin's ~~Administration's~~ purpose is to care for the sustainable development and service of our community guided by our values of:

1. COMMUNITY – create a sense of belonging;
2. SERVICE – provide the best;
3. QUALITY – deliver high standards;
4. TRUST – belief, confidence and reliability;
5. DEVELOPMENT – sustainable growth for the future;
6. SAFETY – minimise risk or harm; and
7. RESULTS – achieve positive outcomes.

IN GENERAL

We are here to serve you. ~~Please understand~~ In all our endeavours and dealing with our community, we are governed under the *Local Government Act 1995*;

https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_551_homepage.html Available Here and

~~and the Privacy Act 1988;~~ <https://www.legislation.gov.au/Series/C2004A03712> Available Here:-.

~~Shire of Dowerin employees We welcome you to contact or visit us and~~ look forward to ~~assisting~~ meeting you and assisting with your all enquiries. We encourage you to get in touch ~~You may choose to contact us through~~ whichever means best suits your needs. We welcome all types of contact including the most suitable channel for you (face to face, telephone, in writing, ~~or~~ email or, social media).

We have a great team of experienced customer ~~representatives~~ service officers whose primary goal is to ensure that each customer is dealt with professionally, with courtesy and in a timely manner. ~~that look forward to serving you.~~ While our ~~customer representatives team~~ will aim to resolve all enquiries at the first point of contact, please note that enquiries of a technical nature may require more time to allow the and to be passed on to an appropriately trained officer person for further to provide a higher level of support and/or assistance.

All responses not able to be dealt with immediately, will be provided to the customer, in writing, within ten working days.

Shire of Dowerin employees We will follow up and take ownership of all enquiries from the initial point of contact through to follow up and finalisation.

CUSTOMER SERVICE CHARTER

FACE TO FACE

We invite you to visit us at the Shire Administration Office located at 13 Cottrell Street, Dowerin during the hours of 8.30am to 4.00pm Monday to Friday. ~~and we are located at 13 Cottrell Street, Dowerin.~~
~~Our team will be pleased to welcome you.~~

CUSTOMER SERVICE CHARTER

OVER THE PHONE

We welcome your call during the hours of 8.30am to 4.00pm Monday to Friday on 9631 1202. To assist you we will answer the phone promptly and professionally. Outside of normal office hours for emergency situations (hazards or community health and safety issues), please call our after-hours number on 0429 311 202 or 0429 311 160. ~~Should we allocate names/titles~~

IN WRITING OR EMAIL

All initial emails should be directed to dowshire@dowerin.com.au ~~and have with~~ the enquiry noted in the subject line. This will ~~to~~ help us direct your enquiry to the right department. If you would like to write to us through traditional post, please address your enquiry to Shire of Dowerin, PO Box 111, Dowerin WA 6461.

VIA INTERNET OR SOCIAL MEDIA

We encourage you to engage ~~and dialogue~~ with us on social media. Our Facebook page is www.facebook.com/ShireofDowerin. Please post and share your content of our beautiful Shire on our page. Our website www.dowerin.wa.gov.au has a list of FAQ's and Council updates. We also encourage the use of the Snap Send Solve App (www.snapsendsolve.com) to save time in identifying and reporting incidents.

MEASURING & IMPROVING QUALITY

We aim to continuously improve and evaluate both our level of customer service and the provision of Shire services. We appreciate and seek constructive feedback from you through the above channels at any time. We conduct annual customer and community feedback surveys which we encourage you to ~~participation~~ in.

HELPING US TO HELP YOU

You can help us to meet our commitments to you by:

1. Being courteous, polite and respectful to our team who seek to do their best;
2. Being open and honest with us by providing accurate and complete details when contacting us;
3. Keeping the Shire updated on ~~Letting us know when your situation~~ changes to your personal details e.g.: ~~for example, change of your address; name; animal registration etc;~~ or personal details change or your dog or cat registration details change
4. Working with us to help solve problems; and



CUSTOMER SERVICE CHARTER

5. Helping us recognise our team by telling us when you have received excellent customer service.

OMBUDSMAN WESTERN AUSTRALIA

If you ~~feel the need to~~ would like to make a complaint about how we have ~~handled your requests~~ responded to any enquiries or concerns, you are ~~we~~ encouraged ~~you~~ to do so by contacting the ~~to our~~ Chief Executive Officer, Mrs Rebecca McCall in person or via phone or email. If you are still unsatisfied, you may wish to contact the Ombudsman via email (www.ombudsman.wa.gov.au) or in writing to PO Box Z5386, St. Georges Terrace, Perth WA 6831.



CUSTOMER SERVICE CHARTER

FREEDOM OF INFORMATION

The *Freedom of Information Act 1992* provides you the right to apply for access to documents held by state public sector agencies, which includes government departments, local governments, statutory authorities and ministers.

The Shire will assist you to:

1. Gain access to documents possessed by the Shire; and
2. Ensure information is accurate, complete and not misleading.

If you are unsure whether you need to lodge an application, or for further information, please contact the FOI Coordinator by phone on 9631 1202, or email dowshire@dowerin.wa.gov.au.

ACCESS & INCLUSION

The Shire is committed to creating an accessible and inclusive community. If you have any challenges accessing service or services, please contact us through the appropriate channels.

CONTACT US

You may also ~~For further ways to~~ contact the Shire of Dowerin via ~~, please refer to~~ our website www.dowerin.wa.gov.au.





**Department of Planning,
Lands and Heritage**



Your ref:
Our ref: File 01297-1975 Job No. 181973
Enquiries: Greg Martiensen, Ph 08 6552 4578
Email greg.martiensen@dplh.wa.gov.au

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

Dear Sir,

Lot 273 on Diagram 36566 - Reserve 33528 for 'Public Recreation'

I refer to this Department's letter of 30 August 2018 (copy enclosed), in which the Council was asked whether it is willing to accept management of the above reserve.

To date, the Council has not responded. Could you advise whether Council has given consideration to the above, and is willing to accept management of the reserve.

Should you have any enquiries please contact me on any of the above details.

Yours sincerely

**Greg Martiensen
Assistant State Land Officer
Position No. 0025297
Department of Planning Lands and Heritage**

02 September 2019



**Department of Planning,
Lands and Heritage**

(COPY)

Your ref:
Our ref: File 01297-1975 Job No. 181973
Enquiries: Greg Martiensen, Ph 08 6552 4578
Email greg.martiensen@dplh.wa.gov.au

Chief Executive Officer
Shire of Dowerin
13 Cottrell St
DOWERIN WA 6461

Dear Sir,

Lot 273 on Diagram 36566 – Reserve 33528 – Place Street, Dowerin.

As a result of a freehold subdivision, the above lot (print enclosed) was ceded to the Crown subject to section 152 of the *Planning and Development Act 2005* for the purpose of 'Public Recreation'.

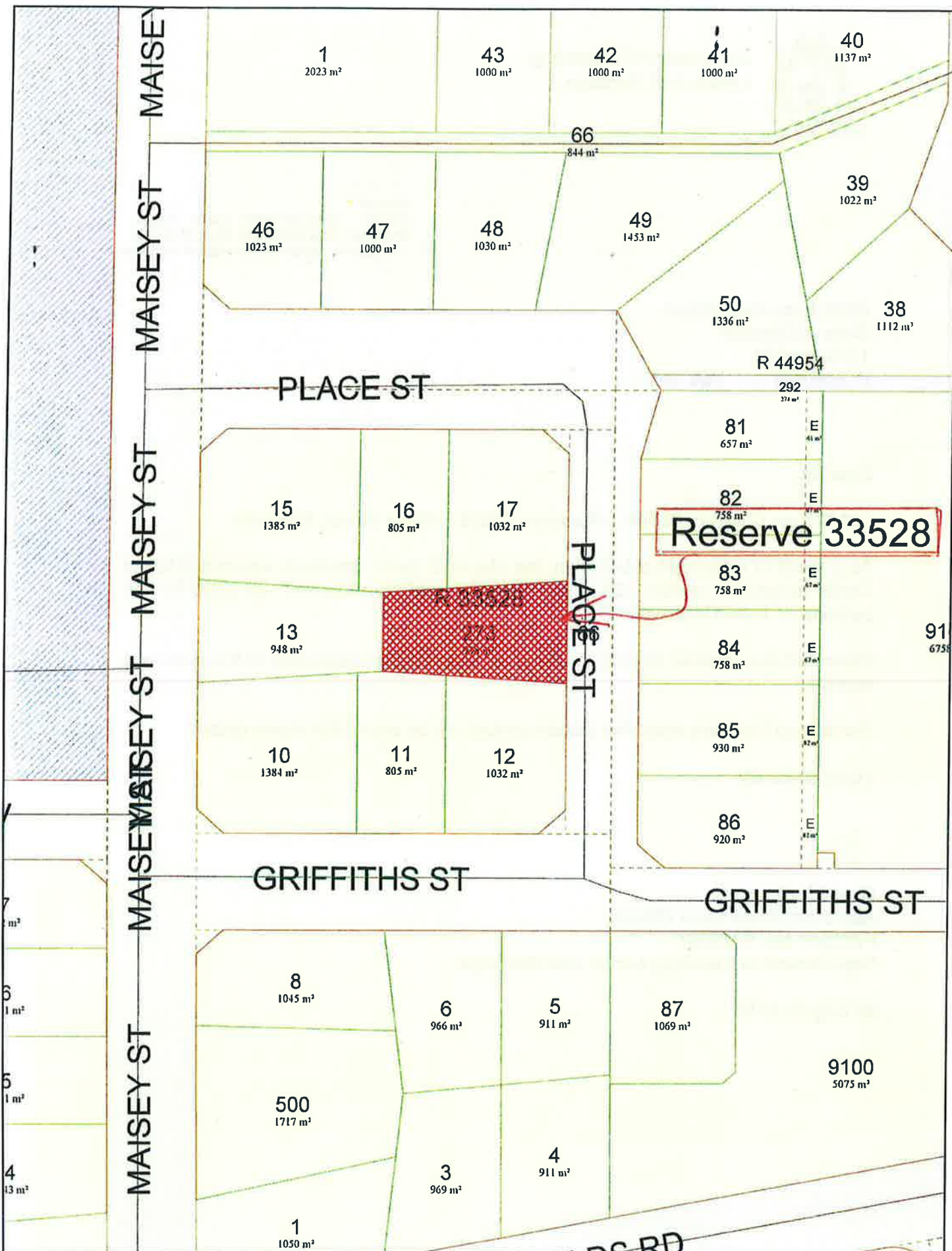
Please advise whether Council is willing to accept the management of the proposed reserve.

Should you have any enquiries please contact me on any of the above details.

Yours sincerely

**Greg Martiensen
Assistant State Land Officer
Position No. 0025297
Department of Planning Lands and Heritage**

30 August 2018



Scale : 1:1000 (Geographical)

MGA : SW=503740.3E,6548975.1N Zone 50 / NE=503950.4E,6549290.9N Zone 50

Lat/Long : 117°02'21.331", -31°11'35.862" / 117°02'29.266", -31°11'25.603" H 271mm by W 210mm

Printed : 15:25 Thu 30/Aug/2018

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Department of **Planning,**
Lands and Heritage



Your ref:
Our ref: File 00243-2014 Job No. 1900296
Enquiries: Greg Martiensen, Ph 08 6552 4578
Email greg.martiensen@dplh.wa.gov.au

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

Dear Sir,

Lot 300 on Deposited Plan 70522 - Reserve 51705 for 'Pedestrian Access Way'.

I refer to this Department's letter of 06 February 2019 (copy enclosed), in which the Council was asked whether it is willing to accept management of the above reserve.

To date, the Council has not responded. Could you advise whether Council has given consideration to the above, and is willing to accept management of the reserve.

Should you have any enquiries please contact me on any of the above details.

Yours sincerely

Greg Martiensen
Assistant State Land Officer
Position No. 0025297
Department of Planning Lands and Heritage

02 September 2019



Department of **Planning,
Lands and Heritage**

Your ref:
Our ref: File 00243-2014 Job No. 1900296
Enquiries: Greg Martiensen, Ph 08 6552 4578
Email greg.martiensen@dplh.wa.gov.au

Chief Executive Officer
Shire of Dowerin
PO BOX 111
DOWERIN WA 6461

Dear Sir,

Lot 300 on Deposited Plan 70522– Reserve 51705. Off Griffiths Street, Dowerin.

As a result of a freehold subdivision, the above lot (prints enclosed) was ceded to the Crown subject to section 152 of the *Planning and Development Act 2005* for the purpose of 'Pedestrian Access Way'.

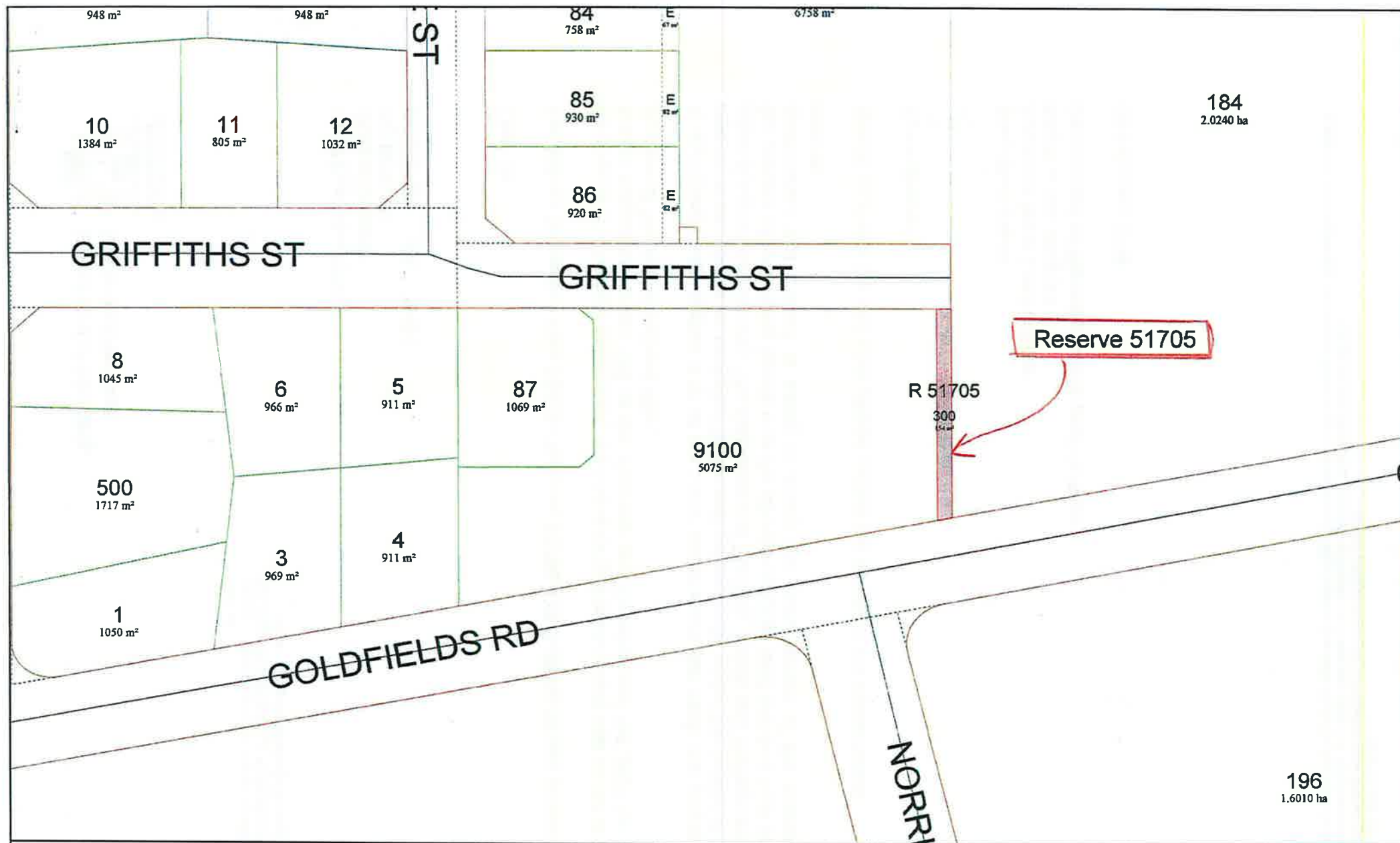
In accordance with section 3.53 of the *Local Government Act 1995*, the proposed reserve is considered an unvested facility and consequently under the control of the Local Government Authority. The Department of Planning, Lands and Heritage are in the process of formalising tenure over the abovementioned land and now seek your confirmation that Council is willing to accept the management of the proposed reserve.

Should you have any enquiries please contact me on any of the above details.

Yours sincerely

Greg Martiensen
Assistant State Land Officer
Position No. 0025297
Department of Planning Lands and Heritage

06 February 2019



Scale : 1:1000 (Geographical)
MGA : SW=503783.4E,6548926.1N Zone 50 / NE=504071.9E,6549130.6N Zone 50
Lat/Long : 117°02'22.961", -31°11'37.453" / 117°02'33.859", -31°11'30.809" H 176mm by W 288mm

Printed : 15:17 Tue 5/Feb/2019
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LandInfo WA V4

25/02/2019 10:07



CHANDLER

Find address or place



Query

Res
51705

0 15 30m

117.043 -31.193 Degrees

<https://maps.slip.wa.gov.au/landgate/landinfowa/>