



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 15 August 2023
Commencing 4.00pm





NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 15 August 2023 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Workshop
4.00pm	Council Meeting

Brian Jones
Acting Chief Executive Officer
10 August 2023

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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16.1	Confidential Item - T2023-05 - Determination of Tender Submissions
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
4.00pm Tuesday 15 August 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr LG Hagboom	
Cr DP Hudson	
Cr NP McMorran	
Cr JC Sewell	

Staff

Mr B Jones	Acting Chief Executive Officer
Ms L Dreghorn	Executive & Governance Officer - Outgoing
Ms K Rose	Executive & Governance Officer - Incoming

Members of the Public:

Apologies:	Cr WG Allsopp
	Cr AJ Metcalf

Approved Leave of Absence:

3. Public Question Time

4. Disclosure of Interest

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

Cr AJ Metcalf -September

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

That, by Simple Majority pursuant to Section 2.25(1) of the *Local Government Act 1995*, Councillor Metcalf be granted Leave of Absence for September.

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 18 July 2023.

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 7

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 18 July 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

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

8.1 Audit and Risk Committee Meeting held on 17 July 2023

[Attachment 8.1A](#)

8.2 Local Emergency Management Committee Meeting held on 7 August 2023

[Attachment 8.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 8

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Audit and Risk Committee Meeting, held on 17 July 2023, as presented in Attachment 8.1A, and the Minutes of the Local Emergency Management Committee Meeting, held on 7 August 2023, as presented in Attachment 8.2A, be received by Council.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit & Risk Committee Recommendation(s)

9.1 Audit & Risk Committee Meeting held on 17 July 2023

9.1.1 Risk Dashboard Quarterly Report – June 2023

Refer Audit & Risk Committee Meeting Minutes dated 17 July 2023

[Attachment 9.1.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation – 9.1.1

That, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report – June 2023, as presented in Attachment 9.1.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

9.1.2 Interim Audit Results for the Year Ending 30 June 2023



MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 July 2023

ABN: 35 939 977 194

P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461

 www.dowerin.wa.gov.au

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7.2	Special Council Meeting held on 6 July 2023
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13.2	Shire of Dowerin Road Strategy 2023
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	Request for Tender – T2023-05 Construction Program 2023-2024
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 18 July 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.01pm.
In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Cr McMorran's Grandmother, Goomalling Resident Dulcie Irene Coulthard with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr W Allsopp	
Cr LG Hagboom	
Cr DP Hudson	
Cr NP McMorran	
Cr AJ Metcalf	
Cr JC Sewell	

Staff:

Ms R McCall	Chief Executive Officer
Ms L Dreghorn	Executive and Governance Officer

Members of the Public: Nil

Apologies: Mr A Wooldridge, Deputy Chief Executive Officer

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

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

7.1 Ordinary Council Meeting held on 20 June 2023.

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 6 July 2023.

[Attachment 7.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved: Cr Hudson

Seconded: Cr Allsopp

0807 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 20 June 2023, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

Officers Recommendation

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 20 June 2023, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

Resolution - 11.3

Moved: Cr Hudson

Seconded: Cr Allsopp

0811 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 20 June 2023, as presented in Attachment 7.1A, be amended to reflect that Cr DP Hudson left the meeting at Item 11.4, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

Reason

Councillor Hudson identified an error in the recording of Cr DP Ward leaving the meeting for Item 11.4. This in fact was Cr DP Hudson who left the meeting for Disclosure of Interest reasons.

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

8.1 Great Eastern Country Zone (GECZ) Committee Meeting held on 20 June 2023.

[Attachment 8.1A](#)

8.2 NEWROC Council Meeting held on 27 June 2023.

[Attachment 8.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 8.

Moved: Cr Ward

Seconded: Cr McMorran

0808 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the GECZ Committee Meeting held on 20 June 2023, as presented in Attachment 8.1A, and the Minutes of the NEWROC Council Meeting held on 27 June 2023, as presented in Attachment 8.2A, be received by Council.

CARRIED 8/0

9.	Recommendations from Committee Meetings for Council Consideration
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Nil


10.	Announcements by the President Without Discussion
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Nil

UNCONFIRMED

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<div>Corporate and Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	13 July 2023
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A - June 2023 Financial Activity Statement

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending June 2023.

Background

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

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports which have been prepared and are presented to Council.

Comment

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the 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.

Note 1 - Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 4 – Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 – Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – 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 11 – Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% 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.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Megan Shirt, Consultant

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 Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

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 of the *Local Government (Financial Management) Regulations 1996*.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

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

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.1


Moved: Cr Hudson

Seconded: Cr Ward

0809 That Council, by Simple Majority pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the statutory Financial Activity Statement report for the period June 2023, as presented in Attachment 11.1A.

CARRIED 8/0

11.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	12 July 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive 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 11.2A – List of Accounts Paid – June 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for June 2023.

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the Deputy Chief Executive Officer.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Cheryl Murray, Finance Officer

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 delegated authority.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 and 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.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Funds expended are in accordance with the Council's adopted 2022/23 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.2

Moved: Cr Hudson

Seconded: Cr Trepp

0810

That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid - June 2023	
EFT 10986 to EFT 11100	\$639,561.71
CHQ Payment: 11017	\$1,089.22
Direct Debit: Credit Card Payment: May 2023	\$3,483.69
Direct Debit: Credit Card Payment: April 2023	\$2,994.40
Direct Debit: Synergy	\$14,132.69

Direct Debit: Bank Fees	\$1,084.03
Direct Debit: Water Corporation	\$4,624.11
Direct Debit: XENEX Systems	\$512.71
Direct Debit: Telstra	\$2,869.89
Direct Debit: Angie Roe Photography	\$2,530.00
Direct Debit: Wesfarmers Kleenheat Gas	\$282.05
Direct Debit: Puma Fuel	\$1,756.75
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: Dowerin Men Shed - Tip Management	\$3,000.00
Direct Debit: Western Australian Treasury Corporation	\$10,971.80
PPE June 2023 - Wages	\$42,420.44
PPE June 2023 - Wages	\$42,814.05
Superannuation	\$39,360.50
TOTAL	\$813,730.04

CARRIED 8/0

Note

Cr Metcalf requested the Harbour Software figures be recorded. One off implementation of \$11,480 ex gst and \$7,000 ex gst annual subscription. The annual subscription cost will be treated at the 2023/2024 budget review to reflect the reduction in salaries.

Council have requested that a comment be included into the contra column for the CRC finances.

11.3 Central East Aged Care Alliance – General Membership

Corporate & Community Services



Date:	10 July 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Community / Community Services / CEACA
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider committing to becoming a general member of the Central East Aged Care Alliance (CEACA) for a minimum of three (3) years.

Background

Aging in place is something that many older people living in large regional towns and the Perth metropolitan area take for granted. This is not the case for those living in small rural and remote communities. If it is practical and viable for an older adult to remain in their home own, it provides the aged population with a sense of place, choice, community, and dignity.

Many older Wheatbelt residents express a strong desire to remain living in their homes, however, factors such as the condition and location of dwellings, the mobility or mental acuity of residents and the logistics of providing services to a dispersed client group present significant barriers to aging in place. Evidence demonstrates there are clear benefits, both socially and economically, to develop policies and programs to assist people to age well in their local communities.

In 2012, eleven local governments formed an alliance known as the Central East Aged Care Alliance (CEACA), to address the disadvantages elderly and disabled people in the Wheatbelt face such as lack of appropriate housing, extensive waiting lists and restrictive entry requirements.

CEACA housing projects provides quality support for older people and those living with a disability in Wheatbelt communities. These challenges were set to increase with the projected growth in the number of people likely to need support.

CEACA is not just about housing, it is an opportunity to build regional capacity and jobs in the area through the construction and management of housing for those most in need. The size of the initial investment has enabled CEACA Incorporated to create a regional asset base that is sustainable and will enable future housing growth over time. This in turn will enhance the Wheatbelt's growing reputation as a region of excellence for age-friendly communities, demonstrate an effective and appropriate model for ageing in community in rural WA and deliver foundational infrastructure to grow the emerging aged care industry.

Although CEACA's main purpose is to provide affordable and purpose-built accommodation for the elderly and those living with a disability, it also assists those who are on a very low income to secure affordable, easy-care housing.

Federal and State funding secured saw the construction of 71 two-bedroom units across the original 11 member shires.

Comment

Current shire member councils include Bruce Rock, Kellerberrin, Merredin, Mt Marshall, Mukinbudin, Wyalkatchem, Westonia and Yilgarn

The benefit of becoming a general member of CEACA to the Dowerin community includes:

- Keep older people living in rural communities for longer through the provision of appropriate and affordable housing options;
- Stimulate economic and employment growth via the construction and management of assets and provision of aged care services;
- Create an asset base and cash flow that can be leveraged for the ongoing growth of community housing in the region;
- Deliver efficient health and support services to the aging community; and
- Provides affordable living options in the regional for all ages or very low and low incomes.

CEACA general member terms are as follows:

- Full voting rights, including a nominated person appointed to the CEACA Management Committee;
- Annual membership Levy of \$15,000 per annum;
- Minimum membership commitment of three years from 1 July 2023;
- Included in CEACA's applications to Federal and State Government for grant funding to construct Independent Living Units;
- A funding commitment towards the Independent Living Units from the Shire of Dowerin is a likely condition of any Federal or State funding;
- Appropriate land will be gifted to CEACA to enable the construction of the Independent Living Units; and
- CEACA land will be exempt from Shire rates due to its charitable status.

It is proposed that the Shire of Dowerin committed to becoming a general member for a minimum of three years with the intent of investing in future CEACA housing projects.

Consultation

Rebecca McCall, CEO

Terry Waldron, Chairperson, CEACA

Richard Marshall, Executive Officer, CEACA

Cr Trepp

Cr McMorran

CEACA Meeting, 11 April 2023

CEACA Presentation to Council, 8 June 2023

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional assets and infrastructure that supports the community.

Outcome: 3.3

Reference: 3.3.1

Asset Management Plan

Nil.

Long Term Financial Plan

Annual membership of \$15,000 for a minimum of 3 years will need to be factored into the long-term financial plan.

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	CEACA Governance Framework
Action (Treatment)	Management Committee Meeting Minutes ratified by Council
Risk Rating (after treatment)	Adequate

Financial Implications

An annual membership fee of \$15,000 is applied and a minimum of a three (3) year commitment is required. A budget allocation is included in the draft 2023/2024 budget.

Officers Recommendation

That, by Absolute Majority in accordance with the Local Government Act 1995, Council:

- 1. Commits to becoming a general member of Central East Aged Care Alliance (CEACA) for a minimum of three (3) years commencing 1 July 2023; and*
- 2. Accommodates in the annual budget an allocation of \$15,000 for the general membership levy for the 2023/24, 2024/25 and 2025/26 financial years.*

Resolution - 11.3

Moved: Cr Ward

Seconded: Cr McMorran

0811 This Item was deferred without resolution pending further investigation, with the matter to be represented to Council at its October 2023 Meeting.

CARRIED 8/0

Reason

Council have requested further investigation into CEACA to determine the benefit of the investment. Council would like CEO to approach CEACA in having two Council members, Cr McMorran and Cr Ward, to attend their September meeting and present to Council.

11.4 Sub Lease – Dowerin Events Management Incorporated

Corporate & Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 July 2023	
Location:	Lots 35 and 192 Recreational Reserve 10614	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As above	
Legislation:	Local Government Act 1995	
Sharepoint Reference:	Organisation/Legal Services/Agreements/Lease	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.4A - Draft Sub-Lease Agreement	

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This Item presents to Council the intent for the Shire to enter a five-year lease with Dowerin Events Management Incorporation for consideration and, if satisfactory, endorsement.

Background

In 2005 Dowerin Events Management and the Shire of Dowerin entered into a lease agreement for an initial term of 21 years. The lease incorporated Lots 35 and 192 of Land Administration Diagrams Northam 2187 and 58921 and being the land comprised in Crown Land Record Volume 3093 Folio 349.

The designated purpose of Crown Lease I150608 is recreation, racecourse and agricultural showground.

Despite the March 2026 expiry date, both parties identified the need to bring forward the renewal of a lease for the several reasons:

- Legal Compliance – laws and regulations are subject to change over time. It is essential to review sub-lease agreements to ensure that it aligns with legislation requirements. By reviewing the sub-lease, any legal gaps and ensuring compliance with the prevailing laws can be addressed.
- Lessor and Lessee Protection – laws and regulations related to lessor and lessee rights and protections have evolved over the years. Renewing the sub-lease allows the incorporate of relevant provisions to safeguard both parties.
- Property Condition and Maintenance – a thorough review of the sub-lease assist identify any maintenance and repair obligations and clarifies maintenance responsibilities between the lessor and lessee.
- Business Requirements – reviewing the sub-lease allows both parties to assess whether the existing terms still meet their respective requirements, it also provides the opportunity to negotiate modifications to the lease agreement.

Comment

The Shire of Dowerin will enter into a five-year lease agreement with Dowerin Event Management. The agreement outlines the following:

- Schedule 1 – General Conditions
- Schedule 2 – Special Conditions
- Schedule 3 – Index of Buildings and Structures
- Schedule 4 – Plan of Premises
- Schedule 5 – Shire Owned Building Maintenance and Renewal
- Schedule 6 – Recreation Centre (Field Days Office) Building Maintenance and Renewal
- Schedule 7 – Site Ground Maintenance and Repair
- Schedule 8 – Sporting Surfaces Conditions of Use
- Schedule 9 – Management of Dowerin Recreation Centre
- Schedule 10 – All Flags Pavilion Conditions of Use
- Schedule 11 – Internal Fencing, Roads, and Signage Conditions of Use

The management order the Shire of Dowerin holds for the land, requires Ministerial consent pursuant to section 18 of the Land Administration Act 1997. Once the Minister consent is provided, the lease agreement can be advertised in accordance with Section 3.58 (3) of the *Local Government Act 1995*.

Proposed dispositions require a valuation to be carried out to ascertain the market value. As the lease agreement has no commercial benefit as the use is for community benefit, it was deemed not necessary for a valuation to be carried out.

Consultation

Rebecca McCall, Chief Executive Officer
Cr Nadine McMorran
Cr Jason Sewell
Josh Ward, Chair – Dowerin Events Management Incorporated
Danielle Green, General Manager - Dowerin Events Management Incorporated

Policy Implications

Nil

Statutory Implications

Section 80, 81 and 82 of the *Property Law Act 1969*

Section 3.58 (1) and Section 3.58 (3) of the *Local Government Act 1995* is applicable and states:

3.58. Disposing of property

- (1) In this section –
 - dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;
 - property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property –
 - (a) it gives local public notice of the proposed disposition –
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and
 - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given; and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

Objective: We live in a diverse, healthy, and connected community

Outcome: 1.3

Reference: 1.3.3

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (8)
Key Controls (in place)	Community & Engagement Framework, Community Satisfaction Survey, Customer Service Charter
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

The sub-lease agreement will generate revenue specified as rental for \$2,500 per annum. Clause 3.1 (c) entitles the Lessor to increase the amount of rent by 3% per annum.

Clause 3.1 (b) allows the Lessor to on-charge electrical and water consumptions for a specified period.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.4

Moved: Cr Trepp

Seconded: Cr McMorran

0812

That in accordance with Section 3.58 (1) and Section 3.58 (3) of the *Local Government Act 1995*, Council resolves to:

- 1. Lease the area of land situated on Lots 35 and 192 within Reserve No. 10614 for a five-year period commencing 1 August 2023 to Dowerin Events Management Incorporated under the terms and conditions set out in the lease agreement;**
- 2. Provide the draft lease agreement to the Minister for Lands seeking consent to sublease;**
- 3. Approves to give local public notice of the proposed disposition in accordance with Section 3.58 of the *Local Government Act 1995*; and**
- 4. Authorise the Shire President and the CEO to affix the Shire Common Seal.**

CARRIED 8/0

UNCONFIRMED

11.5 Growing Regions Program – Wheatbelt Worker Housing

Corporate & Community Services



Date:	11 July 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Grants & Subsidies / Grant Applications / Growing Regions Program
Disclosure of Interest:	Nil
Attachments:	Attachment 11.5A - Worker Accommodation Project – Design Concept Attachment 11.5B - Worker Accommodation Project – Overall Site Plan

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider committing to the Wheatbelt Worker Housing project and submitting a joint shire funding application for the Growing Regions Program.

Background

The Growing Regional Program – Round 1 will drive regional economic prosperity by providing access to funding for community-focused infrastructure projects throughout rural and regional areas of Australia.

Round 1 will deliver grants up to a maximum of \$15,000,000 over 3 years to deliver community infrastructure projects. It will deliver community and economic benefits by investing in community-focused infrastructure which revitalises regions and enhances amenity and liveability throughout regional Australia.

The objectives of the program are:

- constructing or upgrading infrastructure that fills an identified gap or need for the community infrastructure.
- contributing to achieving a wide range of community socio-economic outcomes.
- Is strategically aligned with regionally priorities.

The intended outcomes of the program are:

- delivery of community-focused infrastructure which contributed to local and regional priorities.
- provision of infrastructure which benefits the community by improving equity and supports diverse social inclusion.
- to contribute to the achievement of broader government priorities.
- growing local economies and enhancing amenity and liveability in the regions.

Geographic eligibility criteria defines three (3) groups outlining the project circumstance and total commonwealth government funding towards eligible project costs. Group 2 can apply for up to 70% of eligible project costs. Project circumstances for Group 2 are as follows:

1. projects located in 'remote' locations per the Australian Bureau of Statistics' Remoteness Structure.
2. projects run by 'low rate based' councils, determined using the ratio of Financial Assistance Grant to Net Rate Income.

The Growing Regions Program guidelines requires the applicant to ratify the proposed project and Council's financial commitment.

Comment

Through CEO liaison it was identified that seven (7) Wheatbelt shires were intending to apply to secure funding for worker housing. Six of the Councils are categorised in Group 2. Discussions led to the decision to prepare a joint submission. The benefit of a joint submission includes:

- the opportunity to leverage economies of scale achieved.
- enhanced project scope extends the proposed worker housing projects across the Wheatbelt.
- shared expertise by working in collaboration with other councils.
- increased political influence through demonstrating unity and collaborate among the shires.
- improved data and research through sharing of information.
- enhanced community impact with the coordination of effort and resources to improve quality of life for workers, boosts local economics and fosters community development.

Participating councils include the Shires of Bruce Rock, Cunderdin, Kellerberrin, Tammin, Trayning, and Wyalkatchem.

Consultation has taken place with the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts and has encouraged a joint application and advised that all participating councils will be assessed as Group 2.

The Shire of Tammin is the nominated lead agency for the purpose of administering the grant and distribution of funding. A steering committee consisting of the CEO of each participating council will oversee the governance and oversee the projects. Individual shires will be responsible for project managing their individual projects; however, collaboration will be encouraged to take advantage of economies of scale particularly through procurement.

Request for Quotes (RFQ) for invited for the purpose of engaging an appropriate external consultant to work with the participating councils to write the expression of interest and if successful proceed to write the business cases and full grant application. Upon assessing the RFQ submissions, Whitney Consulting was engaged.

The Shire of Dowerin's project involves the construction of four (4) two-bedroom, one-bathroom groups dwellings for the purpose of worker accommodation. The intent is to construct the dwellings on 22 & 24 Goldfields Road Dowerin, the freehold land is owned by the Shire. The estimated projects costs include:

4 2x1 Single Brick Units	\$1,435,035	Quoted
Power (Green Domes)	\$20,000	Indicative
Water Meter	\$6,000	Indicative
Crossovers	\$6,000	Indicative
Landscaping	\$5,000	Indicative
Contingency (10%)	\$147,203	
TOTAL	\$1,619,238	

Proposed project funding consists of:

Growing Regions Program	\$1,133,465	70% Capex
Shire of Dowerin	\$485,773	30% Capex (cash & in-kind)

Upon the success of the funding application, it is expected that the project will not commence April 2024 with construction taking place in 2024/2025.

It is intent to fund Council's contribution from the Land and Building Reserve and the gap funded by an allocation in the 2024/25 budget.

Consultation

Rebecca McCall, CEO

CEO's - Shires of Bruce Rock, Cunderdin, Kellerberrin, Tammin, Trayning, and Wyalkatchem

Whitney Consulting

Council Workshop – 8 July 2023

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: We have functional assets and infrastructure that supports the community.

Outcome: 3.3

Reference: 3.3.1

Asset Management Plan

If funding is secured, upon the finalisation of construction, the newly constructed housing will need to be factored into the Asset Management Plan to capture life cycle and renewal costs.

Long Term Financial Plan

If funding is secured, capital expenditure for development will need to be factored into the Long-Term Financial Plan, and in addition ongoing operational and renewal costs.

Risk Implications

Risk Profiling Theme	Project/Change Management
Risk Category	Financial Impact
Risk Description	Exceeds project budget by 20%
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Project Management Framework
Action (Treatment)	Management Committee Meeting Minutes ratified by Council
Risk Rating (after treatment)	Adequate

Financial Implications

The draft 2023/24 budget allocated \$30,000 to engage an external consultant to write the business case and grant application.

If the application is successful, the funds will be initially held by the Shire of Tammin. The Shire of Dowerin's share of the funding can be captured in the 2024/2025 to recognise the capital revenue and project expenditure.

The Shire of Dowerin's financial contribution will be \$485,773.

2024/2025 Budget	
Grant Revenue	\$1,133,465
Project Expenditure	\$1,169,238

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 11.5

Moved: Cr Hudson

Seconded: Cr Sewell

0813

That, by Absolute Majority in accordance with the *Local Government Act 1995*, Council supports the Wheatbelt Worker Housing Project and commits to:

- 1. The joint shire submission to apply for funding through the Growing Regions Program;**
- 2. The construction of four (4) two-bedroom, one-bathroom dwellings for the purpose of worker accommodation;**
- 3. Contributing one-third of the project costs of \$485,773.**

CARRIED BY ABSOLUTE MAJORITY 8/0

11.6 Recalcitrant Rates Debtors – June 2023

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	5 July 2023
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Sheldon Cox, Rates and Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2022 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 11.6A – Recalcitrant Rates Debtors

Purpose of Report

☒ Executive Decision
 ☐ Legislative Requirement

Summary

The Shire of Dowerin recalcitrant Rates Debtors report for June 2023 details assessments not paying on an arrangement, with a previous year's balance of more than \$100.

Background

It is considered best practice for Council to have less than 4% (roughly \$55,000) of the rates levied outstanding at the end of the financial year. The Council did not achieve this due to several assessments holding large debts.

Comment

As at the end of the June 2023 quarter, the Shire of Dowerin's recalcitrant list of properties shows 10 properties with outstanding rates for previous financial years totaling \$95,426.42.

Administrative processes implemented have reduced the rates debt of twenty properties from \$115,000 to ten properties in less than twelve months.

Five of these properties listed are currently under the 3 Year Rule and are expected to be seized, sold or transferred within the next twelve to eighteen months.

The final five are continuing to be recalcitrant and will be subject to further legal action with the commencement of the new financial year.

Robust administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details for owners that has resulted in frequent contact and payments being made. These practices will reduce the risk of debt creep.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, Department of Local Government, Sports and Cultural Industries

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

The risk implications as set out above have now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in our risk description and our long-term outstanding debts are over \$64,000.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.6

Moved: Cr Sewell

Seconded: Cr McMorran

0814

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.6A.

CARRIED 8/0

UNCONFIRMED

11.7 Sale of Land for Unpaid Rates in Excess of Three Years

Corporate & Community Services



Date:	12 July 2023
Location:	Various
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Sheldon Cox, Rates and Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
Sharepoint Reference:	Organisation/Rates & Valuations/Debt Recovery
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item is represented to clearly define the process undertaken by the Shire to proceed with the sale of properties whose rates and charges have been in arrears for three years or more to the Council for endorsement.

Background

Under Section 6.64(1)(b) of the *Local Government Act 1995* (the Act), if any rates or service charges due to a local government have remained unpaid for at least three years, the local government may take possession of and proceed to sell the land. Section 6.68 describes the necessary conditions for exercising the power to sell the land.

Whilst Section 6.68(1) of the Act prevents the local government from exercising the power of sale unless the local government has attempted to recover money due to it under Section 6.56 of the Act, under Section 6.68(2), a local government is not required to attempt under Section 6.56 to recover money due before exercising the power of sale, where the local government has a reasonable belief that the cost of proceedings will equal or exceed the value of the land, or where the local government has made reasonable efforts to locate the owner of the property and has been unable to do so.

In order to take possession of the property and proceed with its sale, the local government must cause notice requiring the payment of rates in accordance with Schedule 6.3 of the Act. The notice is also to be served on any party with an interest in the land, such as the Mortgagees and is also to be posted on the local government's official website for a period of not less than 35 days. If at the expiration of three months from the date of issue of the notice the rates remain unpaid, the local government can proceed with selling the land by public auction, with such an auction to occur not more than twelve months from the date of the notice.

Achievements have been, including the sale and seizure of one property, two more awaiting sale or seizure and the enforcement of consistent payments by problematic debtors who are now on schedule each year.

The aim of this item is to propose an additional four assessments for potential sale and/or seizure. The following properties, while not necessarily hold a large debt, will become a problem if they are not acted upon now. The four listed are under unfortunate circumstances in which all owners and

potential beneficiaries have since passed away, leaving a difficult and uncomfortable situation for the Shire to navigate.

Under Clause 5 of Schedule 6.3 of the Act, the outstanding rates, any additional legal expenses and the costs of the sale or incidental costs to the sale of the property can be recovered by the local government. Any residual amounts from the sale of the property is to be held by the local government in the event of the owners making a claim. If after twelve months the amount has not been claimed, the residual funds are to be paid into the Supreme Court under Section 99 of the Trustees Act. If unclaimed for a further six years, the amount is then paid into the Consolidated Fund of the State Government.

Comment

Staff have exhausted all avenues of action in accordance with relevant legislative requirements relating to collection of the outstanding rates on the properties. A decision of Council on how to proceed was ratified at its Ordinary Council Meeting held on 18 April 2023 (CMRef 0765).

The Officer's Recommendation is to clearly identify the process the Shire has undertaken in relation to debt recovery for the two properties and the recommendation for the sale and the steps carried out.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Rates Consultant

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services - AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, Department of Local Government, Sports and Cultural Industries

Policy Implications

Nil

Statutory Implications

Part 6 Division 6 and Schedule 6.3 of the *Local Government Act 1995* are applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact

Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

The sale of the properties at the sale or seizure level in debt recovery would decrease the outstanding rates by approximately \$60,000 or more. Daily interest accruing at 5% per annum would cease. The outstanding rates and service charges may not be fully recovered from the sale of the property, or the cost of any legal action/s. In the event the price realised at sale is less than the balance of the rates and charges, Section 6.12(1) c of the *Local Government Act 1995* provides that any shortfall following sale shall be written off.

There is a provision for rates debt recovery in the 2022/23 budget.

5.12pm - Cr Metcalf left the meeting.

5.15pm - Cr Metcalf returned to the meeting.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 11.7

Moved: Cr Trepp

Seconded: Cr Hudson

0815

That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council pursuant to minutes of the Ordinary Council Meeting dated 18 April 2023 (CMRef 0765) in relation to A451 - 36 Goldfields Road, Dowerin and A503 - 10 Stacy Street Dowerin, the Shire were made aware that the owners were deceased and following contact with the apparent Executors of the Estates of the deceased owners in or around 2020, no Probate had been applied for up to 27 April 2023 and it became evident to the Shire that no one is administering the Estates of the deceased owners and the rates have remained unpaid.

CARRIED 8/0

11.8 54 Jones Street, Dowerin - Application for the Keeping of Three Dogs

Corporate & Community Services



Date:	12 July 2023
Location:	54 Jones Street, Dowerin
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Irene Ryan, Ranger
Legislation:	<i>Dog Act 1976</i> ; Shire of Dowerin Dogs Local Law 2008
Sharepoint Reference:	Compliance/Ranger/Animal Registrations
Disclosure of Interest:	Nil
Attachments:	Attachment 11.8A - Ranger's Report

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This Item presents an application for the keeping of three dogs at a townsite property to Council for consideration and, if satisfactory, approval.

Background

An application has been received to keep three dogs at 54 Jones Street, Dowerin. Any person wishing to keep more than two dogs within prescribed areas is required to get Council approval.

Comment

A copy of the Ranger's Report is provided as an Attachment. The report details the process of assessing the application, the inspection of the property and the Ranger's recommendation.

All dogs have been microchipped, registered and are between the ages of 2 and 11.5 years of age.

Consultation

Irene Ryan - Rural Ranger Services

Policy Implications

Nil

Statutory Implications

The Shire of Dowerin Dogs Local Law 2018 and Part 5 Section 26 of the *Dog Act 1976* are applicable.

Clause 3.2(2)(b) of the Dogs Local Law only permits the keeping of four dogs over the age of three months if the premises is situated outside a townsite. However, Section 26(3) of the *Dog Act 1976* enables a local government to grant an exemption in respect of the numbers of dogs permitted to be kept at a residence. Such an exemption may be made subject to conditions, including a condition that it applies only to the dogs specified in the exemption.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed local government

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

An application fee of \$100 applies and the cost of registration on all three dogs.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.8

Moved: Cr Sewell

Seconded: Cr McMorran

0816

That, in accordance with Section 26(3) of the *Dog Act 1976*, Council approves the application to house three dogs at 54 Jones Street, Dowerin with the following conditions:

- 1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviours and/or wandering.**
- 2. The exemption applies only to the three (3) dogs stated on the application. Once any of the dogs are deceased, sold or otherwise disposed of, the exemption for that particular dog ceases to have effect.**

3. The exemption will cease to have effect on the date of any conviction for an offence relating to *The Dog Act 1976* in respect of any of the dogs, or any person in charge of those dogs.
4. The subject property must be kept clear of all animal excreta using proper disposal methods.
5. Adequate cover and protection are always to be available to the dogs.
6. The dogs are to be adequately confined in accordance with Section 3.1 of the Shire of Dowerin Dogs Local Law.
7. Access to the property is to be given to a Shire Officer for an annual inspection, or more regularly if the Shire so determines. Each inspection will be charged in accordance with the adopted Schedule of Fees and Charges.
8. A self-watering drinking device is to be installed in the house yard for Dixie the blue heeler so that fresh clean water is always available.
9. The dogs have adequate bedding to ensure they have the warmth needed to maintain good health, especially the older two kelpies.

CARRIED 8/0

11.9 Adoption of 2023/24 Budget

Corporate & Community Services



Date:	13 July 2023
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996; Waste Avoidance and Resources Recovery Act 2001;</i>
Sharepoint Reference:	Organisation/Financial Management/Budgeting/2023-2024 Budget
Disclosure of Interest:	Nil
Attachments:	Attachment 11.9A - Draft 2023/24 Statutory Budget

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the draft 2023/24 Budget to Council for consideration and, if satisfactory, adoption.

Background

The draft 2023/24 Budget has been compiled based on the principles contained in the Integrated Strategic Plan, and in accordance with presentations made to Council at budget workshops held in March, April, May, June, and July 2023.

Further information provided to Council and considered at the budget workshops included proposed Programs for Plant Replacement, Capital Expenditure, Road Program, Building Maintenance and Asset Acquisitions.

Comment

The main features of the draft 2023/24 Budget include:

1. A breakdown of rate charges;
2. Schedule of Fees and Charges;
3. Refuse collection charges; and
4. Sewerage rates and charges.

Management has budgeted approximately \$946,000 towards its Road Maintenance Program that includes approximately \$300,000 for various road maintenance and contract road grading.

Proposed capital expenditure of \$5,036,112 includes the following:

1. A Capital Roads Program totalling \$4,410,569 are partially offset by Federal and State Road funding. The net impact of these works on Council funds is \$439,077 and \$60,000 from Reserves.
2. A total of \$220,760 on other infrastructure includes: Public Art Project, Skate Park Redevelopment, Dowerin Standpipe Upgrade, Townsite Greening Project Stage 3;

3. The following Plant and Equipment have been considered by Council for adoption in the 2023/24 Budget:

CEO Vehicle Replacement	\$61,310
Depot Fuel Bunded Storage Tank	\$30,000
TOTAL	\$91,310

4. The following Capital improvements is a carry forward from the 2022/23 budgeted year:

Black Spot Capital Road Project (Dowerin-Meckering)	\$104,344
Light Hino Truck (funded from Reserve in FY23)	\$81,359
TOTAL	\$185,703

The 2023/24 Budget will include transfers from the Shire's Reserve portfolio of \$218,510 towards the purchase of the CEO Vehicle, IT Server Renewal, Standpipe Upgrade, Depot Fuel Bunded Storage Tank and the Townsite Greening Water Scheme Project. Transfers into Reserves of \$398,426 (includes approximate interest on reserves funds of \$130,000) also forms part of the budget.

The estimated brought forward balance is \$1,810,800, however, it must be noted that this figure is unaudited and may change once the annual accounts are finalised. The major influence on the brought forward figure is a payment of \$1.74m made in June 2023 of Federal Financial Assistance Grants, an allowance for outstanding creditors relating to 2022/2023.

The 2023/2024 Budget is aligned with the key actions outlined in the Integrated Strategic Plan.

Consultation

Council Budget Workshop 21 March 2023
Council Budget Workshop 11 April 2023
Council Budget Workshop 16 May 2023
Council Budget Workshop 20 June 2023
Council Budget Workshop 6 July 2023
Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Ben Forbes, Assets & Works Coordinator

Policy Implications

There are no identified Policy implications.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation
Objective: We are recognised as a transparent, well governed, and effectively managed Local Government
Outcome: 5.3
Reference: 5.3.2
Community Priority: Our Infrastructure

Objective: We have functional assets and infrastructure that supports the community
Outcome: 3.2
Reference: 3.2.1

Asset Management Plan

The AMP will be reviewed to capture the 2023/24 Budget allocations.

Long Term Financial Plan

The LTFP will be reviewed to capture the 2023/24 Budget allocations.

Statutory Implications

Part 6 'Financial Management' Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, the local government is to prepare and adopt a budget for its municipal fund for the financial year ending on the following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* detail the form and content of the budget. The draft 2023/24 Budget as presented is considered to meet the statutory requirements.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Specific financial implications are as noted within this report with full details itemised in the attached draft 2023/24 Budget presented for adoption.

Motion to Suspend Standing Orders Local Law

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0817 That Council, suspend Standing Order 17.1(1) to allow the CEO to contact Finance Officer.

CARRIED 8/0

5.25pm – The Chief Executive Officer left the meeting to contact the Finance Contractor seeking clarification surrounding the Draft Annual Statutory Budget documentation at the request of Council so they may be better informed before considering the item.

Motion to Return Standing Orders Local Law

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Metcalf

0818 That Council, return Standing Order Local Law.

CARRIED BY ABSOLUTE MAJORITY 8/0

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officers Recommendation 1/Resolution – 11.9.1

Moved: Cr Hudson

Seconded: Cr Ward

0819 That, in accordance with Part 6 'Financial Management' Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the Shire of Dowerin 2023/24 Budget, as presented in Attachment 11.9A, for the 2023/24 financial year which includes the following:

- a. **Statement of Comprehensive Income by nature and type on Page 2 showing a net result for the 2023/24 financial year of \$1,299,913;**
- b. **Statement of Cash Flows on Page 3 showing a net result for the 2023/24 financial year of \$137,866;**
- c. **Statement of Financial Activity on Page 4 showing the required amount of \$1,503,992 to be raised from rates for the 2023/24 financial year;**
- d. **Notes to and forming part of the Annual Budget on Pages 6 to 27; and**
- e. **Transfers to/from Reserve Accounts as detailed on Page 21.**

CARRIED BY ABSOLUTE MAJORITY 6/2

Against Cr Metcalf and Cr Sewell

Officers Recommendation 2/Resolution – 11.9.2

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Metcalf

Seconded: Cr Ward

0820 That, in accordance with Part 5 'Administration' Section 5.56 and Part 6 'Financial Management' Sections 6.2, 6.3 and all of Division 6 'Rates and Service Charges of the *Local Government Act 1995*, Council for the purpose of planning for the future, disclosed by the 2023/24 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 2 on Pages 8, 9 and 10 of the 2023/24 Budget). Some rates may be

affected due to Unimproved Valuations received from Landgate effective 1 July 2023:

Unimproved Value	Cents in \$	Minimum Rate
Residential (GRV)	0.10300	\$849
Commercial/Industrial GRV	0.10300	\$849
Town Rural (GRV)	0.10300	\$849
Other Towns (GRV)	0.10300	\$248
Rural Farmland (UV)	0.00562	\$849
Commercial/Industrial (UV)	0.00562	\$849
Town Rural (UV)	0.00562	\$849
Mining (UV)	0.00562	\$248

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 3/Resolution – 11.9.3

☐ Simple Majority

☒ Absolute Majority

Moved: Cr Hudson

Seconded: Cr Allsopp

0821 That, in accordance with Section 41 of the *Health Act 1911*, Council imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 2a on Page 8 of the 2023/24 Budget):

Gross Rental Value	Cents in \$	Minimum Rate/Charge
Sewerage Rates:		
Residential	0.083678	\$410
Commercial	0.083678	\$845
Vacant	0.083678	\$410
Government	N/A	\$845
Sewerage Fixtures:		
First Fixture	N/A	\$267
Additional Fixtures	N/A	\$123

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 4/Resolution – 11.9.4

☐ Simple Majority

☒ Absolute Majority

Moved: Cr Ward

Seconded: Cr Metcalf

0822 That, in accordance with Division 6 'Rates and Service Charges Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

One Installment Option:

Full payment	14 September 2023
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Two Installment Option:

1 st Instalment due date	14 September 2023
2 nd Instalment due date	15 January 2024

Four Installment Option:

1 st Instalment due date	14 September 2023
2 nd Instalment due date	16 November 2023
3 rd Instalment due date	15 January 2024
4 th Instalment due date	23 March 2024

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 5/Resolution – 11.9.5

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Hudson

Seconded: Cr Allsopp

That, in accordance with Division 6 'Rates and Service Charges Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid.

LOST 0/8

Officers Recommendation 6/Resolution – 11.9.6

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Trepp

Seconded: Cr Sewell

0823

That, in accordance with Division 6 'Rates and Service Charges Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5% where the owner has elected to pay rates and service charges through an instalment option.

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 7/Resolution – 11.9.7

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Ward

Seconded: Cr Hagboom

0824

That, in accordance with Division 6 'Rates and Service Charges Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 8/Resolution – 11.9.8

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Ward

Seconded: Cr Hudson

0825

That, in accordance with Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopts the following charges for the removal and deposit of domestic and commercial waste:

Residential Premises (Including Recycling)	
a. 240ltr Waste Bin Weekly Collection; and	\$369
b. 240ltr Recycle Bin Fortnightly Collection	\$369
Additional Refuse Service	
a. 240ltr Waste Bin Weekly Collection	\$184
Minnivale Residential Collection (excluding Recycling)	\$184

CARRIED BY ABSOLUTE MAJORITY 8/0

Officers Recommendation 9/Resolution – 11.9.9

☐

Simple Majority

☒

Absolute Majority

Moved: Cr Trepp

Seconded: Cr Hudson

0826


That, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, Council adopts the level to be used in the Statement of Financial Activity in 2023/24 for the reporting of material variance as 10% or \$10,000, whichever is the greater.

CARRIED BY ABSOLUTE MAJORITY 8/0

6.01pm – Cr McMorran and Cr Hagboom left the meeting.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 84 Ucarty Rock Road, UCARTY – Development Approval (DA) Application

Governance & Compliance		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	20 June 2023	
Location:	84 Ucarty Rock Road, UCARTY 6462	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Laura Pikoss, Planner HBP Services WA	
Legislation:	<i>Planning & Development Act 2005</i>	
Sharepoint Reference:	N/A	
Disclosure of Interest:	Financial Interest – Cr McMorran Proximity Interest – Cr Hagboom	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The council is in receipt of a planning application, seeking council approval to construct a machinery shed in support of extensive agricultural operations. The proposed shed dimensions are 64m (length) x 24m (width) x 7.4m (height), which complies with the allowable land use outlined in the Land Planning Shire of Dowerin Scheme No 2.

It is recommended that council grant Planning Approval for the construction of the machinery shed.

Background

At present, the subject site comprises a dwelling along with multiple farm sheds that facilitate the ongoing agricultural activities taking place on the property. These structures play a crucial role in supporting and facilitating the various agricultural operations conducted on the site.

Description of Proposal

The council has recently received a planning application that seeks approval to establish a machinery shed in conjunction with extensive agricultural operations. The proposed shed is intended to serve as a functional storage facility for various farm machinery and equipment related to the agricultural activities taking place on the premises.

With dimensions measuring 64 meters in length, 24 meters in width, and 7.4 meters in height, out buildings in association with Agriculture extensive activities are permissible in accordance with the **Shire of Dowerin Scheme No 2**. The machinery shed will contribute to the efficient functioning of the agricultural operations by providing a dedicated space for storing and maintaining essential equipment on site.

The council will thoroughly assess the planning application and consider various factors, including the shed's location, impact on the surrounding environment, and compliance with relevant regulations. A decision will be made based on these considerations to ensure that the proposed

construction aligns with the community's interests while supporting the sustainable growth of agriculture in the area.

The development is located **84 Ucarty Rock Road, UCARTY 6462** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardize the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.



Figure 1 Subject Site

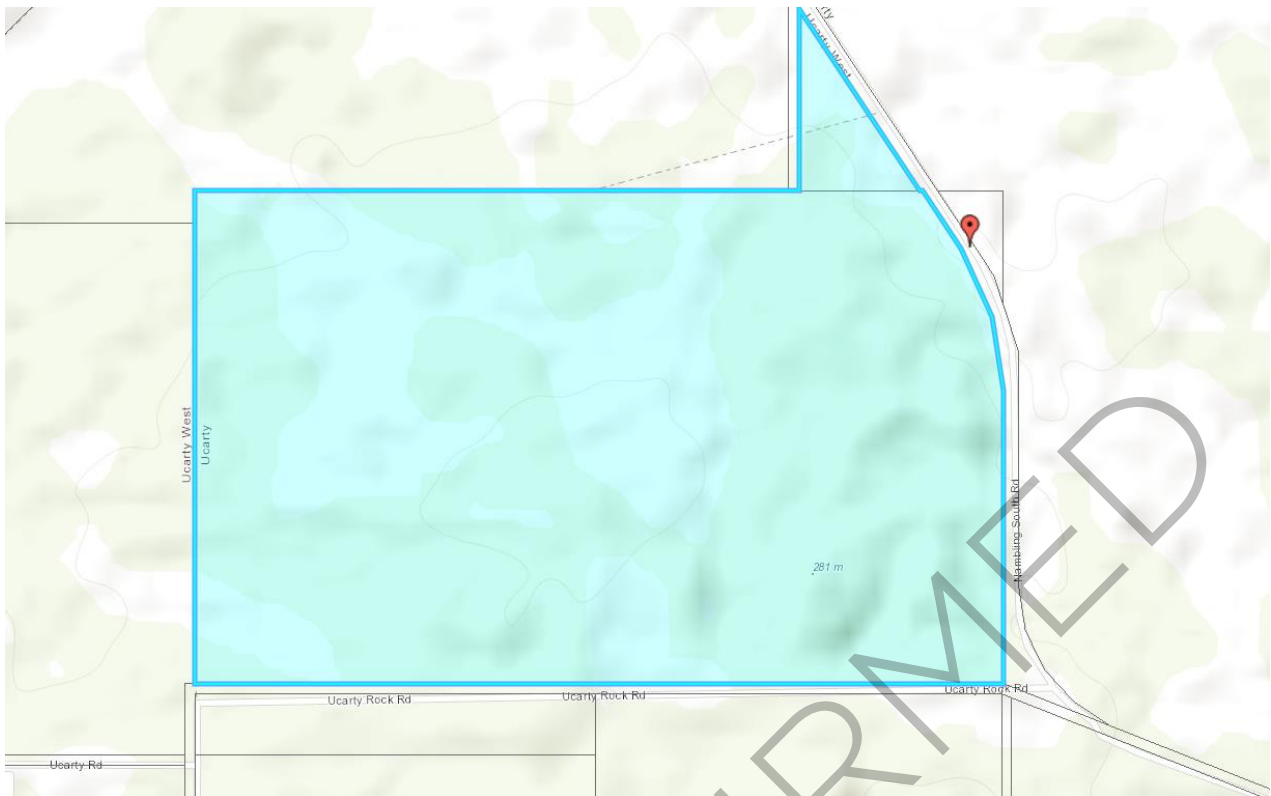


Figure 2: Site location

Site and Location



Figure 3 Site Plan

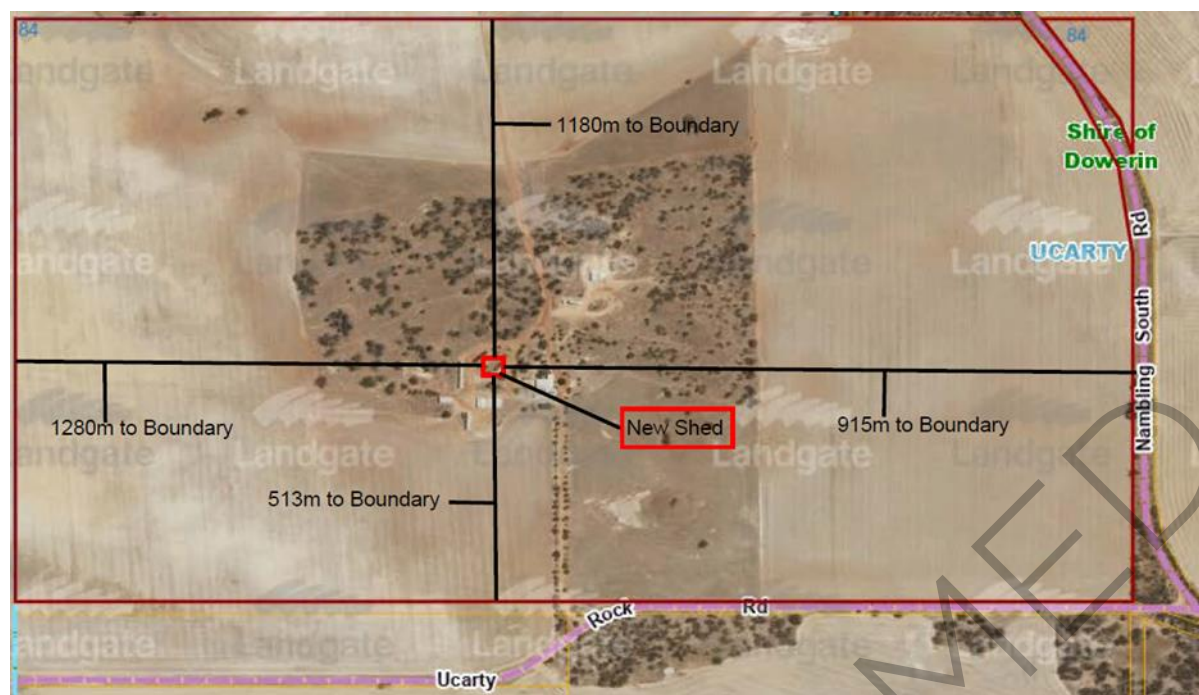


Figure 4 Topography Image Subject Site

Consultation

There has not been any formal consultation on this development proposal.

Policy Implications

There is no plan or local planning policy applicable to this proposal.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.1

Reference: 5.1.1

Community Priority: Our Economy

Objective: We are an attractive location to invest, live, play, visit and work

Outcome: 2.1

Reference: 2.1.2

Asset Management Plan

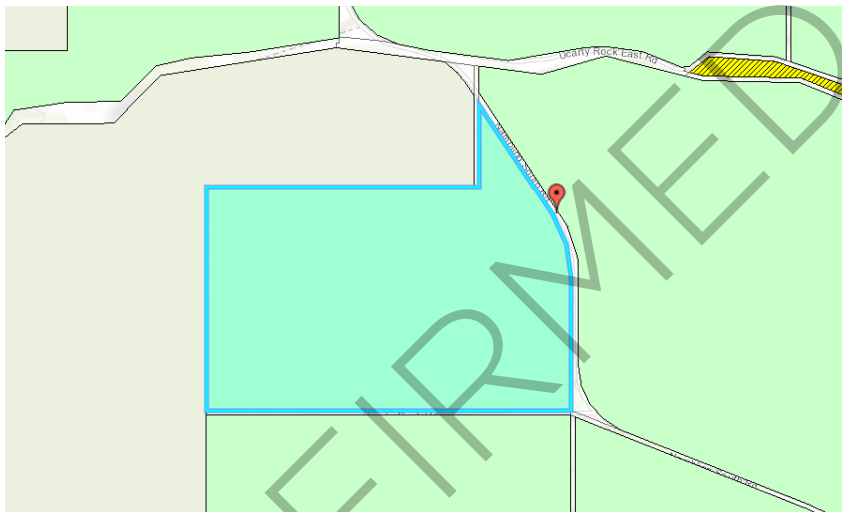
Nil

Long Term Financial Plan

Nil

Statutory Implications

As to the planning framework a 'an outbuilding for agriculture – extensive' is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 <i>(Statutory instrument)</i>	
Current Zoning	<p>'Rural' – See extract of Zoning Map below – green colour.</p>  <p>Figure 5 Extract of zoning map</p>
Permissibility (Table 1 – Zoning Table)	<p>Table 1 – Zoning Table of LPS 2 qualifies an outbuilding for agriculture – extensive means premises used for the raising of stock or crops including outbuildings and earthworks but does not include agriculture – intensive or animal husbandry – intensive; as 'P' use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</p>
Definitions	<p>The draft LPS 2 defines:</p> <p>a) agriculture – extensive means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture – intensive or animal husbandry – intensive;</p>
Objectives	<p>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</p> <ul style="list-style-type: none"> • To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality. • To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning. • To protect the land from closer development that would detract from the rural character and amenity of the area. • To prevent any development that may affect the viability of a holding. • To encourage small scale, low impact tourist accommodation in rural locations. • To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <i>Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i>
<p align="center">Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<p><i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i></p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p><i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i></p>
<p align="center">State Planning Policy 3.7 – Planning in Bushfire Prone Areas (Statutory instrument – tied to Planning Regulations)</p>	
Generally	<p><i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i></p>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <i>a) Strategic planning proposals, subdivision and development applications within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i> <i>b) Any strategic planning proposal, subdivision or development application in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i> <i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i>
<p align="center">Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas (Guidance document – tied to SPP 3.7)</p>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <i>result in the intensification of development (or land use);</i> <i>result in an increase of residents or employees;</i> <i>involve the occupation of employees on site for any considerable amount of time; or</i> <i>result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i>

Comment

The development is located **84 Ucarty Rock Road, UCARTY 6462** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardize the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.

It is recommended that Council grant Planning Approval for the construction of a machinery shed.

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Town Planning Scheme
Action (Treatment)	Development Approval Application Procedures
Risk Rating (after treatment)	Adequate

Financial Implications

There are no budgetary considerations and implications applicable to this proposal.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.1

Moved: Cr Hudson

Seconded: Cr Metcalf

0827

That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, approves the Development Application as received on 16 May 2023, subject to the following conditions:

CONDITIONS

1. All storm water to be contained within the lot.

ADVICE NOTES

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - www.sat.justice.wa.gov.au.

CARRIED 6/0

6.08pm – Cr McMorran and Cr Hagboom re-entered the meeting.

12.2 Voting Delegates to the 2023 WALGA Annual General Meeting

Governance & Compliance



Date:	12 July 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Professional Development Register/ 2023 WALGA Annual General Meeting
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - WALGA Notice of AGM

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to appoint voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) to Council for consideration and, if satisfactory, adoption.

Background

The AGM for WALGA will be held on Monday 18 September at Crown Perth. WALGA suggest the AGM should be attended by delegates from all Member Local Governments.

All Member Councils are entitled to be represented by 2 voting delegates at the AGM.

WALGA have called for registrations for the voting delegates and proxy voting delegates. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving Officers.

Comment

It is common for other Councils who attend the AGM to nominate their WALGA Zone delegates as their voting delegates for the AGM. The Shire of Dowerin belongs to the Great Eastern Country Zone (GECZ) and its delegates are Councillor Trepp and Councillor Hudson and Councillor Ward.

In 2022 the Councillor Trepp and Councillor Ward attended the AGM as Council's voting delegate (August 2022 Item 12.1 CMRef 0648) and Council could choose the same situation again for 2023, or Council could nominate other delegates.

Consultation

Rebecca McCall, Chief Executive Officer

Council Workshop, 6 July 2023

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

There are no financial implications on appointing the voting delegates themselves and there is no cost to attend the AGM, however travel costs may be reimbursed upon submission of receipts.

Officers Recommendation

That Council appoints Councillor XXX and Councillor XXX as its voting delegates and Councillor XXX and Councillor XXX as proxy voting delegates to the 2023 Annual General Meeting of the Western Australian Local Government Association, and those registrations be submitted accordingly.

Resolution - 11.3

Moved: Cr Trepp

Seconded: Cr Hudson

0828 That Council authorise the Chief Executive Officer to submit their apology to the Western Australian Local Government Association Annual General Meeting for 2023.

CARRIED 8/0

Reason

Due to commitments of Elected Members, attendance at the WALGA AGM is not viable. The CEO is to advise WALGA.

UNCONFIRMED

12.3 Chief Executive Officer Recruitment Process – Certificate of Compliance

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	12 July 2023	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Human Resources/Recruitment	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item is to report on the CEO recruitment process to ensure its compliance with the *Local Government (Administration) Regulations, Local Government Act 1995*, and Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'.

Council is required to certify that the recruitment process followed for the appointment of the new Chief Executive Officer was undertaken in accordance with Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'.

Background

April 2023

The current CEO provided a letter of resignation to the Shire President effective from 8 September 2023.

May 2023

Council at its Ordinary Council Meeting on 16 May resolved (CMRef 0784):

That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the Local Government Act 1995, Council:

- 1. Appoints the Shire President, Cr Trepp, Deputy Shire President, Cr Ward, and Councillors Sewell, McMorran and Metcalf as the CEO Recruitment Selection Panel, with Councillor Allsopp as proxy;*
- 2. Authorises the Shire President, Cr Trepp and Deputy Shire President, Cr Ward to appoint the Independent Person to the CEO Recruitment Selection Panel;*
- 3. Approves the draft Employment Contract, Total Reward Package and Position Description as detailed in Confidential Attachment 16.1A;*
- 4. Authorises the Shire President and Deputy President to approve the final negotiated Total Reward Package within the SAT Band 4 (\$136,023 - \$213,356); and*
- 5. Approves the relocation costs to the amount of \$6,000.*

Council also resolved at its Ordinary Council Meeting on 16 May (CMRef 0785):

That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the Local Government Act 1995, Council appoints Fitz Gerald Strategies to assist Council/Selection Panel in the recruitment of a new Chief Executive Officer.

The vacant position of CEO was advertised in the Western Australian newspaper on Saturday 20 May 2023, LG Professionals, LG Assist, Local Government Job Directory, and Seek to comply with s5.36(4) and s5.37(3) of the *Local Government Act 1995* and r18A of the *Local Government Regulations 1996* requirements.

June 2023

Council at its Ordinary Council Meeting on 20 June resolved (CMRef 0794) the appointment of the independent person to the CEO Selection Panel:

That, by Simple Majority, in accordance with the Local Government Act 1995, Council appoints Mr John Nuttall as the Independent Person to the CEO Recruitment Selection Panel.

Following the closing of the CEO applications, twelve (12) applications were received for the position. The consultant then assessed each application against the selection criteria which was then provided to the CEO Selection Panel on the 17 June 2023 for consideration and independent assessment of each applicant's knowledge, experience, qualifications, and skills against the adopted selection criteria. The CEO Selection Panel then met on 20 June and shortlisted suitable applicants for interviews.

The shortlisted applicants were interviewed by the CEO Selection Panel on 29 June 2023. At that meeting, the Panel assessed the candidates based on their interviews and identified a preferred applicant subject to due diligence checks, including referee reports, being undertaken by the consultant.

The Consultant completed reference checks, on behalf of the Council relating to the preferred applicant and completed the due diligence which included a current police clearance and qualification checks and negotiated a suitable Total Remuneration Package (TRP).

July 2023

The appointment of Mr David Singe as the CEO was endorsed by Council at a Special Council Meeting held on 6 July 2023 (CMRef 0801).

Comment

Each of the clauses that provide a requirement from Council Policy 'Model Standards for CEO Recruitment, Performance and Termination', in relation to the recruitment of a Chief Executive Officer are listed below, with a brief outline of those requirements (in *italic & bold*), followed by an explanation on how the Council has satisfied the requirements of that clause.

5. Determination of selection criteria and approval of job description form

Council at its Ordinary Meeting held on 16 May 2023 (CMRef 0784) endorsed, by an absolute majority, the Position Description, qualifications and selection criteria, duties and responsibilities of the position, draft employment contract and total reward package.

6. Advertising requirements

Council advertised the position in the Western Australian Newspaper on 20 May 2023, the Local Government Assist site and Local Government Job Directory, and Seek, in compliance with s5.36(4) and s5.37(3) of the *Local Government Act 1995* and r18A of the *Local Government Regulations 1996*.

7. Job description form to be made available by local government

The Job Description was available as part of the Chief Executive Officer Information Package available from the recruitment consultant.

8. Establishment of selection panel for employment of CEO

Council at its Ordinary Meeting held on 16 May 2023 (CMRef 0784) appointed five (5) Council Members to the Selection Panel and at its Ordinary Council Meeting held on 20 June 2023 (CMRef 0794), Mr John Nuttall as the 'independent person' to the CEO Recruitment Selection Panel.

9. Recommendation by selection panel

The knowledge, experience, qualifications, and skills of all the applicants were assessed by the appointed CEO Recruitment Consultant and then considered and endorsed by the CEO Recruitment Selection Panel on 20 June 2023 (9.1).

Following the interviews on 29 June 2023 it was agreed by the CEO Recruitment Selection Panel that the preferred candidate clearly demonstrated that their knowledge of the position, skills and previous experience as a CEO meet the selection criteria previously endorsed by the Council (9.5).

A summary of the assessment of each applicant, undertaken by the CEO Recruitment Selection Panel and consultant was provided to the Council on the 6 July 2023 as part of the Panel's

recommendation to Council as to the preferred applicant considered suitable to be employed in the position of CEO (9.2)

The preferred candidate's work history, qualifications and claims in the job application were assessed and verified by the appointed CEO Recruitment Consultant and considered by the CEO Recruitment Selection Panel on 20 June 2023. Referee checks were undertaken after the interviews on 29 June 2023 by the Consultant and provided to the Shire President and CEO prior to the Council appointment on 6 July 2023 (9.5).

Council and CEO Recruitment Selection Panel in undertaking the short listing of candidates, undertaking interviews and making the final appointment has ensured that the appointment has been made impartially and free from nepotism, bias or unlawful discrimination (9.4).

11. Offer of employment in position of CEO

The appointment of Mr David Singe as the CEO was endorsed 8/0 by Council at its Ordinary Council meeting held on 6 July 2023 (CMRef 0801):

That, by Absolute Majority, in accordance the Local Government Act 1995, Council endorses the recommendation of the CEO Selection Panel and:

- 1. Approves the making of an offer of employment to Mr David Singe to the position of Chief Executive Officer with the Shire of Dowerin for a period of three (3) years, with a commencement date on 9 October 2023.*
- 2. Approves the proposed terms of the CEO Employment Contract to be entered into with Mr David Singe with a Total Reward Package (SAT) of \$205,738 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 Range.*
- 3. Is of the belief that Mr David Singe is suitably qualified for the position of Chief Executive Officer.*
- 4. Authorises the Shire President to execute and affix the common seal to the Chief Executive Officer Employment Contract in accordance with section 9.49A (1) & (2) of the Local Government Act 1995.*

Consultation

No consultation is required for this item.

Policy Implications

Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'

Statutory Implications

Local Government (Administration) Regulations 18FB (2), (3) & (4) 18FB.

18FB. Certification of compliance with adopted standards for CEO recruitment

- (2) This regulation applies if –
 - (a) a local government employs a person in the position of CEO of the local government; and
 - (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.3

Moved: Cr Ward

Seconded: Cr Hudson

0829 That, by Absolute Majority, in accordance the *Local Government Act 1995*, Council certifies that:

1. The recruitment and employment of the Chief Executive Officer, Mr David Singe, was undertaken in accordance with Council Policy 'Model Standards for CEO Recruitment, Performance and Termination': and
2. A copy of this resolution is to be provided to the Department of Local Government and Cultural Industries CEO by the Chief Executive Officer.


CARRIED BY ABSOLUTE MAJORITY 8/0

Note

Cr Metcalf expressed a desire to have it recorded that he resigned from the CEO Selection Panel due to his belief that the proper process was not followed.

13. OFFICER'S REPORTS - WORKS AND ASSETS

13.1 Service Level Plan - Transport Maintenance

<h1>Asset & Works</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 July 2023	
Location:	Not applicable	
Responsible Officer:	Ben Forbes, Asset & Works Coordinator	
Author:	Rebecca McCall, Chief Executive Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Technical / Roads/ Planning / Service Level Plan - Transport Maintenance	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A - Service Level Plan - Transport Maintenance - May 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Service Level Plan - Transport Maintenance - May 2023 is presented to Council for consideration, and if satisfactory, adoption.

Background

Establishing 'level of service' to drive the ongoing management of transport assets is guided by technical measures relating to the allocation of resources to service activities to best achieve the desired customers outcomes and demonstrate effective performance.

The technical levels of service align with the Road Strategy and Asset Management Plan and in addition meets legislative requirements. These requirements are provided within the resources available in the Long-Term Financial Plan.

Comment

The overarching Service Level Plan comprises of four components outlining levels of service for;

1. Road Maintenance
2. Footpaths
3. Kerb and Channel
4. Drainage Maintenance
5. Road Drainage

Intervention levels, priority guidelines and response times for maintenance tasks are identified along with performance indicator targets.

It is recommended that the Asset and Works Committee review this Plan on an annual basis with the intent to refine the technical levels of service and perhaps consider incorporating community levels of services in terms of safety, quality, quantity, reliability, accessibility and responsiveness.

Consultation

Rebecca McCall, Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Asset and Works Committee

Policy Implications

Road Strategy July 2023
Policy 4.2 Gravel and Sand Clay Supplies and Pit Rehabilitation
Policy 4.4 Road Engineering and Subdivision

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Infrastructure

Objective: *We have functional assets and infrastructure that supports the community.*

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

The Asset Management Plan includes road construction and maintenance.

Long Term Financial Plan

The Long-Term Financial Plan accommodates road construction and maintenance.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Road Strategy, Policies, Project Management Framework
Action (Treatment)	Community Consultant and Engagement
Risk Rating (after treatment)	Adequate

Financial Implications

There are no direct financial implications relating to this item. Indirect financial implications include Council's annual road maintenance program that is factored into the annual budget.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 13.1

Moved: Cr Trepp

Seconded: Cr Allsopp

0830

That, by Simple Majority in accordance with the *Local Government Act 1995*, Council adopts the Service Level Plan – Transport Maintenance – May 2023.

CARRIED 8/0

UNCONFIRMED

13.2 Shire of Dowerin Road Strategy 2023

<h1>Asset & Works</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 July 2023	
Location:	Not applicable	
Responsible Officer:	Ben Forbes, Asset & Works Coordinator	
Author:	Rebecca McCall, Chief Executive Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Technical / Roads/ Planning / Road Strategy	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.2A - Shire of Dowerin Road Strategy 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The reviewed Road Strategy 2023 is presented to Council for consideration, and if satisfactory, adoption.

Background

The Shire of Dowerin is responsible for 945 kilometres of sealed and unsealed road network. To best manage maintenance and new or upgrade works across the road network, a good understanding of levels of service, demand and prioritisation is required.

As the community grows and the road network ages, robust decisions are required to ensure a safe road network can be provided that also supports growth and meets community expectation. In order to achieve this, the Road Strategy 2021 was developed outlining the long-term approach to the management of road assets.

The Strategy focuses on the road hierarchy and the need to classify roads to a function and to assign a reasonable 'level of service' to maintain these roads to a level of customer satisfaction. It outlines the importance to align these levels of service to annual budgets and to source funding for the continuous ongoing preservation and upgrade.

The intent of the road hierarchy is to provide minimum standards for construction and maintenance of roads within the Shire and to prioritise the same. The standards of maintenance and construction will represent the adopted Levels of Service (LOS) for each road within the Shire. Specifically, the road hierarchy will provide the following:

- a) A guidance to staff in preparing annual budgets and allocating resources to road maintenance.
- b) To define minimum standards for construction that balance the cost of construction and maintenance against community expectations.

The Strategy incorporates construction resources and materials, maintenance practices, environmental requirements, and future planning considerations.

Comment

The Asset and Works Committee reviewed the Road Strategy and implemented very minor amendments to ensure the strategy is appropriate and functional.

Consultation

Rebecca McCall, Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Asset and Works Committee

Policy Implications

Policy 4.2 Gravel and Sand Clay Supplies and Pit Rehabilitation
Policy 4.4 Road Engineering and Subdivision

Statutory Implications

Aboriginal Cultural Heritage Act 2021
Bush Fires Acts 1954
Environmental Protection Act 2005
Environmental Protection and Biodiversity Conservation Act 1999
Local Government Act 1995
Main Road Act 1930
Planning and Development Act 2005
Soil and Conservation Act 1945
Wildlife Conservation Act 1979

Strategic Implications

Strategic Community Plan

Community Priority: Infrastructure

Objective: *We have functional assets and infrastructure that supports the community.*

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

The Asset Management Plan includes road construction and maintenance.

Long Term Financial Plan

The Long-Term Financial Plan accommodates road construction and maintenance.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Major (4)
Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Road Strategy, Policies, Project Management Framework
Action (Treatment)	Community Consultant and Engagement

Risk Rating (after treatment)	Adequate
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Financial Implications

There are no direct financial implications relating to this item. Indirect financial implications include Council's annual road construction and maintenance program that is factored into the annual budget.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 13.2

Moved: Cr Ward

Seconded: Cr Metcalf

0831

That, by Simple Majority in accordance with the *Local Government Act 1995*, Council adopts the Road Strategy 2023.

CARRIED 8/0

14. Urgent Business Approved by the Person Presiding or by Decision

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

16.1 Confidential Item 16.1 – T2023-05 Construction Program 2023-2024

In accordance with Sections 5.23(2)(e) and 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter that if disclosed, would reveal information that has a commercial value to a person and a contract which may be entered into by the local government.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Hagboom

0832 That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 8/0

6.24pm – Council went Behind Closed Doors.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Metcalf

0833 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 8/0

6.27pm – Council came out from Behind Closed Doors

16.1A Confidential Item 16.1 – T2023-05 Construction Program 2023-2024

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Council Resolution – 16.1

Moved: Cr Metcalf

Seconded: Cr Allsopp

0834 That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2023-05 Construction Program 2023-2024, as presented in Confidential Attachment 16.1A;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;

- 3. Endorses advertising of the Tender Specifications for the RFT - T2023-05 Construction Program 2023-2024; and**
- 4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.**

CARRIED 8/0

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 6.30pm.

UNCONFIRMED



MINUTES

Audit & Risk Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
17 July 2023

UNCONFIRMED

ABN: 35 939 977 194

P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461

 www.dowerin.wa.gov.au



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Shire of Dowerin Audit & Risk Committee Meeting 13 March 2023



1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 11.03am.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr RI Trepp	President & Chair
Cr BA Ward	
Cr NP McMorran	
Mr D Armstrong	Via MS Teams

Staff:

Ms R McCall	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer, via MS Teams
Ms L Dreghorn	Executive & Governance Officer

Apologies: Mrs T Jones

Approved Leave of Absence: Nil

Request for Attendance via MS Teams

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Mr D Armstrong has requested attendance at this Audit & Risk Committee Meeting via MS Teams.

Voting Requirements

☐ Simple Majority ☒ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp **Seconded:** Cr McMorran

0803 That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Committee:

1. Approves Mr D Armstrong's and Mr A Wooldridge's attendance at the 17 July 2023 Audit & Risk Committee Meeting via MS Teams; and
2. Approves Mr D Armstrong's office and Mr A Wooldridge's home office as a suitable place for attendance.

CARRIED 3/0

11.04am – Mr D Armstrong joined the meeting via MS Teams.

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Audit & Risk Committee Meeting held on 13 March 2023

Attachment 5.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 5.1

Moved: Cr McMorran

Seconded: Cr Trepp

0804

That, in accordance with Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 13 March 2023, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 4/0

6. PRESENTATIONS

Nil

11.19am – Mr A Wooldridge joined the meeting via MS Teams.

7. OFFICER'S REPORTS

7.1 Risk Dashboard Quarterly Report – June 2023

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	10 July 2023	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As Above	
Legislation:	Local Government Act 1995	
Sharepoint Reference:	Compliance/Risk Management/Reporting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.1A - Risk Dashboard Quarterly Report – June 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Risk Dashboard Quarterly Review to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

The Shire of Dowerin's Risk Management Policy, in conjunction with the Risk Management Framework, sets out the Shire's approach to the identification, assessment, management and monitoring of risks.

Appropriate governance of risk management within the Shire provides:

1. Transparency of decision making;
2. Clear identification of the roles and responsibilities of the risk management functions; and
3. An effective governance structure to support the Risk Management Framework.

The Audit & Risk Committee has a role to play and its responsibilities include:

1. Regular review of the appropriate and effectiveness of the Risk Management Framework;
2. Support Council to provide effective corporate governance;
3. Oversight of all matters that relate to the conduct of external audits; and
4. Must be independent, objective and autonomous in deliberations.

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible. During the

quarterly reporting process, management are required to review any risks within their area and follow up controls and treatments/actions that are mitigating those risks.

Comment

The reviewed Risk Dashboard is included as an Attachment for Council's perusal and comment. Due to no Audit and Risk Committee meeting schedule until June 2023 the Risk Dashboard will be presented at the next Audit and Risk Committee meeting for noting.

The following comments against current actions are noted:

Asset Management

Action: Update RAMM annually

Comment: Schedule to upload in July 2023.

KPI: Accidents/Damage to Property Result 7 for quarter, worsening.

Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 3, Improving

KPI: LEM annual exercise 1, Improving

Compliance

Action: Review of Information Management System

Comment: Commenced; Expected to be finalised September 2023

Action: Audit Finding 30 June 2022 – Action of Findings

Comment: Fair value of land & buildings & infrastructure assets to be assessed June 2023

Action: Review Human Resource Management Framework

Comment: Progressing; Extended completion to December 2023 due to other priorities

Document Control

Action: Review SharePoint System

Comment: Stage 1, completed.

KPI: Record Keeping Plan; Compliant

Employment Practices

Action: Review of Staff Induction process

Comment: Completed

Action: Develop Health & Wellbeing Plan

Comment: Implementing 2023/24 Plan

Action: Review Workforce Plan

Comment: Review underway, deferred to allow new CEO input.

KPI: Absenteeism Personal Leave (greater than 10 days per FTE)

Comment: Rated for the 2021/22 with a result of 32%; leave policy introduced to improve rating, KPI to be reviewed to consider tolerance and measure

KPI: Absenteeism Unpaid Leave (greater than 0 days per FTE)

Comment: Rated for the 2021/22 with a result of 41%; leave policy introduced to improve rating, KPI to be reviewed to consider tolerance and measure

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

Engagement Practices

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Extended completion to December 2023 due to other priorities

Action: Review Process for Customer Response Requests

Comment: Extended completion to December 2023 due to other priorities .

Environmental Management

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan draft submitted to DoH for comment.

External Theft & Fraud

Action: Review security and storage of records

Comment: Last reviewed August 2022; next due August 2023

Action: Document Financial Management System

Comment: Commenced, expected to finalise in December 2023

KPI: Number of Cyber Breaches

Comment: 0 breaches

KPI: Number of Incidents of Theft or Fraud

Comment: 0 incidents

KPI: Passwords Changed Quarterly

Comment: 100% compliant

Management of Facilities/Venues/Events

Action: Develop Event Management Framework

Comment: EMP in place, framework ongoing, extended due date to December 2022

Action: Create Inspection and Maintenance Schedules for Event Equipment

Comment: Extend to October 2023 due to other priorities

Action: Undertake Community Facilities Review

Comment: Near completion

Action: Develop Wheatbelt Heritage Rail Management Plan

Comment: Not commenced

IT and Communication Systems

Action: Document IT System Framework & Services

Comment: Deferred until December 2023

Action: Document IT Infrastructure Replacement Program

Comment: Linked with IT Framework & Services

Misconduct

Action: Review Social Media Policy 7.11

Comment: Due for review

Action: Review Code of Conduct (Councillor)

Comment: Scheduled for July

Safety and Security Practices

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Review Managing Emergencies In Shire Facilities

Comment: Deferred; Scheduled to complete December 2023; contractor engaged

It is planned to consider strategic financial management risks and identify key controls and treatments for inclusion into the risk dashboard.

Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer
Linley Dreghorn, Executive & Governance Officer

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

Identified key controls and actions associated with asset management are factored into the Asset Management Plan.

Long Term Financial Plan

Identified key controls and actions associated with financial management are factored into the Long-Term Financial Plan.

Statutory Implications

The *Local Government Act 1995* and Regulations 16 and 17 of the *Local Government (Audit) Regulations* are applicable.

Risk Implications

The Shire of Dowerin has adopted a 'Three Lines of Defence' model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, Council, management and the community will have assurance that risks are managed effectively to support the delivery of the strategic, corporate and operational plans.

Financial Implications

Many of the actions required to manage the risks identified will require resourcing and are being progressed within the current budget allocations.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 7.1

Moved: Cr Ward

Seconded: Cr McMorran

0805


That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report - June 2023, as presented in Attachment 7.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 4/0

Please note that the Audit & Risk Committee does not have delegated authority to make decisions. All recommendations of the Audit & Risk Committee are presented to Council for ratification.

UNCONFIRMED

7.2 Interim Audit Results for the Year Ending 30 June 2023

<div>Corporate & Community Services</div>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	10 July 2023	
Location:	Not applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Corporate Management/Reporting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.2A – Interim Audit Report Attachment 7.2B – Interim Audit Findings	

11.20am – A Wooldridge joined the meeting via MS Teams.

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This Item presents the results and findings of the Interim Audit for the year ending 30 June 2023 to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

The Office of the Auditor General (OAG) conducted its Interim Audit for the Shire of Dowerin on Monday 27 and 28 March 2023.

The Report on the results of the Audit has been received and is included as an Attachment for the Audit & Risk Committee's information.

Comment

The Report identifies twelve areas which are considered deficient, being:

1. Payment based on Purchase Order;
2. Amendments to Supplier Masterfile;
3. System generated Annual Leave Balances;
4. Cyber Security Risks;
5. User Access Rights;
6. Monthly Debtor Reconciliations;
7. Debtor Requisition Forms;

Matters outstanding from prior years:

8. Bank Reconciliations;

9. Monthly Creditor Reconciliations;
10. Cancelled Receipts;
11. Asset Disposal Forms; and
12. General Journals

The rating given to all twelve deficiencies is Moderate, meaning the findings are of sufficient concern to warrant action being taken to rectify the deficiency as soon as practicable.

The Report details the Finding against each deficiency, indicates the Implications the deficiency may have on the organisation, and makes Recommendations on how the organisation can best rectify the deficiency. Management was made aware of the identified deficiencies at the conclusion of the Audit and were afforded the opportunity to provide comment and context to the deficiency.

While the matters are fully detailed in the Report, they have been summarised in the table below:

Finding	Recommendation	Management Comment
Payments based on Purchase Order	The Shire should review current payment process to ensure that payments to suppliers should be based on the value of supplier invoices having checked its accuracy against the relevant purchase order.	As this was an oversight at the time of payment, the matter has been rectified since with staff contacting the contractor to amend the overpayment by agreeing to future invoice adjustments. This will be fixed and finalised by 30 June 2023.
Amendments to Supplier Masterfile	Changes to the Supplier Masterfile should be independently reviewed and evidence of review should be retained.	As part of the End of Month process, staff provides documentation and reconciliation for each area of responsibility to the Deputy CEO as the independent approver. This is done repeatedly and was introduced after the first quarter of the year, however, proper checks are in place, hence, no discrepancies.
System generated Annual Leave Balances	The Shire should review system generated annual leave balances regularly or seek the service of IT service provider to conduct the review to ensure the accuracy of the annual leave reports generated by the system.	This finding has been reported to ITVision support as part of the initial migration fix when the Shire purchased the Altus-Definitiv system. However, currently ITVision is unable to give us a completion date for the fix to occur due to STP2 version being rolled out in the Altus-Definitiv payroll system for all shires. This will be followed regularly as part of our outstanding item action list and End of Month processes.
Cyber Security Risks	The Shire should use a structured approach in consultations with its IT consultants (if required) to establish a cyber security plan and implement related policies to mitigate cyber security risks.	As this finding was not part of previous year audits, management has already discussed this issue outside the audit and was discussed in conjunction with our insurers to best approach the issue.

	We suggest management refers to OAG's Report #19 dated 29 March 2023 on Information Systems Audit - Local Government 2021-22 to seek further guidance on enhancement to their general computer controls.	Management has been in discussions with the current IT provider and has worked with them to put together an initial overall ICT redundancy and continuity plan for the shire will incorporate the risk of cyber security.
User Access Rights	The Shire should establish a formal process to review user access rights periodically to ensure they are in line with individual staff roles and responsibilities.	This will be part of the overall ICT redundancy and continuity plan review in conjunction with the current IT Policy for update.
Monthly Debtor Reconciliations	The monthly debtor reconciliations should be reviewed by an independent officer promptly and the date of review should be indicated.	The related months have been redone as the original end of month documentation was unable to be found, therefore, both months are filed and signed with relevant documentation.
Debtor Requisition Forms	The Debtor Requisition Form should be reviewed and approved by an independent senior officer before an invoice is raised.	The Debtor Requisition form was introduced part way through the year as part of previous audit findings, however, old forms may have been used during the transition period. This process has been continuing with all staff ensuring relevant forms are used and completed with approval given.
Matters outstanding from Prior years		
Bank Reconciliations	The monthly bank reconciliations should be prepared timely and reviewed by an independent senior officer promptly. The review should be evidenced in writing.	Since last year audit findings, management has discovered the bank reconciliation process was not done to a standard expected by management. This meant that unpresented or outstanding transactions were not being followed up and corrected at the time of reconciliation where it becomes outstanding for a longer period than required. Management has engaged with an external consultant firm, LG Best Practice to undertake a comprehensive audit of the finance area in recommending and implementing processes and procedures for the finance team. This includes bringing up to date and reconciling of the outstanding bank reconciliation items correctly from past periods into the

		synergy accounting system and develop procedures for staff to be trained in delivering the processes correctly and accurately.
Monthly Creditor Reconciliations	The monthly creditor reconciliations should be prepared timely and reviewed by an independent officer promptly and the date of review should be indicated.	Management has discussed with the finance team to ensure proper end of month collating of reconciliation and documentation are signed off and filed accordingly. This has been fixed since recent audit and will continue monthly.
Cancelled Receipts	The Cancelled Receipts Requisition Form should be reviewed and authorised by an independent officer in a timely manner.	Management has investigated and found majority of forms did not have the approval section included when the form was developed prior to audit. Management has provided instructions to the staff to have all relevant forms updated to ensure approval sections are included where needed and the process to be undertaken each time the form is used. This is now in place.
No Asset Disposal Forms	The Asset Disposal Form should be reviewed and authorised by a senior finance officer when disposing of assets to ensure that all asset disposals are in accordance with management decisions.	Management has identified this process was not continued since the outgoing Works Manager left in April 22 but is captured since the recent audit and is improved by also developing and establishing an asset acquisition form as well.
General Journals	All general journals should independently be reviewed by an appropriate officer and evidence of preparation and review should be retained.	This was identified from prior audit findings and has been improved and implemented since then, however, where certain journals are completed by one officer at the time will be usually the case of no other officer around (limited staff at the time) and the particular issue had to be corrected by journal due to time restraint and demand for reporting, however, follow up will still need to be done for an approval officer signing the journal off. Staff have been informed where any journal will require supporting documentation at all times unless standard journals (recoveries) are an exception.

Staff will provide additional comment on the Findings and an update of actioning recommendations at the meeting.

Consultation

OAG / Auditors

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Governance Management Framework; Governance Calendar
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 7.2

Moved: Cr Trepp

Seconded: Cr Ward

0806


That, in accordance with the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

- 1. Receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.2A, from Macri Partners Chartered Accountants for the 2022/23 financial year;**
- 2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and**
- 3. Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.2A, from Macri Partners Chartered Accountants for the 2022/23 Interim Audit.**

CARRIED 4/0

8.	Questions from Members
	Nil
9.	Urgent Business Approved by the Person Presiding or by Decision
	Nil
10.	Date of the Next Meeting
	TBA -October
11.	Closure

The Chair thanked those in attendance and declared the Meeting closed at 11.49am.

 <p>SHIRE OF DOVERIN TIN DOG TERRITORY</p>	<p>Local Emergency Management Committee Dowerin</p> <p>Minutes Monday 7 August 2023 Shire of Dowerin, Dowerin</p>
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ABBREVIATIONS

Crisis Care	CC
Department of Communities – Emergency Services Unit	DC
Department of Fire & Emergency Services	DFES
Strategy & Emergency Management Command	SEMC
Dowerin Bush Fire Brigade	DBFB
Dowerin Community Resource Centre	DCRC
Dowerin District High School	DDHS
Dowerin Events Management	DEM
Dowerin St John Ambulance	DSJA
St John Ambulance	SJA
Shire of Dowerin	SoD
WA Police	WAP

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 4.00pm.

In Attendance:

Robert Trepp	SoD - Shire President (Chair)
Brian Jones	SoD – CEO
Melissa Stone	SoD - Compliance Officer
Linley Dreghorn	DCRC – Coordinator
Adrian Bailey	WAP – Officer in Charge
Aaron Wooldridge	SoD – DCEO
Peter Richards	SJA – Dowerin Chair
Rob Boase	Welfare Liaison Officer
Ben Davies	DFES Northam – Area Officer Upper Wheatbelt
Jason King	SJA – Community Paramedic

In Attendance Via Teams:

Jo Spadaccini	DC – District Emergency Service Officer Wheatbelt
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Non-Attendance:

Yvette Grigg	DFES – District Emergency Management Advisor
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Apologies:

Lisa Begley	SoD – Dowerin Home Care Coordinator
Paul Millstead	DBFB – Chief Bush Fire Control Officer
Tracy Jones	SJA - Dowerin
Barb Garner	DDHS - Principal
Paul Pochintesta	WAP – Officer
Phil Pickering	DBFB – Deputy Chief Bush Fire Control Officer
	SJA - Dowerin
Danielle Green	DEM – General Manager

Non-Attendance = No apology submitted

2. CONFIRMATION OF MINUTES

Moved Cr Robert Trepp

Seconded: Adrian Bailey

That the minutes of the Local Emergency Management Committee meeting held on 8 May 2023 be confirmed as a true and correct record of proceedings.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Redding Road – referring to the recommendation to lower the speed limit on Redding Road from 110km to 60km. The recommendation has been declined; Brian will be following up on this action.

CESM Funding – Still in communication with neighbouring shires.

Creating a database of water points on farming land within the district for fire water purposes in the event of emergency situations. Discussion of placing a standpipe in the community for quick access, there are Disaster Ready Grants to apply for this. Action: Rate notices – letter documenting that the Shire encourages farm owners to call the Shire if they have access to a resource related to fire water. Needs to be made clear from owners that the water is deemed able and not going to affect their day to day living.

4. STANDING ITEMS

4.1 Agency Updates

- | | |
|---------------------------------|---|
| CC | <ul style="list-style-type: none">• No representation |
| DC | <ul style="list-style-type: none">• Please refer to report sent via email. Discussion of upcoming tasks related to the audits and a trip to Dowerin in the next few weeks. This trip will entail looking through listed centres, discussing and updating details and provide insights into the sustainability of the listed premises. There was mention of an incident involving a truck carrying ammonium nitrate in New Norcia – refer to report submitted by Jo. |
| DFES
Operational | <ul style="list-style-type: none">• Ben mentioned as being new to the role, likely in an acting capacity until the position is filled permanently. |
| DFES
Emergency
Management | <ul style="list-style-type: none">• Yvette has returned and is catching up on work and tasks after being away. |
| DBFB | <ul style="list-style-type: none">• No representation |
| DCRC | <ul style="list-style-type: none">• The Shire and CRC have merged. Linley Dreghorn was the successful applicant for CRC Coordinator – this is a new role for Linley. Training is currently in progress to facilitate the transition and handover. Despite the merger, for now the CRC operations and activities are continuing. CRC has been engaged to assist the Field Days with accommodation, to date there have been three bookings scheduled. |
| DDHS | <ul style="list-style-type: none">• No representation |
| DEM | <ul style="list-style-type: none">• No representation• Mail drop has been delivered, explaining the current bump in/ bump out procedures. Everyone on the Field Day site will need to complete an Induction - brought to the table by Robert Trepp |
| SJA/DSJA | <ul style="list-style-type: none">• Well prepared for the upcoming Field Days, everything is in order and ready. Maxi has taken unexpected leave until the end of the year. Jason is currently filling in for Maxi during his absence – this will ensure continuity and maintain the workflow during Maxi's absence. Three new recruits have joined SJA which is a positive outcome. Recruitment evening held did not pull big numbers but additionally there are prospective new members showing interest in joining.• SJA is considering purchasing core pulse machines for each van. The estimated cost is around \$45,000 to \$50,000 + installation. Linley has forwarded some funding available onto Jason for further investigation.• Discussion about the viability of placing defibrillators on farming properties. St John discounts for this purpose and the organisation aims to distribute defibrillators throughout the town and community for better accessibility. The defibrillators need to be registered and SJA will be responsible for looking after them and the maintenance. |

- SoD
- Bushfire Brigade: a framework is being developed that outlines the minimum training required for members – this is to set standards and expectations to ensure that the brigade members are adequately prepared to respond to bushfires and other related emergencies. A meeting was held with Paul Millsteed and Gavin Howard to discuss the policy, both parties happy with the document. They were given 1 week to get back to us with any changes before the policy goes to council for approval.
 - Farmer Response Unit: Ucarty is registered. Alongside the above, there are minimum requirements that need to be established for the farmer response units. The policy will be presented to council for ratification.
- WAP
- Wongan Hills has a new IOC: Russell Evans. Currently there are staffing shortages in nearby stations, which could impact operational capabilities and response times in the surrounding areas.
 - Primary focus for the next few weeks is the planning and succession of the upcoming Field Days.
 - The Dowerin Hotel has limited capacity to provide services during this years Field Days. The limitation is being monitored due to the potential impact on the Dowerin Community Club and their licence capabilities and surrounding towns.
 - Currently dealing with licensing issues for the Field Days. Police are assisting in resolving these matters alongside DEM and DCC.

4.2 Contacts & Resources Register Update

The Contacts & Resources Register was circulated, with members requested to provide updates and amendments on the contents relevant to their agency.

5. GENERAL BUSINESS

Rob Boase is currently the Welfare Liaison Officer, but there is uncertainty about the specifics of his role. He is the intended go-to person for local knowledge and to provide guidance to those who may need it. He will also assist in coordinating resources for emergencies. Rob is to be provided with a full copy of the Local Emergency Management Agreement. After Field Days, Jo is willing to provide training and assistance – Jo has the experience in locating resources locally and connecting with broader networks to manage emergencies. From this Jo will provide Rob with a list of contacts that he can refer to.

6. NEXT MEETING

To be held on the first Monday of the month at 4:00pm. Venue to be Shire of Dowerin Council Chambers.

Please note that if people wish to attend via Teams, this can be arranged however the meeting location will then be at the Shire Chambers.

Wednesday 15 March 2023	NEWROC joint major EM Day including exercise.
Monday 1 May 2023	LEMC – Dowerin Community Club, Memorial Ave Dowerin
Monday 7 August 2023	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 7 November 2023	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 4.41pm.

Shire of Dowerin

Risk Dashboard Report - June 2023

<u>Asset Management Practices</u>			Risk	Control
			Moderate	Adequate
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.				
Actions	Due Date	Responsibility		
Revaluation of Road Assets	Jun-24	CEO		
Update RAMM Annually	Jun-23	CEO		
Link Building Maintenance Schedule to AMP	Sep-22	DCEO		
Review Asset Management Plan	Completed	CEO & DCEO		
Review LTFP and Link to AMP	Completed	DCEO		
Review Fuel Stock Control System	Feb-21	CEO / DCEO / AWC		
Review Fuel Stock Control System	Completed	DCEO		
Implement New Fuel Stock Control System	Completed	CEO / DCEO / AWC		

<u>Document Management Processes</u>			Risk	Control
			Moderate	Adequate
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.				
Actions	Due Date	Responsibility		
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Completed	DCEO		
Refurbishment of Archive Room to Improve Compliance	Completed	CEO		
Review Sharepoint System	Dec-22	DCEO		
Review Information Management Framework	Dec-22	DCEO		
Information Management Staff Training	Ongoing	DCEO		
Review Record Keeping Plan	Completed	DCEO		

<u>Environment Management</u>			Risk	Control
			Moderate	Adequate
Inadequate prevention, identification, enforcement and management of environmental issues.				
Actions	Due Date	Responsibility		
Develop Waste Water Management Plan & Program	Jun-23	CEO		
Develop Waste Management Plan & Program	Jun-23	CEO		
Complete Audit of Sewage System	Completed	CEO		
Address Compliance of Waste Management	Ongoing	CEO		
Address Compliance of Waste Water Re-Use	Sep-22	CEO		

<u>Management of Facilities / Venues / Events</u>			Risk	Control
			Low	Adequate
Failure to effectively manage the day to day operations of facilities, venues and / or events.				

<u>Business Disruption</u>			Risk	Control
			Moderate	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).				
Actions	Due Date	Responsibility		
Annual LEM Exercise Undertaken	Mar 24	CEO		
Review Business Continuity Plan	Aug 24	CEO		
Business Continuity Plan Drill to be Undertaken Annually	Dec 23	CEO & DCEO		
Develop IT Disaster Recovery Plan	Dec 22	DCEO		
Fire Breaks Inspected and Enforced Annually	Nov 23	DCEO		
Fire Fighting Equipment Maintained and Serviced Annually	Aug 23	CEO		
Wardens (Internal) - Training of New Wardens	Completed	CEO & DCEO		
Admin Generator Maintained and Serviced	Monthly	CEO		
Review Managing Emergencies in Shire Facilities	Jun 22	CEO & DCEO		

<u>Employment Practices</u>			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Develop a Health and Wellbeing Program	Implementin g	CEO & DCEO		
Review Workforce Plan	Dec-22	CEO & DCEO		
Create Checklist for Human Resource Management Framework	Completed	CEO & DCEO		
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO		
Review Staff Induction Process	Completed	DCEO		
Conduct Annual Drivers License Checks	Annually in Apr	DCEO		
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO		

<u>Errors, Omissions & Delays</u>			Risk	Control
			Moderate	Adequate
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.				
Actions	Due Date	Responsibility		
Review Employee Code of Conduct	Jul-24	CEO & EGO		
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO		
Centralise Checklists, Controls and Procedures	Dec-22	CEO & DCEO		
Review Customer Service Complaints & Request Process to include Snap Send Solve	Dec-22	DCEO		

<u>IT or Communication Systems and Infrastructure</u>			Risk	Control
			Moderate	Adequate
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.				

<u>Failure to fulfil Compliance Requirements</u>			Risk	Control
			Moderate	Adequate
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions	Due Date	Responsibility		
Document Governance Framework	Dec-22	CEO & EGO		
Continue Implementation of Training Program for Councillors and Staff	Ongoing	CEO, DCEO & EGO		
Review Councillor Induction Manual - Every 2 Years	Sep-23	EGO		
Review Human Resource Management Framework	Dec-22	CEO & DCEO		
Review Information Management System	Dec-22	DCEO		
End of Year Financial Audit - Prepare	Sep-23	DCEO		
Interim Audit Finding 30 June 2022 - Action of Findings	Completed	DCEO		
#REF!	Completed	DCEO		
Audit Finding 30 June 2022 - Action of Findings				

<u>Engagement Practices</u>			Risk	Control
			Moderate	Adequate
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.				
Actions	Due Date	Responsibility		
Review Community Complaints, Feedback & Request Handling Process	Dec-22	CEO & DCEO		
Review Community Engagement Policy & Framework	Aug-23	CEO, DCEO & CDO		
Conduct Community Satisfaction Survey	Sep-24	CEO & CDO		
Review Process For Customer Response Requests	Dec-22	DCEO		
Review Customer Service Charter (every two years)	As Required	DCEO		
Review Customer Service Charter (every two years)	Sep-24	EGO		
Update Complaint Register (in accordance to Act)	As Required	DCEO		

<u>External Theft & Fraud (Including Cyber)</u>			Risk	Control
			Moderate	Adequate
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).				
Actions	Due Date	Responsibility		
Review Access Controls to Include Key Register	No Date	CEO & DCEO		
Photographic Record of Minor Assets & Align With Minor Assets Register >\$5,000	Dec-22	DCEO		
Implement Quarterly Schedule For Changing Passwords	Ongoing	DCEO		
Review Security and Storage of Records	Aug-23	DCEO		
Document Financial Management System	Dec-23	DCEO		

<u>Misconduct</u>			Risk	Control
			Moderate	Adequate
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.				

Shire of Dowerin
Risk Dashboard Report - June 2023

Actions	Due Date	Responsibility	Actions	Due Date	Responsibility	Actions	Due Date	Responsibility
Develop Event Management Framework	Dec-23	CDO	Develop IT Disaster Recovery Plan	Dec-22	DCEO	Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Develop Reserves Management Register	Completed	DCEO	Review IT Management Service Level Agreement	Jan-24	DCEO	Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Create Inspection and Maintenance Schedules for Event Equipment	Oct-23	CDO	Document IT Infrastructure Replacement Program	Dec-22	DCEO	Review Fuel Stock Control and Process	Completed	DCEO
Undertake Community Facilities Review	Aug-22	CEO & CDO	Develop Secure Password Procedure	Dec-22	DCEO	Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Public Buildings Inspected Annually for Compliance	Nov-23	CEO	Develop Secure Password Procedure	Completed	DCEO	Review Purchasing Policy & Procurement Process	Dec-22	DCEO
			Replacement of Phone System	Sep-21	DCEO	Review Social Media Policy 7.11	Dec-22	EGO
			Document IT System Framework & Services	Jun-21	DCEO	Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
						Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

Project / Change Management	Risk	Control
	Moderate	Adequate
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.		
Actions	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-22	DCEO
Review Communication and Engagement Framework	Aug-23	CEO & CDO

Safety and Security Practices	Risk	Control
	Moderate	Adequate
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.		
Actions	Due Date	Responsibility
Review Hazard Register	Annually	CEO & DCEO
Update Staff Training Register	Ongoing	CEO & DCEO
Conduct Quarterly Workplace Inspections	Quarterly	CEO
Safe Work Method Statements (SWMS) Library	Completed	CEO
Assess Shire Building and Facility Safety and Security	Nov-23	CEO
Develop Isolated Worker Management Procedure	Oct-22	CEO
Re-Establish WSH Committee & Conduct Bi-Monthly Meetings	Monthly	CEO
Review Managing Emergencies In Shire Facilities	Dec-23	CEO & DCEO
Conduct Annual BCP and LEMC Drills	Dec-23	CEO
Review Contractor Inductions and Register	Jun-22	CEO

Supplier / Contract Management	Risk	Control
	Moderate	Adequate
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.		
Actions	Due Date	Responsibility
Review Purchasing Policy	Dep 23	CEO & DCEO
Develop Standardised Contracts	Ongoing	CEO & DCEO
Document Financial Controls	Ongoing	DCEO
Develop Appropriate Financial Reporting Tools	Ongoing	DCEO
Develop Centralised Contract Management System	Ongoing	CEO & DCEO

Asset Management Practices

Jun-23

Risk Context

Failure or reduction in service of infrastructure assets, plant, equipment or machinery.
These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

Areas included in the scope are;
-Inadequate design (not fit for purpose)
-Ineffective usage (down time)
-Outputs not meeting expectations
-Inadequate maintenance activities.
-Inadequate financial management and planning (capital renewal plan).
It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Potential causes include;

Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of timely& appropriate maintenance / inspections
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Key Controls	Type	Last Reviewed	Rating
Roads Maintenance Program	Preventative	Sep-22	<i>Adequate</i>
Road Asset Management Program (RAMM)	Preventative	Jul-22	<i>Adequate</i>
Fleet and Plant Maintenance Program	Preventative	Sep-22	<i>Adequate</i>
Building Maintenance Program	Preventative	Jun-22	<i>Adequate</i>
Asset Management Plan	Preventative	Sep-22	<i>Adequate</i>
Plant Replacement Program	Preventative	Sep-22	<i>Adequate</i>
Sewerage Maintenance Plan & Program	Preventative	Oct-19	<i>Inadequate</i>
Road Strategy	Preventative	Jun-21	<i>Adequate</i>
Stock Control Systems (Fuel)	Preventative	Jun-21	<i>Adequate</i>
Overall Control Ratings:			<i>Adequate</i>

Actions (Treatments)	Due Date	Responsibility
Revaluation of Road Assets	Jun-24	CEO
Revaluation of Sewerage System	Jun-25	CEO
Revaluation of Other Infrastructure	Jun-25	DCEO
Revaluation of Land & Buildings	Jun-25	DCEO
Update RAMM Annually	Jun-23	CEO
Link Building Maintenance Schedule to AMP	Sep-22	DCEO
Review Asset Management Plan	Completed	CEO & DCEO
Review LTFP and Link to AMP	Completed	DCEO
Review Fuel Stock Control System	Completed	CEO
Implement New Fuel Stock Control System	Completed	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	92%	
Asset Consumption Ratio	60%-75%	59%	
Asset Sustainability Ratio	90%-110%	69%	
AMP & LTFP	Reviewed Annually	Completed	<i>Improving</i>
Accidents and / or Damage to Property	<2 Per Quarter	7 for Quarter	<i>Worsening</i>
Residual Risk Rating			
Consequence Category	Risk Ratings		Rating
Financial	Consequence:		Moderate (3)
	Likelihood:		Possible (3)
	Overall Risk Ratings:		Moderate

Objective:
Maintain assets at a suitable level from procurement to disposal.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Partial	Partial	No	No	
CEO	Yes	Yes	Partial	Yes	No	
DCEO	Yes	Yes	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	
CEO	Yes	Yes	Yes	Yes	No	
DCEO	Yes	Yes	Yes	Yes	Partial	Risk of frudad is minimal

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Revaluation completed 2020
			Revaluation completed June 2022
			Revaluation completed June 2022
			Revaluation completed June 2022
			Data updated in RAMMS; 22/23 program scheduled to upload in July
Dec-20	Apr-21	Jun-22	Rescheduled for September 2023
			Adopted September 2023
			Reviewed AMP & LTFP adopted

KPI / Action Data			
2022	2021	2020	Comments
<i>Not Rated</i>	92%	140%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Not Rated</i>	59%	60%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Not Rated</i>	69%	83%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Completed</i>			AMP & LTFP reviewed & adopted
3	8	8	Rated quarterly

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community DisruptionJun-23
Risk Context
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).
This includes; -Lack of (or inadequate) emergency response / business continuity plans. -Lack of training for specific individuals or availability of appropriate emergency response. -Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. -Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc <i>This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".</i>

Potential causes include;	
Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic factors
Epidemic / pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure

Key Controls	Type	Last Reviewed	Rating
Local Emergency Management Arrangements (LEMA)	Preventative	Oct 19	Adequate
Business Continuity Plan	Preventative	Aug 22	Adequate
Manaing Emergenceis in Shire Facilities	Preventative	Dec 16	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Annual LEM Exercise Undertaken	Mar 24	CEO
Review Business Continuity Plan	Aug 24	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 23	CEO & DCEO
Develop IT Disaster Recovery Plan	Dec 22	DCEO
Fire Breaks Inspected and Enforced Annually	Nov 23	DCEO
Fire Fighting Equipment Maintained and Serviced Annually	Aug 23	CEO
Wardens (Internal) - Training of New Wardens	Completed	CEO & DCEO
Admin Generator Maintained and Serviced	Monthly	CEO
Review Managing Emergencies in Shire Facilities	Jun 22	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Missed LEMC Committee Meetings	1 per annum	2	Improving
Number of Firebreak Infringements Issued	5 per annum	2	Constant
LEMC Annual Exercise Undertaken	1 per annum	1	Constant
BCP Annual Excerise Undertaken	1 per annum	1	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Interruption; Reputation; Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective:To continue delivery of critical services at acceptable levels following a disruption

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Regional exercise held in Traying March 2023; Next due March 2024
			Reviewed August 2022; Next due August 2024
			Compeltd December 2022; Next due December 2023
Dec-20	Jun-21	Dec-22	Deferred until DCEO can review IT system & controls; IT provider to advise schedule
			Inspected November 2022
			Inspections completed; Next inspection August 2023
			Inspections included in maintenance schedule
Jun-20	Dec-21	Jun-22	Deferred; Scheduled to complete December 2023 (consultant engaged)

KPI / Action Data			
2023	2022	2021	Comments
	1	1	Rate annually in December; 3 meetings held in 2022
	0	0	Rate annually in December
	1	Nil	Rate annually in December; Conducted June 2022 & March 2023
	1	2	Rate annually in December; Conducted December 2022

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Failure to fulfil Compliance Requirements (Statutory and Regulatory)	Jun-23
Risk Context	
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	
It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.	
It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer “Ineffective Employment practices”).	

Potential causes include;	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping / failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

Key Controls	Type	Last Reviewed	Rating
Governance Management Framework	Preventative	Ongoing	Adequate
Information Manangement System	Preventative	Unknown	Adequate
Human Resource Management Framework	Preventative	Ongoing	Adequate
Access to Accurate & Current Legislation & Regulations	Preventative	Ongoing	Adequate
Governance Calendar	Preventative	Ongoing	Adequate
Council & Staff Inductions	Preventative	Ongoing	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Document Governance Framework	Dec-22	CEO & EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	CEO, DCEO & EGO
Review Councillor Induction Manual - Every 2 Years	Sep-23	EGO
Review Human Resource Management Framework	Dec-22	CEO & DCEO
Review Information Management System	Dec-22	DCEO
End of Year Financial Audit - Prepare	Sep-23	DCEO
Interim Audit Finding 30 June 2022 - Action of Findings	Completed	DCEO
Audit Finding 30 June 2022 - Action of Findings	Jun-23	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Financial and Performance Audit Qualifications	Unqualified Audit	Unqualified Audit	Improving
Compliance Audit Return	As per legislated	Compliant	Constant
Finanical Management System Review (Every 3 Years)	As per legislated	Compliant	Constant
CEO Regulation 17 Review (Every 3 Years)	As per legislated	Compliant	Constant
Freedom of Information Statistical Return	As per legislated	Compliant	Constant
Annual Waste & Recycling Data Reporting	As per legislated	Compliant	Constant
Regulation 53 of Building Regulations 2021 (Pool Inspections)	As per legislated	Compliant	Constant
Food Act 2008 & Public Health Act 2016 Reporting	As per legislated	Compliant	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Compliance / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Jun-22	Progressing; Extended completion to December 2023 due to other priorities
			Progressing
			Completed September 2021; Next review due September 2023
Ongoing	Feb-21	Jun-22	Progressing; Extended completion to December 2023 due to other priorities
Dec-20	Feb-21	Dec-22	Commenced; Expected to be finalised by September 2023
			Financials Year Ending 2021/22 completed
			Findings addressed and system updated
			Fair value of land & buildings & infrastructure assets to be assessed June 2023

KPI / Action Data			
2023	2022	2021	Comments
	Unqualified Audit	Unqualified Audit	Rated annually in December
Compliant	Compliant	Compliant	Completed February 2022; Rated annually in March
Compliant	Compliant	Not Rated	Reveiwed November 2022; Next due October 2025
Compliant	Compliant	Not Rated	Last reviewed September 2019; Due December 2022; Completed Febrauary 2023
	Compliant	Compliant	Submitted July 2022; Rated annually in July
	Compliant	Compliant	Submitted October 2022; Rated annually in October
	Compliant	Non-Compliant	Every 3 years; Inspections completed November 2022; Next due November 2025
	Compliant	Compliant	Rated annually in December

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes

Jun-23

Risk Context
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
This includes: -Contact lists -Procedural documents, personnel files, complaints -Applications, proposals or documents -Contracts -Forms or requests

Potential causes include;	
Incompatible systems	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed

Key Controls	Type	Last Reviewed	Rating
Information Management Framework	Preventative	Dec-20	Adequate
Governance Management Framework	Preventative	Ongoing	Adequate
Recordkeeping Plan	Preventative	Sep-22	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Completed	DCEO
Refurbishment of Archive Room to Improve Compliance	Completed	CEO
Review Sharepoint System	Dec-22	DCEO
Review Information Management Framework	Dec-22	DCEO
Information Management Staff Training	Ongoing	DCEO
Review Record Keeping Plan	Completed	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Information Management Framework	Reviewed Annually	Not Rated	Constant
Archives	As legislated	Compliant	Constant
Record Keeping Plan Completed	As legislated	Not Rated	Improving

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Compliance / Reputation	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Adequately capture, store, archive, retrieve, provide and ultimately dispose of Shire documentation

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Partial	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			
Completed			
Jun-21	Dec-21	Apr-22	Stage 1 completed
Jun-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 23 due to other priorities
Ongoing			Form part of Induction Process
Jun-21	Dec-21	Jun-22	Completed

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Rate annually in December
	Compliant	Compliant	Recorded & destroyed as per R&D Schedule; Rate annually in December
	Completed	Non Compliant	RKP Compliant

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Employment Practices

Jun-23

Risk Context
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers). This includes: -Not having appropriately qualified or experienced people in the right roles -Insufficient staff numbers to achieve objectives -Breaching employee regulations -Discrimination, harassment & bullying in the workplace -Poor employee wellbeing (causing stress) -Key person dependencies without effective succession planning in place -Industrial activity

Potential causes include;	
Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Key Controls	Type	Last Reviewed	Rating
Workforce Plan	Preventative	May-19	Effective
Human Resource Management Framework	Preventative	May-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop a Health and Wellbeing Program	Implementing	CEO & DCEO
Review Workforce Plan	Dec-22	CEO & DCEO
Create Checklist for Human Resource Management Framework	Completed	CEO & DCEO
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO
Review Staff Induction Process	Completed	DCEO
Conduct Annual Drivers License Checks	Annually in Apr	DCEO
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Training Program (% Completed)	90% per annum	Not rated	
Absenteeism (% of Personal)	> 10 days per FTE	32%	
Absenteeism (% Unpaid Leave)	> 0 days per FTE	41%	
Employee Turnover (% Turnover Rate of Permanent Staff)	10%	Not rated	
Performance Reviews (% Completed)	100% per annum	100%	Constant
Annual Drivers Licenses (% Completed Checks)	100% per annum	100%	Constant
Workers Compensation Claims	< 1 per annum	1	Improving

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Compliance / Health / Reputational / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Notes:

Australian Public Service Commission
.id informed decisions
CEMI (UWA)
National turnover 8.5%

Objective: Effective management and leadership of human resources (full-time, part-time, casual, temporary and volunteer).

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Implementing 2023/24 Plan
Apr-20	Mar-21	Jul-22	Review underway, deferred to allow new CEO input
Jun-20	Jun-21	Jun-22	Checklist is place; refining framework continues
			Live document in place
Mar-20	Sep-20	Jun-22	
			Conducted check during performance review process in April 2023
			Performance reviews conducted during April/May 2023

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Control not in place to rate indicator
	32%	Not Rated	KPI to be reviewed to consider tolerance and measure
	1.20%	Not Rated	KPI to be reviewed to consider tolerance and measure
	53.96%	Not Rated	KPI to be reviewed to consider tolerance and measure
100%	100%	100%	Rate annually in June
100%	100%	100%	Rate annually in June
1	2	4	Rate annually in June

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Engagement Practices		Jun-23
Risk Context		
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so. For example; -Following up on any access & inclusion issues -Infrastructure Projects -Local planning initiatives -Strategic planning initiatives <i>This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.</i>		
Potential causes include;		
Relationship breakdowns with community groups	Short lead times	
Leadership inattention to current issues	Miscommunication / poor communication	
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.	
Budget / funding issues	Inadequate involvement with, or support of community groups	

Key Controls	Type	Last Reviewed	Rating
Community & Engagement Framework	Preventative	Sep-21	Adequate
Communication & Engagement Policy	Preventative	Sep-21	Adequate
Complaint Handling Process	Preventative	Jun-21	Adequate
Community Satisfaction Survey	Detective	Sep-22	Adequate
Customer Service Charter	Preventative	Sep-22	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Community Complaints, Feedback & Request Handling Process	Dec-22	CEO & DCEO
Review Community Engagement Policy & Framework	Aug-23	CEO, DCEO & CDO
Conduct Community Satisfaction Survey	Sep-24	CEO & CDO
Review Process For Customer Response Requests	Dec-22	DCEO
Review Customer Service Charter (every two years)	Sep-24	EGO
Update Complaint Register (in accordance to Act)	As Required	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number Complaints from the Community Not Responded To	<3 per quarter	Not Rated	
Community Satisfaction Survey - Council Leadership within the Community	80% Satisfaction	70%	Worsening
Community Satisfaction Survey - How the community is consulted & informed about local issues	80% Satisfaction	56%	Worsening
Community Engagement Framework	Completed	Completed	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

Objective: Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Sep-19	Jun-20	Apr-22	Extended completion to December 2023 due to other priorities
			Review every 2 years; Due August 2023
			Completed Septmeber 2022; next due September 2024
Jun-22	Dec-23		Extended completion to December 2023 due to other priorities
			Completed September 2022; Next due September 2024
			Register available on Shire website & update as required

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Rated annually in December; control to be identified to capture indicator
	70%	Not Rated	Rated biannually in December; Next due 2024
	56%	Not Rated	Rated biannually in December; Next due 2024
		Completed	Rate in December; Review due August 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Environment ManagementJun-23
Risk Context
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes; -Lack of adequate planning and management of coastal erosion issues. -Failure to identify and effectively manage contaminated sites (including groundwater usage). -Waste facilities (landfill / transfer stations). -Weed & mosquito / Vector control. -Ineffective management of water sources (reclaimed, potable) -Illegal dumping. -Illegal clearing / land use.

Potential causes include;	
Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)

Key Controls	Type	Last Reviewed	Rating
Road Engineering & Subdivision Policy (4.4)	Preventative	May-19	Adequate
Recycled Water Management Plan & Program	Preventative		Adequate
Contaminated Sites Register	Preventative	Jun-22	Adequate
Waste Management Plan & Program	Preventative		Not Rated
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Jun-23	CEO
Develop Waste Management Plan & Program	Jun-23	CEO
Complete Audit of Sewage System	Completed	CEO
Valuation of Sewage System	Jun-25	CEO
Address Compliance of Waste Management	Ongoing	CEO
Preparation of Refuse Site Closure Plan	Dec-22	CEO
Address Compliance of Waste Water Re-Use	Sep-22	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Annual Waste & Recycling Data Reporting	As per legislated	Completed	Constant
Satisfactory Water Sampling For Water Re-Use	100%	Completed	Constant
Asbestos Register	As per legislated	Maintained	Constant
Contaminated Site Register	As per legislated	Maintained	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Environment / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Effective management and protection of our environment
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	In Draft
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-22		Plan in draft
Dec-20	Jun-21	Jun-22	Deferred; not considered a priroity at present
Completed			
Completed			Completed June 2022; Next due June 2025
Ongoing			CEO to determine & identify any gaps
			Contractor engaged
Jun-21	Jun-22	Sep-22	Recycled Water Quality Management Plan draft submitted to DoH for comment

KPI / Action Data			
2023	2022	2021	Comments
	Submitted	Submitted	Completed as per statutory requirements; Next due October 2023
	200%	200%	Water sampling conducted monthly during irrigation season; rate in December
	Maintained	Maintained	Last reviewed June 2021; Review annaully in June
	Maintained	Maintained	Maintained

Additional / Final Comments
Reviewed by Management Team - June 2023

Errors, Omissions & DelaysJun-23
Risk Context
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.
Examples include; -Incorrect planning, development, building, community safety and Emergency Management advice -Incorrect health or environmental advice -Inconsistent messages or responses from Customer Service Staff -Any advice that is not consistent with legislative requirements or local laws. -Human error -Inaccurate recording, maintenance, testing or reconciliation of data. -Inaccurate data being used for management decision-making and reporting. -Delays in service to customers <i>This excludes process failures caused by inadequate / incomplete procedural documentation - refer “Inadequate Document Management Processes”</i>

Potential causes include;			
Human error	Incorrect information		
Inadequate formal procedures or training	Miscommunication		
Lack of trained staff	Work pressure / stress		
Unrealistic expectations from community, council or management	Health issues		
Poor use of check sheets / FAQ's	Lack of understanding		
Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	<i>Adequate</i>
Complaints Register	Preventative	Nov-19	<i>Adequate</i>
Complaints Process	Recovery	Nov-19	<i>Adequate</i>
Councillor Information Bulletin	Preventative	Nov-19	<i>Adequate</i>
Customer Service Charter	Preventative	Nov-19	<i>Adequate</i>
Delegations & Register	Preventative	Nov-19	<i>Adequate</i>
Electronic Records - Sharepoint	Recovery	Nov-19	<i>Adequate</i>
External Communications (website, news articles)	Preventative	Nov-19	<i>Adequate</i>
External Consultants (ie. legal)	Preventative	Nov-19	<i>Adequate</i>
Customer Service Request Procedure	Preventative	Nov-19	<i>Adequate</i>
File Note/Documentation	Preventative	Nov-19	<i>Adequate</i>
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	<i>Adequate</i>
Performance Reviews	Preventative	Nov-19	<i>Adequate</i>
Qualified Building, Health & Planning Officers	Preventative	Nov-19	<i>Adequate</i>
Segregation of Duties (financial control)	Preventative	Nov-19	<i>Adequate</i>
Staff Inductions	Preventative	Nov-19	<i>Adequate</i>
Staff Training (formal & on-the-job)	Preventative	Nov-19	<i>Effective</i>
Council Motions Register	Preventative	Nov-19	<i>Adequate</i>

Objective: Minimal errors, omissions or delays in service delivery and advisory activities
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
All Staff	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
SMT	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	<i>Adequate</i>
<i>Overall Control Ratings:</i>			<i>Adequate</i>
Actions (Treatments)	Due Date		Responsibility
Review Employee Code of Conduct	Jul-24		CEO & EGO
Review and Document Organisations Controls and Systems	Ongoing		CEO & DCEO
Centralise Checklists, Controls and Procedures	Dec-22		CEO & DCEO
Review Customer Service Complaints & Request Process to include Snap Send Solve	Dec-22		DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Legal Claims	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (minor)	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (major)	0	0	Constant
Referral to SAT/Ombudsman/Public Sector Commission	0	0	Constant
Number of Complaints to Local Government Standards Panel	0	0	Constant
External Audit Qualification	Unqualified Audits	Unqualified Audit	Constant
Staff Training Target Met	90%	Not Rated	

Residual Risk Rating		
<i>Consequence Category</i>	<i>Risk Ratings</i>	<i>Rating</i>
Reputation / Compliance	<i>Consequence:</i>	<i>Moderate (3)</i>
	<i>Likelihood:</i>	<i>Possible (3)</i>
	<i>Overall Risk Ratings:</i>	<i>Moderate</i>

CEO; DCEO	Yes	Yes	Yes	Yes	No	
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Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			July 2022 presented to all staff, next due July 2024
			Continuous improvement
Dec-20	Jun-21	Jun-22	Progressing as part of the review of SharePoint
Jun-22			Progressing as part of the review of SharePoint

KPI / Action Data			
2023	2022	2021	Comments
<i>0</i>	<i>0</i>	<i>0</i>	Rate annually in June
<i>0</i>	<i>0</i>	<i>0</i>	Rate annually in June
<i>0</i>	<i>0</i>	<i>0</i>	Rate annually in June
<i>0</i>	<i>0</i>	<i>0</i>	Rate annually in June
<i>0</i>	<i>0</i>	<i>0</i>	Rate annually in June
	<i>Unqualified Audit</i>	<i>Unqualified Audit</i>	Rate annually in December
	<i>Unable to Rate</i>	<i>Unable to Rate</i>	Rate annually in June; Control to be identified to rate indicator

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

External Theft & Fraud (Including Cyber)Jun-23
Risk Context
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic). For the purposes of; -Fraud: benefit or gain by deceit -Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems -Theft: stealing of data, assets or information

Potential causes include;	
Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	Adequate
Equipment Storage and Access Controls	Preventative	Unknown	Adequate
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	Adequate
Financial Management System	Preventative	Sep-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	No Date	CEO & DCEO
Photographic Record of Minor Assets & Align With Minor Assets Register >\$5,000	Dec-22	DCEO
Implement Quarterly Schedule For Changing Passwords	Ongoing	DCEO
Review Security and Storage of Records	Aug-23	DCEO
Document Financial Management System	Dec-23	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
Number of Incidents of Theft or Fraud	0	0	Constant
Passwords Changed Quarterly	100%	100%	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Financial / Property	Consequence:	Minor (2)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: To prevent a loss of funds, assets, data or unauthorised access by external parties

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	No	Partial	
CEO	Partial	Partial	Partial	No	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Dec-21	Progress stalled, no due date set
Jun-20			Progressing
			Secure password policy in place; reset passwords every 90 days
			Last reviewed August 2022; next due August 2023
Oct-21	Dec-22	Dec-23	Commenced, expected to finalise in December 2023

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
100%	100%	100%	Rate annually in June

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Management of Facilities / Venues / Events	Jun-23
Risk Context	
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; -Inadequate procedures in place to manage quality or availability. -Poor crowd control -Ineffective signage -Booking issues -Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility) -Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	

Potential causes include;	
Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	Adequate
Building Maintenance Program	Preventative	May-19	Adequate
Facility / Venue Booking System	Preventative	May-19	Adequate
Reserves Management System	Preventative	May-19	Adequate
Asset Management Plan	Preventative	May-19	Adequate
Statutory Public Building Compliance Program	Preventative	Nov-21	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Event Management Framework	Dec-23	CDO
Develop Reserves Management Register	Completed	DCEO
Create Inspection and Maintenance Schedules for Event Equipment	Oct-23	CDO
Undertake Community Facilities Review	Aug-22	CEO & CDO
Public Buildings Inspected Annually for Compliance	Nov-23	CEO
Develop Wheatbelt Heritage Rail Management Plan	Jun-23	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Injuries / Incidents at Events	0	0	Constant
Number of Injuries / Incidents at Facilities	0	0	Constant
Customer Satisfaction Survey - Facilities	<65%	83%	Improving
Compliance of Events and Facilities	>90%	90%	Constant
Reserves Management Register	Maintained	Not Rated	

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Unlikely (2)
	Overall Risk Ratings:	Low

Objective:

Effective management of the day to day operations of facilities, venues and events.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Partial	Yes	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	No	No	No	
CEO; DCEO	Partial	Partial	Partial	No	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Mar-20	Jun-20	Jun-22	Event Management Plan in place, yet to complete framework; extend to Dec 2023
			Completed
Dec-19	Mar-20	Jun-22	Extend to October 2023 due to other priorities
Jun-20	Feb-21	Jun-22	Near completion
Dec-20	Nov-21	Apr-22	Inspections completed November 2022: Next due Novemebr 2023
			Not commenced

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
83%	83%	Not Rated	Rated every 2 years; Due Setpember 2024
	Compliant	Not Rated	Rated every 2 years; Due Setpember 2024
	Maintained	Maintained	Rate annually in December 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and Infrastructure

Jun-23

Risk Context

Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.

Examples include failures or disruptions caused by:

-Hardware or software

-Networks

-Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

-Configuration management

-Performance monitoring

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include;

Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

Key Controls	Type	Last Reviewed	Rating
IT Infrastructure Replacement Program	Preventative	Jul-20	Adequate
IT Management Service Level Agreement	Detective	Early 2018	Adequate
IT Managed Service Agreement Monthly Report	Detective	Monthly	Adequate
IT Disaster Recovery Plan	Recovery		Not Rated
IT System Access Framework	Preventative		Adequate
Secure Password Procedure	Preventative		Adequate
Advanced Email Protection	Preventative	Aug-20	Effective
Overall Control Ratings:			Adequate

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Dec-22	DCEO
Review IT Management Service Level Agreement	Jan-24	DCEO
Document IT Infrastructure Replacement Program	Dec-22	DCEO
Develop Secure Password Procedure	Completed	DCEO
Replacement of Phone System	Completed	DCEO
Document IT System Framework & Services	Dec-22	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
IT Replacement Program	Developed	Not rated	Constant
IT Disaster Recovery Plan	Developed	Not rated	Constant
Advanced Email Protection	Installed	Installed	Constant
IT System Access Framework	Developed	Not rated	Constant
Document Secure Password Procedure	Developed	Not rated	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Disruption / Financial	Consequence:	Major (4)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

Objective:

Stability and performance of information technology and communication systems

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Due June 2021
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-21	Dec-22	Linked with IT Framework & Services
			Provision of Managed Information Services expires in 2024
Mar-20	Dec-20	Jun-22	Linked with IT Framework & Services
			Procedure implemented
Sep-21	Completed		VOIP system installed
Mar-21	Jun-21	Dec-22	Deferred unitl December 2023

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
	Not rated	Completed	Rating based on completion
	Not rated	Not rated	Rating based on completion
Maintained	Maintained	Maintained	System remains in place
Not rated	Not rated	Not rated	Rating based on completion
Maintained	Maintained	Completed	Rating based on completion

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Misconduct

Jun-23

Risk Context
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.
This would include instances of: -Relevant authorisations not obtained. -Distributing confidential information. -Accessing systems and / or applications without correct authority to do so. -Misrepresenting data in reports. -Theft by an employee -Inappropriate use of plant, equipment or machinery -Inappropriate use of social media. -Inappropriate behaviour at work. -Purposeful sabotage <i>This does not include instances where it was <u>not</u> an intentional breach - refer Errors, Omissions or Delays.</i>

Potential causes include;	
Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating
Delegations Register	Preventative	May-20	Adequate
Staff Recrutiment Process (includes Police Clearance)	Preventative	Feb-19	Adequate
Staff Inductions	Preventative	Aug-20	Adequate
External Audits	Preventative	May-20	Adequate
Annual Drivers Licence Checks	Preventative	Feb-20	Adequate
Social Media Policy	Preventative	Apr-20	Adequate
Segregation of Duties (Financial)	Preventative	Jul-20	Adequate
Financial Management Policy	Preventative	May-20	Adequate
Financial Authorisation Policy	Preventative	May-20	Adequate
Delegation Control - Synergy	Preventative	Jul-20	Adequate
Financial Interests Returns Declarations	Preventative	Ongoing	Adequate
Primary and Annual Returns Process	Preventative	Aug-20	Adequate
Procurement Delegation Control - Synergy	Preventative	Ongoing	Adequate
Petty Cash Policy	Preventative	May-20	Adequate
Corporate Credit Card Policy	Preventative	Apr-21	Adequate
Delegated Authority for Procurement	Preventative	May-20	Adequate
Elected Member Training Plan	Preventative	Ongoing	Adequate
Audit & Risk Committee Terms of Reference	Preventative	Nov-19	Adequate
IT Security Access Register (Profiles & Passwords)	Preventative	90 Days	Adequate
Purchasing Policy & Procurement Process	Preventative	Jul-20	Adequate

Objective:

Compliance with our Code of Conduct

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	Partial	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Tender Procurement Process	Preventative	Unknown	Adequate
Financial Management Systems Review	Preventative	Sep-19	Adequate
Regulation 17 Review	Preventative	Dec-19	Adequate
Related Parties Discloures Policy	Preventative	Jan-19	Adequate
Council Member Communication & Use of Social Media Policy	Preventative	Introduced	Adequate
Code of Conduct	Preventative	Feb-21	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Completed	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 7.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
Prepare Credit Card Procedure	Completed	DCEO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Unqualified External Audits (# of Significant Findings)	0	Unqualfied	Constant
Disregarding or Manipulating Procurement Process	Nil	Not rated	Constant
Breaches of Code of Conduct	NII	1	Constant
Internal & External Complaints (Minor)	< 1 per quarter	0	Constant
Internal & External Complaints (Major)	0	0	Constant
Adherance to Internal Controls	Nil	Not rated	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation / Finance	Consequence:	<i>Moderate (3)</i>
	Likelihood:	<i>Possible (3)</i>
	Overall Risk Ratings:	Moderate

CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Ongoing		Progressing
Dec-20	Jun-21	Jun-22	Underway as part of SharePoint review
May-20	Apr-21		Processed reviewed & procedures implemented for fuel & materials
			Completed February 2023; Next due February 2026
Mar-20	Apr-23	Jun-23	Scheduled to complete end June 2023; progressing
Oct-19	Completed		Reviewed April 2020; introduced Council Member Communication & Use of Social Media Policy December 2019; Due for review
			Review scheduled for July 2023
Sep-21	Completed		Credit Card authorisation forms and agreements in place
			Last checked April 23; Next check April 2024

KPI / Action Data			
2023	2022	2021	Comments
	<i>Unqualified</i>	<i>Unqualified</i>	Rate annually in December
	<i>0</i>	<i>35</i>	Rate annually in December
	<i>1</i>	<i>4</i>	Rate annually in December
	<i>0</i>	<i>0</i>	Rate annually in December
	<i>0</i>	<i>0</i>	Rate annually in December
	<i>Unable to Rate</i>	<i>Unable to Rate</i>	Rate annually in December; Control to rate indicator yet to be identified

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Project / Change Management

Jun-23

Risk Context
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.
<div>This includes:</div> <div>-Inadequate change management framework to manage and monitor change activities.</div> <div>-Inadequate understanding of the impact of project change on the business.</div> <div>-Failures in the transition of projects into standard operations.</div> <div>-Failure to implement new systems</div> <div>-Inadequate handover process</div> <div><i>This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"</i></div>

Potential causes include;	
Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	Type	Last Reviewed	Rating
Project Management Methodology and Framework	Preventative		<i>Not Rated</i>
Communication and Engagement Framework	Preventative		<i>Adequate</i>
Risk Management Framework	Detective	Oct-19	<i>Adequate</i>
Finanical Management Framework	Preventative	Mar-17	<i>Adequate</i>
Overall Control Ratings:			<i>Adequate</i>

Actions (Treatments)	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-22	DCEO
Review Communication and Engagement Framework	Aug-23	CEO & CDO

Key Performance Indicators	Tolerance	Latest Result	Trend
Minimisation of Project Variations	<90%	Not rated	
Achievement of Project Deadlines / Milestones	<90%	Not rated	
Community Engagement Framework Review (Every 2 Years)	Completed	Not rated	

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Financial / Reputational / Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

<div>Objective:</div> <div>Adequate analysis, design, delivery and reporting of projects</div>
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	No	No	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Oct-19	Dec-20	Dec-21	Project managaement templates in place; process yet to be documented
Mar-22			Due to review in August 2023

KPI / Action Data			
2023	2022	2021	Comments
	Unable to Rate	Unable to Rate	Rate annually in December; Controls to rate indicator to be identified
	Unable to Rate	Unable to Rate	Rate annually in December; Controls to rate indicator to be identified
	Not Rated	Completed	Rate upon completion; Due August 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Safety and Security Practices

Jun-23

Risk Context

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.
It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Potential causes include;	
Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	Adequate
OSH Management Framework	Preventative	May-17	Adequate
Human Resource Management Framework	Preventative	May-19	Adequate
Governance Management Framework	Preventative	Ongoing	Adequate
Managing Emergencies In Shire Facilities	Preventative	Dec-16	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Annually	CEO & DCEO
Update Staff Training Register	Ongoing	CEO & DCEO
Conduct Quarterly Workplace Inspections	Quarterly	CEO
Safe Work Method Statements (SWMS) Library	Completed	CEO
Assess Shire Building and Facility Safety and Security	Nov-23	CEO
Develop Isolated Worker Management Procedure	Oct-22	CEO
Re-Establish WSH Committee & Conduct Bi-Monthly Meetings	Monthly	CEO
Review Managing Emergencies In Shire Facilities	Dec-23	CEO & DCEO
Conduct Annual BCP and LEMC Drills	Dec-23	CEO
Review Contractor Inductions and Register	Jun-22	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Reporting and Management of Incidents	100%	100%	Improving
Failed Safety Inspections	Nil	Nil	Constant
Lost Time Injuries Per Quarter	Nil		Constant
Near Misses Per Quarter	Nil	Nil	Improving
Workers Compensation Claims Per Quarter	Nil	1	Improving
Safety Audit Result % (Every Three Years)	95%	74%	Constant

Objective:

Compliance with the Occupation Safety & Health Act, associated regulations and standards, and the ability to ensure the physical security requirements of staff, contractors and visitors.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Register updated as required
			Inspections schedule prepared
May-22	Jun-22		SMWS in place for all plant
			Completed November 2022; Next due November 2023
			Policy signed off; yet to prepare procedure
			Bi-Monthly meetings conducted
Dec-21	Jun-22	Mar-23	Deferred; Scheduled to complete December 2023; contractor engaged
			LEMC drill completed, next due 2023; BCP drill due Dec 2022, next due Dec 2023
			Review completed; contractor inductions conducted as required

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	Not Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	Note Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	0	4	Rated annually in December
	1	2	2 overall for 2021/22 (nil for quarter); Rated annually in December
	Not Rated	74%	Safety Audit completed May 2021

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Nil

Supplier / Contract Management	Jun-23
Risk Context	
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.	
This also includes: <ul style="list-style-type: none">Concentration issues (contracts awarded to one supplier)Vendor sustainability	

Potential causes include;	
Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	Type	Last Reviewed	Rating
Annual Budget	Preventative	Mar-21	Adequate
Financial Management Framework	Preventative	Progressing	Adequate
Access to Independent Advice (WALGA/Lawyers) & Peer Review	Preventative	Ongoing	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Purchasing Policy	Dep 23	CEO & DCEO
Develop Standardised Contracts	Ongoing	CEO & DCEO
Document Financial Controls	Ongoing	DCEO
Develop Appropriate Financial Reporting Tools	Ongoing	DCEO
Develop Centralised Contract Management System	Ongoing	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Contracts Reviewed And Maintained	>90%	90%	Constant
Number of Expired Contracts Not Yet Renewed	<1 per quarter	1	Worsening

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Interruption / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective:
Adequate management (including contractual arrangements) of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	Risk of frudad is minimal.
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Bi-Annual Review due September 2023
			Standardised MOUs; Service Level Agreements; Tenancy Agreements; Contracts
			Controls in place; constantly reviewing for improvemert
			Continuous training to utilise all tools
			Investigating options whilst reviewing SharePoint

KPI / Action Data			
2023	2022	2021	Comments
	90%	90%	Rate annually in December
	2	1	Rate annually in December

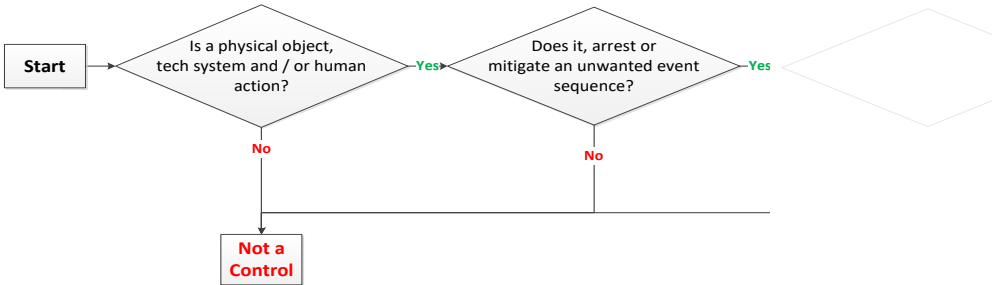
Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Measures of Consequence									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption	Unsubstantiated, localised low impact on community	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact	Less than \$5,000	Exceeds deadline by 5% of project	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Less than 1 hour temporary interruption	Substantiated, localised impact on community trust or reputation	Some temporary non compliances	Localised damage rectified by impact	Contained, reversible impact	\$5,001 - \$50,000	Exceeds deadline by 10% of project	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption	Substantiated, public embarrassment	Short term non-compliance but with significant	Localised damage require	Contained, reversible impact	\$50,001 - \$200,000	Exceeds deadline by 15% of project	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services	Substantiated, public embarrassment	Non-compliance results in termination of	Significant damage require	Uncontained, reversible impact	\$200,001 - \$500,000	Exceeds deadline by 20% of project	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of	Substantiated, public embarrassment	Non-compliance results in litigation, criminal charges or	Extensive damage require	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project	Exceeds project budget by 25%

Measures of Likelihood			Risk Matrix					
Rating	Description	Frequency		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year	Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	The event will probably occur in most circumstances	At least once per year	Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	The event should occur at some time	At least once in 3 years	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	The event could occur at some time	At least once in 10 years	Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Lagging Indicator	Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)
Leading Indicator	Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.

Risk Register - Updated June 2023

Theme	Key Control	Rating	KPI	Comment
Asset Management Practices	Sewerage Maintenance Plan & Program	Indequate		Scheduled to complete December 2023
Asset Management Practices	KPI - Accidents/Damage to Property	7	<2 Per Quarter	Worsening
Engagement	Community Satisfaction Survey - Council leadership in the community		70%	Worsening
Engagement	Community Satisfaction Survey - How the community is consulted & informed about local		56%	Worsening
Environment Management	Sewerage Maintenance Plan & Program	Inadequate		Scheduled to complete December 2023
Environment Management	Waste Management Plan	Not Rated		Scheduled for December 2023
Management of Facilities/Venues/Events	Event Management Framework	Not Rated		Plan in place; overall framework to be completed
IT or Communication Systems & Infrastructure	IT Disaster Recovery Plan	Not Rated		
Project/Change Management	Project Management Methodology & Framework	Not Rated		Templates in place; procedures to be developed

Refer Audit & Risk Committee Meeting Minutes dated 17 July 2023

[Attachment 9.1.2A](#) – Interim Audit Report

[Attachment 9.1.2B](#) – Interim Audit Findings

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation – 9.1.2

That, by Simple Majority, in accordance with the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. Receives the Auditor's Interim Audit Management Report, as presented in Attachment 9.1.2A, from Macri Partners Chartered Accountants for the 2022/23 financial year;
2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and
3. Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 9.1.2B, from Macri Partners Chartered Accountants for the 2022/23 Interim Audit.

10.

Announcements by the President Without Discussion



Our Ref: 8298

7th Floor, Albert Facey House
469 Wellington Street, Perth

Mr Robert Trepp
President
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Mail to: Perth BC
PO Box 8489
PERTH WA 6849

Tel: 08 6557 7500
Email: info@audit.wa.gov.au

Email: crtrepp@dowerin.wa.gov.au

Dear Mr Trepp

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2023**

We have completed the interim audit for the year ending 30 June 2023. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management control issues

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the Local Government (Audit) Regulations 1996. If so, we will inform you before we finalise the report.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7542 if you would like to discuss these matters further.

Yours sincerely

Liang Wong
Assistant Director
Financial Audit
23 June 2023

Attach

ATTACHMENT**SHIRE OF DOWERIN****PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Payment based on Purchase Order		✓	
2. Amendments to Supplier Masterfile		✓	
3. System generated Annual Leave Balances		✓	
4. Cyber Security Risks		✓	
5. User Access Rights		✓	
6. Monthly Debtor Reconciliations		✓	
7. Debtor Requisition Forms		✓	
Matters outstanding from prior years			
8. Bank Reconciliations		✓	
9. Monthly Creditor Reconciliations		✓	
10. Cancelled Receipts		✓	
11. Asset Disposal Forms		✓	
12. General journals		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Current year findings

1. Payments based on Purchase Order

Finding

From our expenditure testing of 24 samples, we noted a payment had been made to 5Rivers Plumbing and Gas on 8 February 2023 based on the purchase order amount and not on the actual invoice amount resulting in an over-payment of \$5,050.70

Rating: Moderate

Implication

Erroneous payments could occur when payments are based on purchase order values rather than on actual invoice values as the actual quantity of goods supplied could vary from the quantity ordered.

Recommendation

The Shire should review current payment process to ensure that payments to suppliers should be based on the value of supplier invoices having checked its accuracy against the relevant purchase order.

Management Comment

As this was an oversight at the time of payment, the matter has been rectified since with staff contacting the contractor to amend the overpayment by agreeing to future invoice adjustments. This will be fixed and finalised by 30 June 2023.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2. Amendments to Supplier Masterfile

Finding

There was no evidence retained to demonstrate whether changes to supplier details, including bank account details, are being authorised by an officer independent of the officer making the amendment.

We however, acknowledge that our testing to validate supplier information in the system did not identify any discrepancies.

Rating: Moderate

Implication

Without documented evidence of review, there is an increased risk that unauthorised changes may be made resulting in errors or funds being inappropriately transferred.

Recommendation

Changes to the supplier masterfile should be independently reviewed and evidence of review should be retained.

Management Comment

As part of the End of Month process, staff provides documentation and reconciliation for each area of responsibility to the Deputy CEO as the independent approver. This is done repeatedly and was introduced after the first quarter of the year, however, proper checks are in place, hence, no discrepancies.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. System generated Annual Leave Balances

Finding

At the time of the audit, we noted that there were inaccuracies in the system generated annual leave balances following the implementation of the new payroll system Altus-Definitiv.

Rating: Moderate

Implication

Effective management of annual leave balances becomes difficult when no reliance could be placed on the system generated annual leave balances.

Recommendation

The Shire should review system generated annual leave balances regularly or seek the service of IT service provider to conduct the review to ensure the accuracy of the annual leave reports generated by the system.

Management Comment

This finding has been reported to ITVision support as part of the initial migration fix when the Shire purchased the Altus-Definitiv system. However, currently ITVision is unable to give us a completion date for the fix to occur due to STP2 version being rolled out in the Altus-Definitiv payroll system for all shires.

This will be followed regularly as part of our outstanding item action list and End of Month processes.

Responsible Person: Deputy CEO

Completion Date: 30 June 2024

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Cyber Security Risks**Finding**

We could not see any documentary evidence demonstrating the Shire's preparedness against ever present and evolving nature of cyber security threats.

Rating: Moderate

Implication

In the absence of a clear cyber security plan and related policies, the Shire may not be able to identify and mitigate the risks posed by cyber security threats and protect sensitive information and key systems against inappropriate disclosure, loss or misuse.

Recommendation

The Shire should use a structured approach in consultations with its IT consultants (if required) to establish a cyber security plan and implement related policies to mitigate cyber security risks.

We suggest management refers to OAG's Report #19 dated 29 March 2023 on *Information Systems Audit - Local Government 2021-22* to seek further guidance on enhancement to their general computer controls.

Management Comment

As this finding was not part of previous year audits, management has already discussed this issue outside the audit and was discussed in conjunction with our insurers to best approach the issue.

Management has been in discussions with the current IT provider and has worked with them to put together an initial overall ICT redundancy and continuity plan for the shire will incorporate the risk of cyber security.

Responsible Person: Deputy CEO

Completion Date: 31 December 2023

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. User Access Rights

Finding

We noted that there was no formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff member's roles/positions.

Rating: Moderate

Implication

The lack of a formal process to review user access rights and privileges to the system increases the risk of unauthorised access to the system which could compromise data integrity.

Recommendation

The Shire should establish a formal process to review user access rights periodically to ensure they are in line with individual staff roles and responsibilities.

Management Comment

This will be part of the overall ICT redundancy and continuity plan review in conjunction with the current IT Policy for update.

Responsible Person: Deputy CEO

Completion Date: 31 December 2023

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

6. Monthly Debtor Reconciliations

Finding

We noted that the monthly debtor reconciliations for the months of July 2022 and January 2023 were not reviewed.

Rating: Moderate

Implication

Errors or omissions in the reconciliations will not be detected early if the reconciliations are not reviewed in a timely manner.

Recommendation

The monthly debtor reconciliations should be reviewed by an independent officer promptly and the date of review should be indicated.

Management Comment

The related months have been redone as the original end of month documentation was unable to be found, therefore, both months are filed and signed with relevant documentation.

Responsible Person: Deputy CEO

Completion Date: 20 March 2023

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

7. Debtor Requisition Forms

Finding

We noted that there was no evidence of approval of Debtor Requisition Forms for 3 out of 8 samples tested.

Rating: Moderate

Implication

Calculation errors or omissions may not be detected early if Debtor Requisition Forms are not reviewed and approved by an independent senior officer.

Recommendation

The Debtor Requisition Form should be reviewed and approved by an independent senior officer before an invoice is raised.

Management Comment

The Debtor Requisition form was introduced part way through the year as part of previous audit findings, however, old forms may have been used during the transition period.

This process has been continuing with all staff ensuring relevant forms are used and completed with approval given.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

SHIRE OF DOWERIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****Matters outstanding from Prior years****8. Bank Reconciliations****Status in 2023**

At the time of the audit, the Shire was unable to produce monthly bank reconciliations for the Muni account commencing July 2022.

Finding in 2022

We noted that the monthly Muni bank reconciliations for the months of July 2021 to November 2021 were reviewed only in January 2022. We also noted that no monthly bank reconciliations have been prepared for the Muni Max and LRCIP bank accounts.

Finding in 2021

We noted that there had been delays in reviewing the monthly Muni bank reconciliations for the months of July and September 2020 and February and March 2021 and the bank reconciliation for the month of January 2021 was not available. We also noted that no monthly bank reconciliations have been prepared for the Muni Max account. However, the interest earned on this account during the period was immaterial and the interest income has been correctly captured in the general ledger.

Rating: Moderate (2022 & 2021 – Moderate)

Implication

Non-preparation of a monthly bank reconciliations could result in any fraudulent activity not been detected early.

Recommendation

The monthly bank reconciliations should be prepared timely and reviewed by an independent senior officer promptly. The review should be evidenced in writing.

Management Comment – 2023 (Current Year)

Since last year audit findings, management has discovered the bank reconciliation process was not done to a standard expected by management. This meant that unrepresented or outstanding transactions were not being followed up and corrected at the time of reconciliation where it becomes outstanding for a long period than required.

Management has engaged with an external consultant firm LG Best Practice to undertake a comprehensive audit of the finance area in recommending and implementing processes and procedures for the finance team. This includes bringing up to date and reconciling of the outstanding bank reconciliation items correctly from past periods into the synergy accounting system and develop procedures for staff to be trained in delivering the processes correctly and accurately.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

Management Comment – 2022 (Prior Year)

Bank Reconciliations between July and September 2021 have been recently found and was dated and approved by management in October 2021. This is still not acceptable by

SHIRE OF DOWERIN

PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

management as reconciliations are required to be completed at end of month. Staff are informed and have been made aware again and new management will ensure this happens. The Muni Max and LRCIP account will be closed in the 22/23 year as they are no longer required, however, management agrees these accounts should have been reconciled.

Responsible Person: Manager Corporate & Community Services

Completion Date: Completed

SHIRE OF DOWERIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****9. Monthly Creditor Reconciliations****Status in 2023**

We noted that the monthly creditor reconciliation for the month of July and August 2022 were not reviewed and the monthly reconciliations for the months of January and February 2023 were not available for our review at the time of the audit. Also there were delays in reviewing the reconciliations for the months of September and October 2022.

Finding in 2022

We noted that monthly creditor reconciliations for the months of August and October 2021 and March 2022 were not dated by the reviewer and also the November 2021 reconciliations has been prepared only in March 2022.

We also noted that there was a balance of \$11,471.91 comprising several individual balances (approximately 95% of the total creditor balance) in the April 2022 monthly reconciliation which we were informed was due to an error in the system.

Rating: Moderate (2022 – Moderate)

Implication

Errors or omissions in the reconciliations will not be detected early if the reconciliations are not reviewed in a timely manner. Also delays in the preparation of monthly creditor reconciliations will result in non-detection of erroneous or fraudulent accounting entries.

Recommendation

The monthly creditor reconciliations should be prepared timely and reviewed by an independent officer promptly and the date of review should be indicated.

Management Comment – 2023 (Current Year)

Management has discussed with the finance team to ensure proper end of month collating of reconciliation and documentation are signed off and filed accordingly. This has been fixed since recent audit and will continue monthly.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

Management Comment – 2022 (Prior Year)

Management will ensure all reconciliations are properly signed off and dated going forward, however, seeing the majority of the reconciliations have been fully signed and dated plus the findings themselves are signed by the reviewer, management does not agree the finding should be rated 'Moderate' rather it should be 'Minor'.

Management does not believe the April 22 creditor balance of \$11,147.91 is due to an error but is evident that the matter needs further investigation and rectified within the coming weeks.

Responsible Person: Manager Corporate & Community Services

Completion Date: 12 August 2022

SHIRE OF DOWERIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****10. Cancelled Receipts****Status in 2023**

We noted that the system is now able to generate a cancelled receipts report. However we noted that the Receipt Cancellation Request Form was not authorised by an officer independent of the receipting function in all three samples that were selected.

Finding in 2022

The Shire has developed a Receipt Cancellation Request Form during the year. However, there was no evidence of authorisation of the completed form. The matter relating to the production of cancelled receipts report remains unresolved.

Finding in 2021

We noted that the cancelled receipts were not authorised by an officer independent of the receipting function. We also noted that the current IT system does not have the functionality to produce a cancelled receipts report.

Rating: Moderate (2022 & 2021 – Moderate)

Implication

Errors or frauds in the receipting function may not be detected in the absence of duly completed and authorised Receipt Cancellation Request Form.

Recommendation

The Cancelled Receipts Requisition Form should be reviewed and authorised by an independent officer in a timely manner.

Management Comment – 2023 (Current Year)

Management has investigated and found majority of forms did not have the approval section included when the form was developed prior to audit.

Management has provided instructions to the staff to have all relevant forms updated to ensure approval sections are included where needed and the process to be undertaken each time the form is used. This is now in place.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

Management Comment – 2022 (Prior Year)

The form will be updated to include a provision for a Manager/CEO approval section. Management will investigate and put in place an end of month process to verify receipt cancellations during the month.

Responsible Person: Manager Corporate & Community Services

Completion Date: 31 July 2022

SHIRE OF DOWERIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****11. No Asset Disposal Forms****Status in 2023**

The Shire was unable to produce a duly authorised Asset Disposal Form for the two samples that were selected.

Finding in 2022

The Shire has since developed an asset disposal form. However, it has no provision for authorisation of the completed form. Consequently, there was no evidence of authorisation for the only disposal of asset during the period of our review.

Finding in 2021

We noted that currently there is no process of formally documenting the disposal of assets i.e. through the use of Asset Disposal Form, and obtaining management's approval prior to disposing individual assets. We however acknowledge that potential disposals are included in the Shire's approved budget.

Rating: Moderate (2022 & 2021 – Moderate)

Implication

Although potential disposals are reflected in the Shire's approved budget, it is likely that the budgeted sales proceeds may differ from actual proceeds. Therefore, current practice could potentially result in the misappropriation of assets and result in a financial loss to the Shire.

Recommendation

The Asset Disposal Form should be reviewed and authorised by a senior finance officer when disposing of assets to ensure that all asset disposals are in accordance with management decisions.

Management Comment – 2023 (Current Year)

Management has identified this process was not continued since the outgoing Works Manager left in April 22 but is captured since the recent audit and is improved by also developing and establishing an asset acquisition form as well.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

Management Comment – 2022 (Prior Year)

Management will review and update the form to capture the approval of disposal by management as this was not provided for when the form was developed.

Responsible Person: Manager Corporate & Community Services

Completion Date: 31 July 2022

SHIRE OF DOWERIN**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT****12. General journals****Status in 2023**

We noted that out of 15 samples we tested, 1 journal did not have the name of the preparer and reviewer, 1 journal was without evidence of review and 1 journal was prepared and reviewed by the same officer.

Finding in 2022

We noted that in 3 out of 10 samples we tested, there were no supporting documents for the journal entries processed in the system.

Rating: Moderate (2022 – Moderate)

Implication

There is a risk that erroneous or fraudulent journals may pass undetected when:

- the names of preparer and reviewer are absent;
- there is a lack of an independent review and/or
- the same officer prepares and performs the review function.

Recommendation

All general journals should independently be reviewed by an appropriate officer and evidence of preparation and review should be retained.

Management Comment – 2023 (Current Year)

This was identified from prior audit findings and has been improved and implemented since then, however, where certain journals are completed by one officer at the time will be usually the case of no other officer around (limited staff at the time) and the particular issue had to be corrected by journal due to time restraint and demand for reporting, however, follow up will still need to be done for an approval officer signing the journal off. Staff have been informed where any journal will require supporting documentation at all times unless standard journals (recoveries) are an exception.

Responsible Person: Deputy CEO

Completion Date: 30 June 2023

Management Comment – 2022 (Prior Year)

Management is satisfied with the nature of the journals as they were originally given approval and that they will not lead to any suspicious/fraudulent activity, however it is agreed by management that the forms and process around the journal processing will be updated and improved going forward. All journals are required to be approved by management and supporting documentation is required for each journal. Staff are made aware and will ensure this is done.

Responsible Person: Manager Corporate & Community Services

Completion Date: Completed

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 August 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – July 2023 Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending July 2023.

Background

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

Regulations 34 and 35 of the *Local Government (Financial Management) Regulations 1996* set out the form and content of the financial reports which have been prepared and are presented to Council.

Comment

In order to fulfil statutory reporting requirements and provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year-to-date basis, the following financial information is included in the 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.

Note 1 – Statement of Financial Activity

Notes supporting the Statement of Financial Activity by Program and by Nature and Type.

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 4 – Other Current Assets

This note provides details of other current assets that the Shire may hold.

Note 5 – Payables

This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – 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 11 – Other Current Liabilities

This note outlines any provisions the Shire has on hand relative to other current liabilities.

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% 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.

Consultation

Brian Jones, Acting Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Megan Shirt, Consultant

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 Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

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 of the *Local Government (Financial Management) Regulations 1996*.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework and Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

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

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.1

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period July 2023, as presented in Attachment 11.1A.

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT

FOR THE PERIOD ENDED 31 JULY 2023

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

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These Statements are prepared with data available at the time of preparation.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Revenue from operating activities								
General Rates	6	1,503,992	1,503,992	0	0	0	0.00%	
Other rates	6	57,425	57,425	0	0	0	0.00%	
Grants, subsidies and contributions	12	968,914	968,914	332,015	334,496	2,481	0.75%	
Fees and charges		830,409	830,409	47,565	47,162	(403)	(0.85%)	
Interest revenue		146,488	146,488	1,374	16,170	14,796	1076.86%	😊
Other revenue		78,912	78,912	6,567	36,696	30,129	458.79%	😊
Profit on disposal of assets		35,122	35,122	0	0	0	0.00%	
		3,621,262	3,621,262	387,521	434,524	47,003	(12.13%)	
Expenditure from operating activities								
Employee costs		(1,966,082)	(1,966,082)	(161,756)	(169,582)	(7,826)	(4.84%)	
Materials and contracts		(1,875,967)	(1,875,967)	(209,797)	(229,794)	(19,997)	(9.53%)	
Utility charges		(179,196)	(179,196)	(14,928)	(13,961)	967	6.48%	
Depreciation		(2,185,601)	(2,185,601)	(182,133)	(182,133)	0	0.00%	
Finance costs		(30,120)	(30,120)	(2,508)	0	2,508	100.00%	
Insurance		(185,189)	(185,189)	(15,408)	(15,408)	0	0.00%	
Other expenditure		(90,409)	(90,409)	(4,421)	(6,410)	(1,989)	(44.99%)	
Loss on disposal of assets		0	0	0	0	0	0.00%	
		(6,512,564)	(6,512,564)	(590,951)	(617,288)	(26,337)	(4.46%)	
Less: Profit on asset disposals		(35,122)	(35,122)	0	0	0	0	
Movement in liabilities associated with restricted cash		4,970	4,970	0	0			
Add: Depreciation on assets		2,185,601	2,185,601	182,133	182,133	0	0.00%	
Amount attributable to operating activities		(735,853)	(735,853)	(21,297)	(631)	20,666	97.04%	
Investing activities								
Inflows and Outflows from investing activities								
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	297,244	287,024	(10,220)	(3.44%)	
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊
Payments for property, plant and equipment	8	(404,783)	(404,783)	0	0	0	0.00%	
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(17,002)	(24,932)	(7,930)	(46.64%)	
Amount attributable to investing activities		(788,897)	(788,897)	280,242	291,183	10,941	(3.90%)	
Financing Activities								
Inflows from financing activities								
Proceeds from new debentures	9	0	0	0	0	0	0.00%	
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%	
		218,510	218,510	0	0	0	0.00%	
Outflows from financing activities								
Repayment of debentures	9	(106,134)	(106,134)	0	0	0	0.00%	
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%	
		(504,560)	(504,560)	0	0	0	0.00%	
Amount attributable to financing activities		(286,050)	(286,050)	0	0	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year	(c)	1,810,800	1,810,800	1,810,800	1,943,977	133,177	7.35%	
Amount attributable to operating activities		(735,853)	(735,853)	(21,297)	(631)	20,666	(97.04%)	
Amount attributable to investing activities		(788,897)	(788,897)	280,242	291,183	10,941	3.90%	
Amount attributable to financing activities		(286,050)	(286,050)	0	0	0	0.00%	
Surplus or deficit at the end of the financial year	(c)	0	0	2,069,745	2,234,529	164,784	(7.96%)	

KEY INFORMATION

😊 Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note d) for an explanation of the reasons for the variance.

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

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2023

REVENUE

RATES

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

Grants, subsidies and contributions

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

Capital grants, subsidies and contributions

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

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 revenue

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

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

Profit on disposal of assets

Excess of assets received over the net book value for assets on their disposal.

NATURE OR TYPE DESCRIPTIONS

EXPENSES

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 disposal of assets

Shortfall between the value of assets received over the net book value for assets on their disposal.

Depreciation

Depreciation expense raised on all classes of assets.

Finance costs

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

Other expenditure

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

(a) Non-cash items excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with Financial Management Regulation 32.

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(35,122)	0
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	182,133
Total non-cash items excluded from operating activities		2,155,449	182,133

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

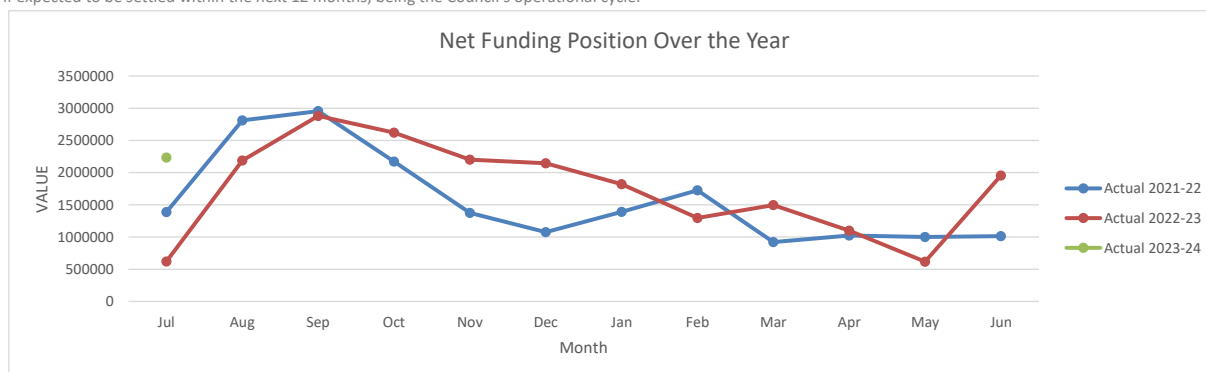
		Adopted Budget	Last Year Un- Audited Actual 30 June 2023	This Time Last Year 31 July 2022	Year to Date 31 July 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)	(2,984,280)
Add: Borrowings	9	83,711	106,129	113,970	106,129
Add: Provisions funded by Reserve		114,100	114,100	97,883	114,100
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,264,680)	(2,764,051)

(c) Net current assets used in the Statement of Financial Activity

Current assets					
Cash and cash equivalents	2	4,713,673	4,934,107	3,532,780	5,261,951
Rates receivables	3	164,411	164,411	109,190	100,371
Receivables	3	559,387	561,179	530,930	726,932
Stock on Hand	4	23,825	23,825	19,209	41,313
Total Current Assets		5,461,296	5,683,522	4,192,109	6,130,567
Less: Current liabilities					
Payables	5	(346,994)	(436,044)	(568,398)	(592,535)
Borrowings	9	(83,711)	(106,129)	(113,970)	(106,129)
Contract liabilities	11	(231,024)	(231,024)	433,769	(231,024)
Provisions	11	(202,298)	(202,298)	(202,298)	(202,298)
Total Current Liabilities		(864,027)	(975,495)	(450,897)	(1,131,986)
		4,597,269	4,708,027	3,741,212	4,998,580
Less: Total adjustments to net current assets	(b)	(2,786,469)	(2,764,051)	(2,264,680)	(2,764,051)
Closing funding surplus / (deficit)		1,810,800	1,943,977	1,476,532	2,234,529

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. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2023

	NOTE	31 July 2023 \$	30 June 2023 \$
CURRENT ASSETS			
Cash and cash equivalents		5,261,951	4,934,107
Trade and other receivables		827,303	725,590
Inventories	4	41,313	23,825
TOTAL CURRENT ASSETS		6,130,567	5,683,522
NON-CURRENT ASSETS			
Trade and other receivables		22,865	22,865
Other financial assets		58,353	58,353
Property, plant and equipment		18,175,622	18,240,551
Infrastructure		65,164,973	65,257,245
TOTAL NON-CURRENT ASSETS		83,421,813	83,579,014
TOTAL ASSETS		89,552,380	89,262,536
CURRENT LIABILITIES			
Trade and other payables	5	592,535	436,044
Other liabilities		231,024	231,024
Borrowings	9	106,129	106,129
Employee related provisions		202,298	202,298
TOTAL CURRENT LIABILITIES		1,131,986	975,495
NON-CURRENT LIABILITIES			
Borrowings	9	1,054,870	1,054,870
Employee related provisions		27,319	27,319
TOTAL NON-CURRENT LIABILITIES		1,082,189	1,082,189
TOTAL LIABILITIES		2,214,175	2,057,684
NET ASSETS		87,338,205	87,204,852
EQUITY			
Retained surplus		34,539,923	34,406,570
Reserve accounts	10	2,984,280	2,984,280
Revaluation surplus		49,814,002	49,814,002
TOTAL EQUITY		87,338,205	87,204,852

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

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 Actual materially.

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

By Nature or Type	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
General Rates	0	0.00%		Within Variance
Other rates	0	0.00%		Within Variance
Specified area rates	0	0.00%		Within Variance
Grants, subsidies and contributions	2,481	0.75%		Within Variance
Fees and charges	(403)	(0.85%)		Within Variance
Interest revenue	14,796	1076.86%	😊 Timing	Interest earning is higher than YTD budget, this is due to maturities in early July that need to be transacted back into FY 23 with End of year processes.
Other revenue	30,129	458.79%	😊 Timing	Other Income is higher than YTD budget pending allocation to correct Income accounts.
Profit on disposal of assets	0	0.00%		Within Variance
Expenditure from operating activities				
Employee costs	(7,826)	(4.84%)		Within Variance
Materials and contracts	(19,997)	(9.53%)		Within Variance
Utility charges	967	6.48%		Within Variance
Depreciation	0	0.00%		Within Variance
Finance costs	2,508	100.00%		Within Variance
Insurance	0	0.00%		Within Variance
Other expenditure	(1,989)	(44.99%)		Within Variance
Loss on disposal of assets	0	0.00%		Within Variance
Investing activities				
Capital grants, subsidies and contributions	(10,220)	(3.44%)		Within Variance
Proceeds from disposal of assets	29,091	0.00%	😊 Permanent	Trade of HINO - B Fwd from FY23
Payments for property, plant and equipment	0	0.00%		Within Variance
Payments for infrastructure	(7,930)	(46.64%)		Within Variance
Financing Activities				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

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) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 August 2023

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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 financial statements. A separate statement of those monies

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.

ROUNDING OFF FIGURES

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

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JULY 2023

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

Supporting Information for Councillor Information

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These Statements are prepared with data available at the time of preparation.

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.94 M	\$0.13 M
Closing	\$0.00 M	\$2.07 M	\$2.23 M	\$0.16 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$5.07 M	% of total
Unrestricted Cash	\$2.09 M	41.1%
Restricted Cash	\$2.98 M	58.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.59 M	% Outstanding
Trade Payables	\$0.40 M	
Over 30 Days		0.6%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.73 M	% Collected
Rates Receivable	\$0.10 M	2.6%
Trade Receivable	\$0.73 M	
Over 30 Days		91.6%
Over 90 Days		1.6%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	(\$0.02 M)	(\$0.00 M)	\$0.02 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.00 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.33 M	0.7%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.05 M	% Variance
YTD Budget	\$0.05 M	(0.8%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$0.28 M	\$0.29 M	\$0.01 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	7.5%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.02 M	% Spent
Adopted Budget	\$5.04 M	(99.5%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$0.29 M	% Received
Adopted Budget	\$4.19 M	(93.2%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings		
Principal repayments	\$0.11 M	
Interest expense	\$0.03 M	0.0%
Principal due	\$1.15 M	

Refer to Note 9 - Borrowings

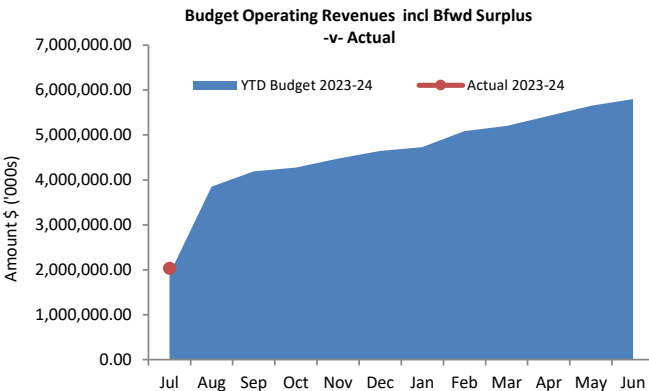
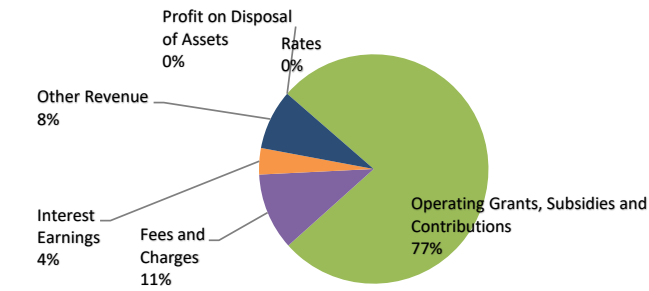
Reserves	
Reserves balance	\$2.98 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

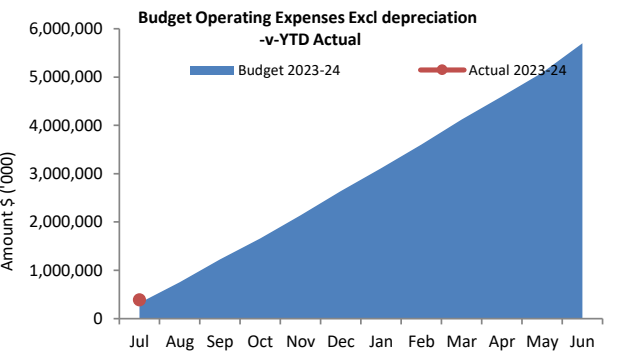
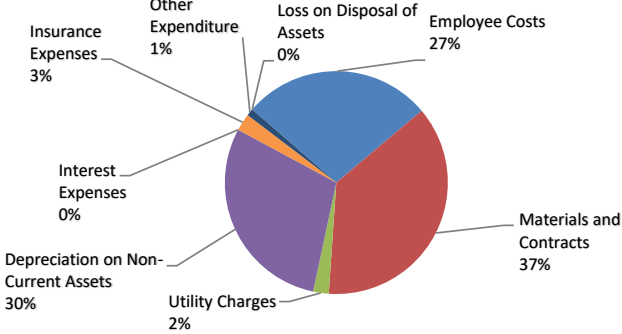
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

OPERATING REVENUE

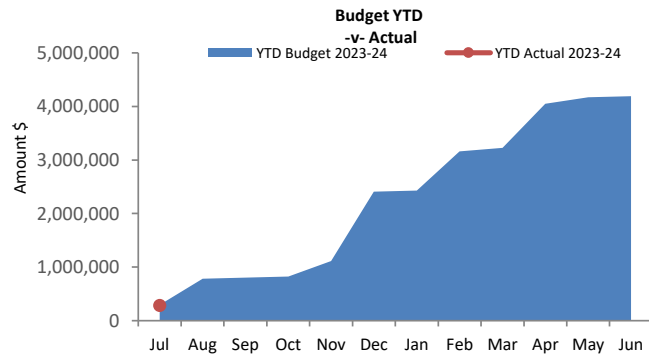


OPERATING EXPENSES

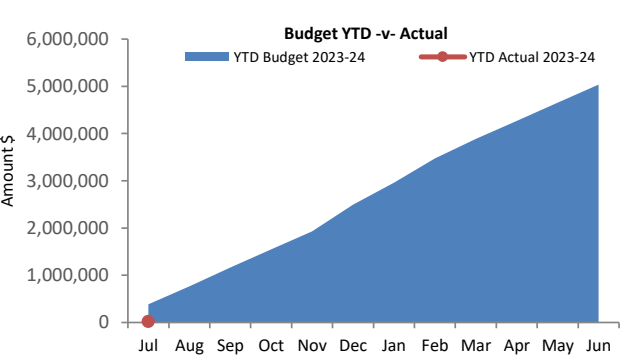


INVESTING ACTIVITIES

Capital grants, subsidies and contributions



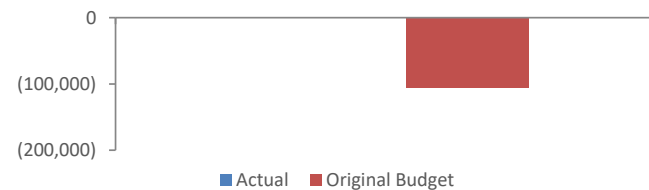
Payments for infrastructure



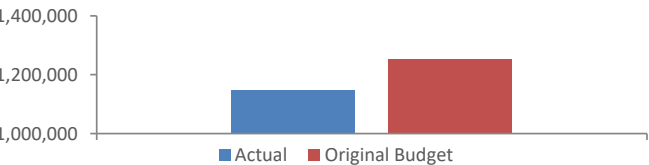
FINANCING ACTIVITIES

BORROWINGS

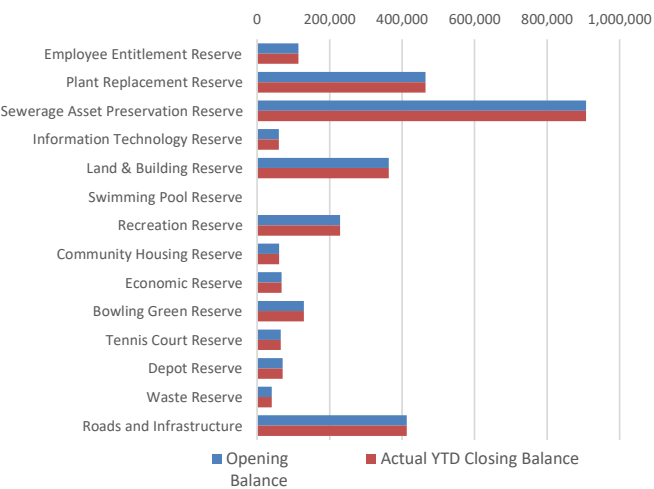
Principal Repayments



Principal Outstanding



RESERVES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 1
REPORTING PROGRAMS

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$		\$	\$	\$	%	
Revenue from operating activities							
Governance	1,500	1,500	0	545	545	0.00%	
General purpose funding	1,741,865	1,741,865	4,204	16,275	12,071	287.13%	😊
Law, order and public safety	34,716	34,716	393	253	(140)	(35.62%)	
Health	3,300	3,300	275	0	(275)	(100.00%)	
Education and welfare	652,572	652,572	159,593	163,693	4,100	2.57%	
Housing	161,992	161,992	13,499	14,331	832	6.16%	
Community amenities	289,445	289,445	2,444	3,063	619	25.33%	
Recreation and culture	50,180	50,180	2,618	1,746	(872)	(33.31%)	
Transport	181,004	181,004	165,417	174,365	8,948	5.41%	
Economic services	407,966	407,966	33,995	26,126	(7,869)	(23.15%)	
Other property and services	96,722	96,722	5,083	34,127	29,044	571.39%	😊
	3,621,262	3,621,262	387,521	434,524	47,003		
Expenditure from operating activities							
Governance	(560,449)	(560,449)	(61,603)	(53,478)	8,125	13.19%	
General purpose funding	(197,452)	(197,452)	(16,454)	(27,829)	(11,375)	(69.13%)	😊
Law, order and public safety	(164,240)	(164,240)	(13,794)	(13,191)	603	4.37%	
Health	(61,229)	(61,229)	(5,007)	(3,956)	1,051	20.99%	
Education and welfare	(590,578)	(590,578)	(50,769)	(69,826)	(19,057)	(37.54%)	😊
Housing	(269,675)	(269,675)	(21,052)	(21,257)	(205)	(0.97%)	
Community amenities	(533,678)	(533,678)	(45,173)	(41,079)	4,094	9.06%	
Recreation and culture	(1,278,073)	(1,278,073)	(98,419)	(93,361)	5,058	5.14%	
Transport	(2,069,507)	(2,069,507)	(172,699)	(186,944)	(14,245)	(8.25%)	
Economic services	(741,131)	(741,131)	(62,243)	(70,190)	(7,947)	(12.77%)	
Other property and services	(46,552)	(46,552)	(43,738)	(36,176)	7,562	17.29%	
	(6,512,564)	(6,512,564)	(590,951)	(617,288)	(26,337)		
Less: Profit on asset disposals	(35,122)	(35,122)	0	0	0	0	
Movement in liabilities associated with restricted cash	4,970	4,970	0	0	0	0	
Add: Depreciation on assets	2,185,601	2,185,601	182,133	182,133	0	0.00%	
Amount attributable to operating activities	(735,853)	(735,853)	(21,297)	(631)	20,666		
Investing Activities							
Capital grants, subsidies and contributions	4,191,215	4,191,215	297,244	287,024	(10,220)	(3.44%)	
Proceeds from disposal of assets	56,000	56,000	0	29,091	29,091	0.00%	😊
Payments for property, plant and equipment	(404,783)	(404,783)	0	0	0	0.00%	
Payments for infrastructure	(4,631,329)	(4,631,329)	(17,002)	(24,932)	(7,930)	(46.64%)	
Amount attributable to investing activities	(788,897)	(788,897)	280,242	291,183	10,941		
Financing Activities							
Proceeds from new debentures	0	0	0	0	0	0.00%	
Transfer from reserves	218,510	218,510	0	0	0	0.00%	
Repayment of debentures	(106,134)	(106,134)	0	0	0	0.00%	
Transfer to reserves	(398,426)	(398,426)	0	0	0	0.00%	
Amount attributable to financing activities	(286,050)	(286,050)	0	0	0		
Surplus or deficit at the start of the financial year	1,810,800	1,810,800	1,810,800	1,943,977	133,177	7.35%	
Amount attributable to operating activities	(735,853)	(735,853)	(21,297)	(631)	20,666	0	
Amount attributable to investing activities	(788,897)	(788,897)	280,242	291,183	10,941	0	
Amount attributable to financing activities	(286,050)	(286,050)	0	0	0	0	
Surplus or deficit at the end of the financial year	0	0	2,069,745	2,234,529	164,784	0	

KEY INFORMATION

😊 Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note d) for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

Note 1 (Cont'd)

EXPLANATION OF MATERIAL VARIANCES BY PROGRAM

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 Actual materially.

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Governance	545	0.00%			Within Variance
General purpose funding	12,071	287.13%	😊	Timing	Interest earning is higher than YTD budget, this is due to maturities in early July that need to be transacted back into FY 23 with End of year processes.
Law, order and public safety	(140)	(35.62%)			Within Variance
Health	(275)	(100.00%)			Within Variance
Education and welfare	4,100	2.57%			Within Variance
Housing	832	6.16%			Within Variance
Community amenities	619	25.33%			Within Variance
Recreation and culture	(872)	(33.31%)			Within Variance
Transport	8,948	5.41%			Within Variance
Economic services	(7,869)	(23.15%)			Within Variance
Other property and services	29,044	571.39%	😊	Timing	Other Income is higher than YTD budget pending allocation to correct Income accounts.
Expenditure from operating activities					
Governance	8,125	13.19%			Within Variance
General purpose funding	(11,375)	(69.13%)	😞	Timing	Admin allocations are \$11K higher than YTD budget. This is expected to be a timing variance.
Law, order and public safety	603	4.37%			Within Variance
Health	1,051	20.99%			Within Variance
Education and welfare	(19,057)	(37.54%)	😞	Permanent	Renovations to a Clients bathroom make this variance. This will be offset by Income.
Housing	(205)	(0.97%)			Within Variance
Community amenities	4,094	9.06%			Within Variance
Recreation and culture	5,058	5.14%			Within Variance
Transport	(14,245)	(8.25%)			Within Variance
Economic services	(7,947)	(12.77%)			Within Variance
Other property and services	7,562	17.29%			Within Variance

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,082,129	0	2,082,129	0	NAB	0.05%	At Call
Term Deposits								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	4.70%	25/12/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	4.22%	7/01/2024
	Financial assets at amortised cost	4,001	984,280	988,281		Bendigo	4.30%	1/11/2023
Total		2,086,530	2,984,280	5,070,810				
Comprising								
Cash and cash equivalents		2,082,529	0	2,082,529	0			
Financial assets at amortised cost		4,001	2,984,280	2,988,281	0			
		2,086,530	2,984,280	5,070,810	0			

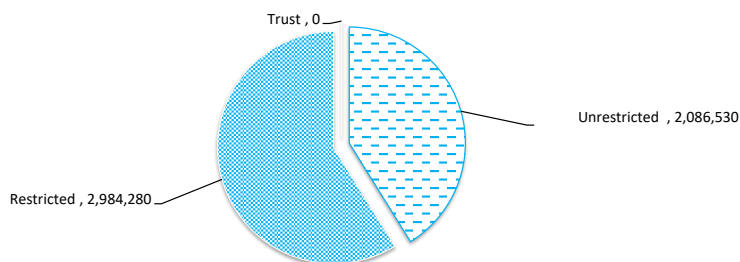
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less 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 net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

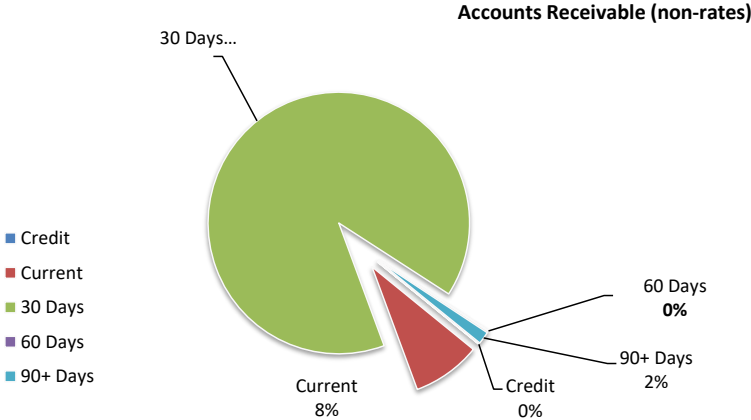
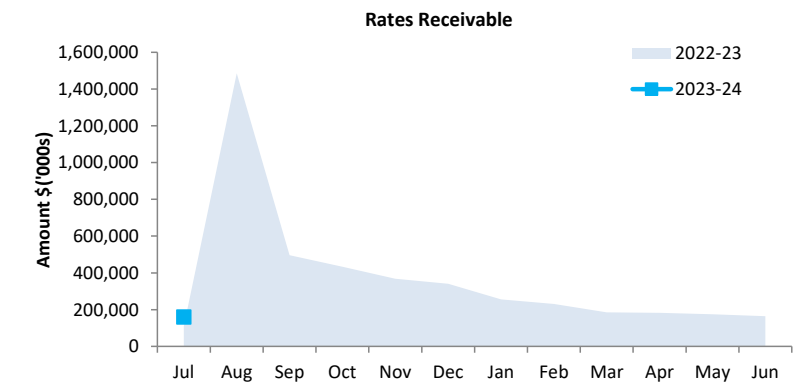
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2023	31 Jul 2023
	\$	\$
Opening arrears previous years	119,592	164,411
Levied - Rates revenue	1,402,771	0
Less - collections	(1,357,952)	(4,258)
Equals current outstanding	164,411	160,153
Less allowance for impairment of receivables		(59,782)
Net rates collectable	164,411	100,371
% Collected	89.2%	2.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(218)	45,617	482,162	824	8,339	536,724
Percentage	0.0%	8.5%	89.8%	0.2%	1.6%	
Balance per trial balance						
Sundry receivable	(218)	45,617	482,162	824	8,339	536,724
Accrued Income	0	220,267	0	0	0	220,267
GST receivable	0	(42,022)	0	0	0	(42,022)
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	12,101	0	0	0	12,101
Loans Club/Institutions - Current	0	0	0	0	0	0
Total receivables general outstanding						726,932
Amounts shown above include GST (where applicable)						

KEY INFORMATION

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 uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase/(Decrease)	Closing Balance 31 July 2023
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	23,825	17,488	41,313
Total other current assets	23,825	17,488	41,313
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

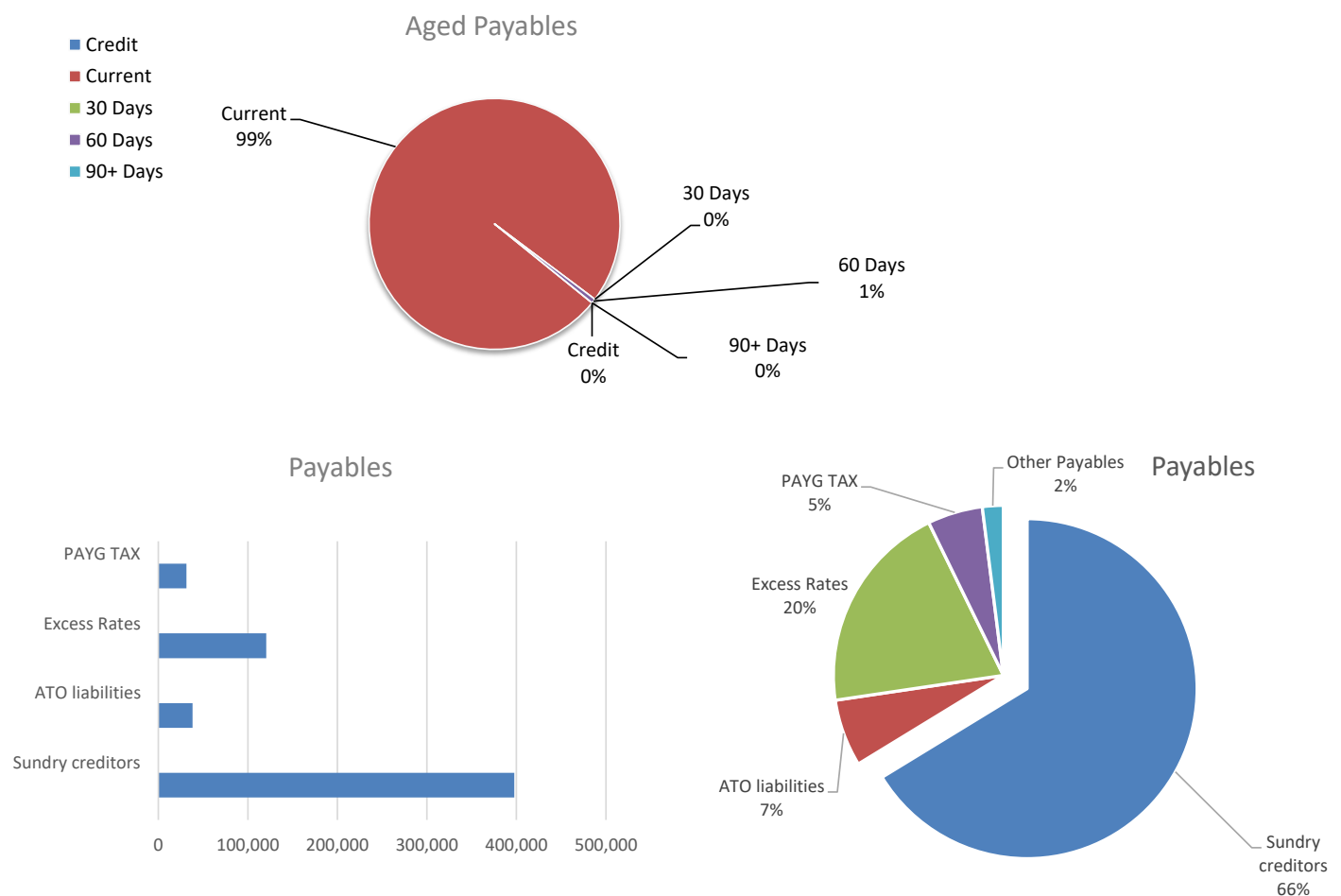
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	355,590	0	2,074	0	357,664
Percentage	0%	99.4%	0%	0.6%	0%	
Balance per trial balance						
Sundry creditors	0	160,729	0	2,074	0	397,674
ATO liabilities	0	38,320	0	0	0	38,320
Excess Rates	0	120,649	0	0	0	120,649
PAYG TAX	0	31,484	0	0	0	31,484
Other Payables	0	11,938	0	0	0	11,938
Payroll Creditors	0	0	0	0	0	0
Accrued Loan Interest	0	7,141	0	0	0	7,141
Total payables general outstanding						592,535

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



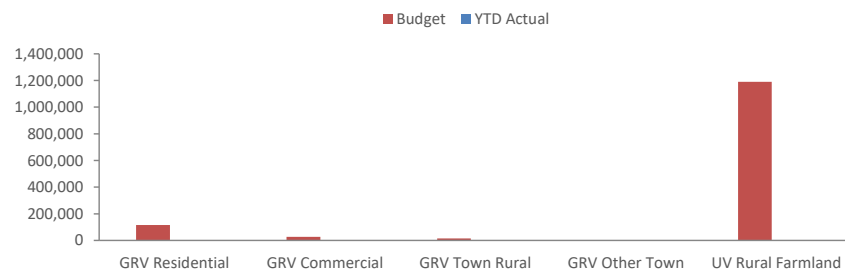
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	0	0	0	0
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	0	0	0	0
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	0	0	0	0
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	0	0	0	0
Unimproved value								0			
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	0	0	0	0
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	0	0	0	0
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	849	66	445,279	56,034	0	0	56,034	0	0	0	0
GRV Commercial	849	17	65,470	14,433	0	0	14,433	0	0	0	0
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	0	0	0	0
GRV Other Town	248	20	7,974	4,960	0	0	4,960	0	0	0	0
Unimproved value											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	0	0	0	0
UV Commercial	849	4	500	3,396	0	0	3,396	0	0	0	0
UV Town Rural	849	4	137,000	3,396	0	0	3,396	0	0	0	0
UV Mining	248	16	130,350	3,968	0	0	3,968	0		0	0
Sub-total		206	5,960,558	153,258	0	0	153,258	0	0	0	0
Amount from general rates							1,503,992	0	0	0	0
Ex-gratia rates							57,425				0
Total general rates							1,561,417				0

KEY INFORMATION

Rates will be levied in August



OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

A bar chart comparing the Budget and Actual YTD for Proceeds on Sale. The Y-axis represents the amount in dollars, ranging from 0 to 60,000 in increments of 10,000. The X-axis is labeled 'Proceeds on Sale'. The Budget bar is blue and reaches approximately 57,000. The Actual YTD bar is red and reaches approximately 29,000.

Category	Amount
Budget	57,000
Actual YTD	29,000

SHIRE OF DOWERIN | 19

**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 JULY 2023**

INVESTING ACTIVITIES

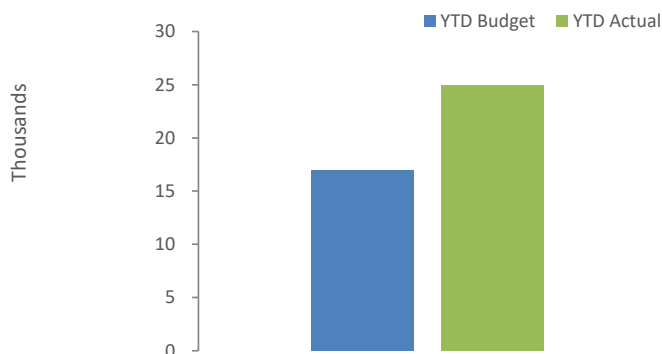
NOTE 8

CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	0	0	0
Furniture and equipment	52,000	52,000	0	0	0
Plant and equipment	172,669	172,669	0	0	0
Infrastructure - roads	4,410,569	4,410,569	15,902	24,801	8,899
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	1,100	131	(969)
Payments for Capital Acquisitions	5,036,112	5,036,112	17,002	24,932	7,930
Total Capital Acquisitions	5,036,112	5,036,112	17,002	24,932	7,930
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	297,244	287,024	(10,220)
Other (disposals & C/Fwd)	56,000	121,000	0	29,091	29,091
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(280,242)	(291,183)	(10,941)
Capital funding total	5,036,112	5,036,112	17,002	24,932	7,930

SIGNIFICANT ACCOUNTING POLICIES

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.



Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings						
		0	0	0	0	
BC044	Sports Recreation Centre - Building (Capital)	24,000	0	0	0	
BC049	Hockey Pavilion - Building (Capital)	156,114	0	0	0	
Total		180,114	0	0	0	
Furniture and equipment						
FE001	Council Chambers Audio System	12,000	0	0	0	Commencing Oct23
FE002	IT Renewal Server	40,000	0	0	0	Commencing Oct23
Total		52,000	0	0	0	
Plant and Equipment						
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	0	0	0	
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	
Total		172,669	0	0	0	
Infrastructure - Roads						
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	0	0	0	Commencing Oct23
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	0	0	0	Commencing Mar24
LRC013	LRCIP - Berring East Road	190,826	15,902	24,801	(8,899)	Commencing Aug23
LRC164	Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000	Road Construction General (Budgeting Only)	60,000	0	0	0	By May24 - as this was budgeted for Rehab. Purposes.
R2R003	Koombekine North Road (R2R)	24,413	0	0	0	Commencing Nov23
R2R015	Hindmarsh Back Road (R2R)	93,145	0	0	0	Commencing Nov23
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040	Booralaming West Road (R2R)	112,500	0	0	0	Commencing Dec23
R2R041	Moonijin East Road (R2R)	123,615	0	0	0	Commencing Apr24
R2R042	McHugh Road (R2R)	67,327	0	0	0	Commencing Nov23
RRG003	Koombekine North Road (RRG)	585,184	0	0	0	Commencing Feb24
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	0	0	0	Commencing Sep23
BS183	Dowerin-Meckering Road (BS)	801,922	0	0	0	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	0	0	0	Commencing Jan24
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	0	0	0	Commencing Oct23
Total		4,410,569	15,902	24,801	(8,899)	

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0
PC075	Town Site Greening Water Scheme	142,560	0	0	0
Total		182,560	0	0	0
Infrastructure - Other					
OC11	Public Art Projects	25,000	0	0	0
OC018	Dowerin Standpipe Upgrade	13,200	1,100	0	1,100
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	131	(131) Costing to be corrected
Total		38,200	1,100	131	969
TOTALS		5,036,112	17,002	24,932	(7,930)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$
Housing								
Government Regional Officer Housing	100	227,550	0	(11,489)	227,550	239,039	0	(8,218)
Recreation and culture								
Dowerin Community Club	97	0	0	0	0	0	0	0
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
DEM Interest Free Swimming Pool Loan*	LP000	0	0	0	0	0	0	0
Transport								
Multi Tyre Roller	103	108,846	0	(21,070)	108,846	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
Economic services								
Short Stay Accommodation	99	564,486	0	(35,189)	564,486	599,675	0	(17,982)
Total		1,148,163	0	(106,134)	1,148,163	1,254,297	0	(30,120)
Current borrowings		(106,134)			106,129			
Non-current borrowings		1,254,297			1,042,034			
		1,148,163			1,148,163			

All debenture repayments were financed by general purpose revenue.

* The DEM Loan to the Shire has been extinguished, via a Donation as agreed.
The Budget did not provide for any new borrowing during the year.

KEY INFORMATION

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

**FINANCING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

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
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	0	0	0	0	0	119,070	114,100
Plant Replacement Reserve	464,535	20,236	0	0	0	(35,310)	0	449,461	464,535
Sewerage Asset Preservation Reserve	907,424	39,529	0	0	0	(12,000)	0	934,953	907,424
Information Technology Reserve	60,144	2,620	0	0	0	(40,000)	0	22,764	60,144
Land & Building Reserve	363,390	15,830	0	252,426	0	0	0	631,646	363,390
Swimming Pool Reserve	0		0	0	0		0	0	0
Recreation Reserve	229,175	9,983	0	0	0	(41,200)	0	197,958	229,175
Community Housing Reserve	60,751	2,646	0	0	0	0	0	63,397	60,751
Economic Reserve	67,803	2,954	0	0	0	(30,000)	0	40,757	67,803
Bowling Green Reserve	128,702	5,606	0	10,000	0	0	0	144,308	128,702
Tennis Court Reserve	64,850	2,825	0	6,000	0	0	0	73,675	64,850
Depot Reserve	70,264	3,061	0	0	0	0	0	73,325	70,264
Waste Reserve	40,264	1,754	0	0	0	0	0	42,018	40,264
Roads and Infrastructure	412,878	17,986	0	0	0	(60,000)	0	370,864	412,878
	2,984,280	130,000	0	268,426	0	(218,510)	0	3,164,196	2,984,280

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 July 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
Total unspent grants, contributions and reimbursements		231,024	0	0	231,024
Provisions					
Annual leave		135,872	0	0	135,872
Long service leave		66,426	0	0	66,426
Total Provisions		202,298	0	0	202,298
Total other current assets		433,322	0	0	433,322
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023**

OPERATING ACTIVITIES

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Original Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies, Contributions and reimbursements			
Governance			
MEMBERS - Contributions & Donations	1,500	0	0
OTH GOV - Reimbursements	0	0	545
General purpose funding			
GEN PUR - Financial Assistance Grant - Roads	0	0	0
Law, order, public safety			
ESL BFB - Operating Grant	30,000	0	0
Education and welfare			
AGED OTHER - Grant Funding - CHSP	226,260	56,565	31,069
AGED OTHER - Grant Funding - HCP	404,912	101,228	131,999
WELFARE - Grants	5,400	450	0
Housing			
OTH HOUSE - Rental Reimbursements	0	0	1,930
Community amenities			
ENVIRON - Reimbursements	504	0	0
Recreation and culture			
REC - Contributions & Donations	504	42	332
REC - Reimbursements - Other Recreation	504	42	0
LIBRARY - Other Grants	5,000	0	0
OTH CUL - Contributions & Donations - Other Culture	2,400	200	0
OTH CUL - Grants - Other Culture	13,764	0	0
Transport			
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621
Economic services			
TOUR - Other Income Relating to Tourism & Area Promotion	396	33	0
CRC - Grants	100,970	8,414	0
CRC - Grants (excl GST)	5,000	416	0
Other property and services			
PWO - Other Reimbursements	300	0	0
POC - Fuel Tax Credits Grant Scheme	7,500	625	0
	968,914	332,015	334,496

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

INVESTING ACTIVITIES
NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue					
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varanace
	\$	\$	\$	\$	
Non-operating grants and subsidies					
General purpose funding					
Gen Pur - Grant Funding (No Gst)	577,376	577,376	0	0	0
Law, order, public safety					
Esl Bfb - Capital Grant	0	0	0	697	(697)
Recreation and culture					
Rec - Grants	237,223	237,223	19,768	8,851	10,917
Oth Cul - Grants - Other Culture	42,500	42,500	0	0	0
Transport Funding					
RRG Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	277,476	277,476	0
R2R Roadc - Roads To Recovery Grant	544,750	544,750	0	0	0
WSFN Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	0	0	0
TOTALS	4,191,215	4,191,215	297,244	287,024	10,220

11.2 List of Accounts Paid

<div>Corporate & Community Services</div>		
Date:	9 August 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive 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 11.2A – List of Accounts Paid – July 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for July 2023.

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the Deputy Chief Executive Officer.

Consultation

Brian Jones, Acting Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Cheryl Murray, Finance Officer

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 delegated authority.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: *We are recognised as a transparent, well governed, and effectively managed Local Government*

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 and 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.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Funds expended are in accordance with the Council's adopted 2022/23 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid – July 2023	
EFT 11101 to EFT 11172	\$202,434.15
CHQ Payment: 11018	\$508,316
Direct Debit: Credit Card Payment: June 2023	\$2,156.53
Direct Debit: Synergy	\$4,590.17
Direct Debit: Bank Fees	\$284.00

Direct Debit: Water Corporation	\$9,385.11
Direct Debit: XENEX Systems	\$915.42
Direct Debit: Telstra	\$667.89
Direct Debit: CRS Emulsion	\$1,963.50
Direct Debit: Wesfarmers Kleenheat Gas	\$164.04
Direct Debit: ATO - FBT	\$12,216.20
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: AJ Metcalf - Councillor Payment	\$1,500.00
Direct Debit: Western Australian Treasury Corporation	\$4,152.36
Direct Debit: Shire of Dowerin Account activation Square - CRC	\$0.01
PPE July 2023 - Wages	\$54,232.73
PPE July 2023 - Wages	\$52,165.14
Superannuation	\$15,477.89
TOTAL	\$870,863.14

SHIRE OF DOWERIN
List of Payments for the Period Ending
31 July 2023



Last EFT No: 11100

<u>EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11101	12/07/2023	Accwest Pty Ltd	Budget Assistance and Monthly Financial Reports April - June23	\$ 6,240.00	
EFT11102	12/07/2023	Avon Waste	Recycling services May 2023	\$ 8,299.31	
EFT11103	12/07/2023	Ampac Debt Recovery WA Pty Ltd	Rates recovery June 2023	\$ 5,964.75	
EFT11104	12/07/2023	BOC Limited	Industrial Oxy and Acetylene	\$ 25.41	
EFT11105	12/07/2023	Bear Pantry Cafe	Catering Lunch - CEO Recruitment Panel	\$ 105.00	
EFT11106	12/07/2023	Bitutek	CRS Emulsion	\$ 1,963.50	
EFT11107	12/07/2023	Contract Aquatic Services	Monthly contract fee March 2023	\$ 14,520.00	
EFT11108	12/07/2023	Dowerin Tyre & Exhaust	puncture repair D0	\$ 70.00	
EFT11109	12/07/2023	JLT Risk Solutions Pty Ltd	Regional Risk Co-ord Fees Jan - June 2023	\$ 3,674.10	
EFT11110	12/07/2023	Lloyd's Earthmoving & Garden Supplies	Supply for pick up 10m3 landscape soil mix for various jobs	\$ 650.65	
EFT11111	12/07/2023	Marketforce	West Australian Adcopy for CEO Recruitment 20 May and 3 June 2023	\$ 1,200.76	
EFT11112	12/07/2023	Rebecca McCall	Reimbursement for power usage as per employment contract	\$ 269.48	
EFT11113	12/07/2023	Comfort Style Furniture & Bedding	Bedding for client	\$ 2,747.00	Fully Funded
EFT11114	12/07/2023	Rural Ranger Services	Ranger services 12/06, 14/06, 15/06	\$ 566.28	
EFT11115	12/07/2023	RM Surveys	RM Surveys PRP-1950,the Subdivision - Goldfields Road, Dowerin (Subdivision Application)	\$ 4,950.00	
EFT11116	12/07/2023	Enviroline Group	Supply hydraulic tank for sewer jetter P711	\$ 907.50	
EFT11117	12/07/2023	Shred-X Pty Ltd	Collection and replacement of shredding bin June	\$ 26.00	
EFT11118	12/07/2023	IT Vision	Implementation of Mapping Update	\$ 554.40	
EFT11119	12/07/2023	Vestone Capital Pty Limited	Equipment charges 03/04-02/07, 03/07-30/09/2023	\$ 1,346.42	
EFT11120	12/07/2023	IT Vision User Group	Cancelled		
EFT11121	12/07/2023	Bitutek	Cancelled		
EFT11122	12/07/2023	Dowerin & Districts Farmshed	Cancelled		
EFT11123	12/07/2023	Environline Group	Cancelled		
EFT11124	12/07/2023	IT Vision	Cancelled		
EFT11125	12/07/2023	Bitutek	Cancelled		
EFT11126	12/07/2023	Dowerin & Districts Farmshed	Various supplies for month of June23	\$ 6,783.20	
EFT11127	12/07/2023	Enviroline Group	Repairs to remote receiver on Sewer Jetter	\$ 198.00	
EFT11128	12/07/2023	IT Vision	1 day workshop - Debtors and Creditors	\$ 825.00	
EFT11129	13/07/2023	Corsign WA	Shared townsite signage promoting the Dowerin Short Stay Accommodation & Dowerin Field Days.	\$ 4,202.00	
EFT11130	13/07/2023	Fitzgerald Strategies	Engagement of Consultant to facilitate the recruitment of a new CEO	\$ 8,168.00	
EFT11131	13/07/2023	Goomalling Pharmacy	Domestic Supplies for client	\$ 1,054.95	Fully Funded
EFT11132	13/07/2023	Shire of Goomalling	As per MOU contribution to Goomalling Shire Medical Surgery 22/23 1/3% of deficit	\$ 10,602.61	
EFT11133	13/07/2023	Hawke-View Kennels	Charges for impound and kennel x1 dog	\$ 375.00	Oncost to Owner
EFT11134	13/07/2023	Wallis Computer Solutions	Supply replacement and install computer	\$ 2,072.40	

EFT11135	13/07/2023	Wayne Allsopp	Councillor 2nd Half Remuneration Payment	\$	1,275.00	
EFT11136	13/07/2023	LG Hagboom	Councillor 2nd Half Remuneration Payment	\$	800.00	
EFT11137	13/07/2023	Darrel Peter Hudson	Councillor 2nd Half Remuneration Payment	\$	1,350.00	
EFT11138	13/07/2023	JR & NP McMorran	Councillor 2nd Half Remuneration Payment	\$	1,275.00	
EFT11139	13/07/2023	DE Metcalf	Councillor 2nd Half Remuneration Payment	\$	1,500.00	
EFT11140	13/07/2023	Jason Sewell	Councillor 2nd Half Remuneration Payment	\$	1,425.00	
EFT11141	13/07/2023	RI Trepp	Councillor 2nd Half Remuneration Payment	\$	6,800.00	
EFT11142	13/07/2023	Beverley Ward	Councillor 2nd Half Remuneration Payment	\$	2,137.50	
EFT11143	13/07/2023	Bitutek	Cancelled			
EFT11144	13/07/2023	Dowerin & Districts Farmshed	Cancelled			
EFT11145	13/07/2023	Environline Group	Cancelled			
EFT11146	19/07/2023	IT Vision User Group	Cancelled			
EFT11147	25/07/2023	Australian Community Media	The Senior WA Travel - December, March and June editions. Dowerin Short Stay Accommodation advertising. Size - 9.2cm x 12.9cm.	\$	346.00	
EFT11148	25/07/2023	Allion Partners	Sub-lease for the Pickering Tower	\$	2,144.95	
EFT11149	25/07/2023	Bear Pantry Cafe	Catering - Staff Farewell Sundowner	\$	475.00	
EFT11150	25/07/2023	Construction Training Fund	B2023-06 84 Ucarty Rd - Levy charges	\$	1,499.00	
EFT11151	25/07/2023	C&F Building Approvals	Provision of building services as per service contract - 1 January 2023 - 30 June 2023	\$	1,100.00	
EFT11152	25/07/2023	Cody Express Transport	Pick up from Corsign and deliver to Dowerin	\$	93.50	
EFT11153	25/07/2023	Dowerin Community Club	Refreshments for Council	\$	254.00	
EFT11154	25/07/2023	Shire of Goomalling	Annual contribution to Pioneer Pathway 2023/2024	\$	3,850.00	
EFT11155	25/07/2023	Australia's Golden Outback	2022/2024 AGO membership - Gold & \$500 social media paid advertising	\$	850.00	
EFT11156	25/07/2023	Grandstand Agency	Goodstock Live Entertainment- Dowerin Community Christmas Festival - Friday 15th December	\$	2,420.00	
EFT11157	25/07/2023	Holberton Earthmoving	Supply services as per Tender 2023-01 for winter grading on Uberin Road	\$	22,390.50	Partly Funded
EFT11158	25/07/2023	Richard Halse	Reimbursement for interview expenses	\$	325.00	
EFT11159	25/07/2023	Lo-Go Appointments	Provision of Governance Projects Officer - 22 April - 30 June 2023	\$	479.42	
EFT11160	25/07/2023	Norton Rose Fulbright	Professional legal services rendered	\$	550.00	
EFT11161	25/07/2023	One Music Australia	Annual licence fee 1 July 2023 - 30 June 2024	\$	364.00	
EFT11162	25/07/2023	SEEK Limited	EGO Vacant role Advertisement	\$	693.00	
EFT11163	25/07/2023	David Singe	Recoup for CEO interview costs (flights and accommodation)	\$	1,556.43	
EFT11164	25/07/2023	Tin Dog General Store	Refreshments for Council meetings June/July	\$	458.01	
EFT11165	25/07/2023	Thinkproject Australia Pty Ltd	RAMM Transport Asset Annual Support and Maintenance Fee 2023-2024	\$	8,586.71	
EFT11166	25/07/2023	IT Vision	Annual Licence Fees 2023 - 2024	\$	46,336.03	
EFT11167	26/07/2023	Country Copiers	Copier Charges meter readings 05/06/2023 - 05/07/2023	\$	749.18	
EFT11168	26/07/2023	Digga West & Earthparts WA	Supply BC-000003-K including bolts and nuts to suit	\$	391.60	
EFT11169	26/07/2023	JTagz	200 x 2026 Animal Registration Tags	\$	160.60	
EFT11170	26/07/2023	The Lifting Company	Supply 6 X 6T ratchet load binders - 10mm chain 2 X 6mm chain load binders	\$	506.00	
EFT11171	26/07/2023	The Rural Movement	Gym inductions 22/06/2023 and 30/06/2023	\$	40.00	
EFT11172	26/07/2023	Sally J Design	Design, Print and Supply of 550 Tip Passes for 23/24 - 50% Deposit Required	\$	891.00	
				\$	202,434.15	
Last Chq: 11017						
Cheques						
11018	11/07/2023	Shire of Dowerin Visa Payments	22/23 Term Deposit (Bendigo Bank) 194120887	\$	508,316.00	
				\$	508,316.00	
Bpay						

<u>Direct Debits</u>				
DD12471.1	12/07/2023	Bitumen Distributors Pty Ltd	CRS Emulsion	\$ 1,963.50
DD12483.1	13/07/2023	Xenex Systems Pty Ltd	Volp Phone System from 1st July	\$ 457.71
DD12483.2	03/07/2023	Water Corporation	Water supply and user charge 12/04/2023 - 30/06/2023	\$ 9,385.11
DD12483.3	03/07/2023	Australian Taxation Office	FBT 17 Oct 22 - 14 June 2023	\$ 12,216.20
DD12483.4	05/07/2023	Precision Administration Services Pty Ltd	Superannuation PPE 04/07/2023	\$ 8,183.42
DD12483.5	13/07/2023	Synergy	Energy supply 18/05/2023 - 14/06/2023	\$ 1,976.40
DD12483.6	13/07/2023	Shire of Dowerin - Visa Payments	Corporate Internet monthly subs	\$ 2,156.53
DD12493.1	18/07/2023	Xenex Systems Pty Ltd	VoIP System June 2023	\$ 457.71
DD12493.2	18/07/2023	Telstra Limited	Call and usage charges 26/06/2023 - 26/07/2023	\$ 591.91
DD12493.3	18/07/2023	Resonline Pty Ltd	Room Manager June 2023	\$ 242.00
DD12493.4	17/07/2023	Shire of Dowerin	Account activation test check for CRC data	\$ 0.01
DD12500.1	19/07/2023	AJ Metcalf	Councillor payments 30/06/2023	\$ 1,500.00
DD12503.1	20/07/2023	Precision Administration Services Pty Ltd	Superannuation PPE 18/07/2023	\$ 7,294.47
DD12546.1	31/07/2023	Telstra Limited	Billing 10/07/2023 - 09/08/2023	\$ 75.98
DD12546.2	31/07/2023	Synergy	Energy supply 28/05/2023 - 27/06/2023	\$ 2,613.77
DD12546.3	31/07/2023	Wesfarmers Kleenheat Gas	Bulk LPG	\$ 164.04
DD12556.1	31/07/2023	Western Australian Treasury Corporation	Govt Guarantee Fee unallocated to individual loans	\$ 4,152.36
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$ 212.20
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$ 14.50
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$ 57.30
				<u>\$ 53,715.12</u>
<u>Payroll</u>				
	07/06/2023	Payroll	PPE 04/07/2023	\$ 54,232.73
	21/06/2023	Payroll	PPE 18/07/2023	\$ 52,165.14
				<u>\$ 106,397.87</u>
<u>SUMMARY</u>				
	EFT	11101 - 11172		\$ 202,434.15
	Cheques	11018		\$ 508,316.00
	Direct Debits			\$ 53,715.12
	Payroll			\$ 106,397.87
				<u>\$ 870,863.14</u>

SHIRE OF DOWERIN

JUNE 23

Date: 11/07/2023
Voucher: 703

Two thousand one hundred fifty six dollars and fifty three cents

\$ 2,156.53

Dr to.

NAB VISA D89

MUNICIPAL FUND

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

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
1/06/2023	P134.261.2261	Fuel for jerry cans	\$4.77	\$ 52.50
2/06/2023	121402200	Corporate Internet - monthly subs	\$70.45	\$ 775.00
2/06/2023	121402050	CEO Recruitment advertising	\$50.00	\$ 550.00
8/06/2023	121402860	Kitchen supplies for Admin	\$28.13	\$ 309.50
9/06/2023	P134.261.2261	Fuel for jerry cans	\$6.79	\$ 74.66
14/06/2023	P134.261.2261	Fuel for jerry cans	\$7.32	\$ 80.52
16/06/2023	121403870	Austalian Standards Contract Template	\$12.92	\$ 142.17
9/06/2023	121402410	ADOBE Monthly subs -CDO		\$ 28.99
19/06/2023	121402410	ADOBE Monthly subs -EGO		\$ 28.99
22/06/2023	121404120	Fuel for jerry cans	\$8.75	\$ 96.20
28/06/2023	120302110	NAB Visa card fee CEO		\$ 9.00
28/06/2023	120302110	NAB Visa card fee DCEO		\$ 9.00
			Sub	\$ 2,156.53
			Sub	\$ -
				\$ 2,156.53

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)

#1634

DOWERIN SHIRE**PO BOX 111****DOWERIN WA 6461**

Statement Period

30 May 2023 to 28 June 2023

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$3,483.69 DR
Payments and other credits	\$3,483.69 CR
Purchases, cash advances and other debits	\$2,138.53 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$2,156.53 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,156.53 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
04/07/2023 AS PER OUR AGREEMENT.**

0001179 1794557049800027159 / E-61634 S-100659 I-201717

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: MRS REBECCA LOUISE MCCALL
Account No: 4557 0455 3794 2934
Statement Period: 30 May 2023 to 28 June 2023
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 Jun 2023	\$52.50	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			52.50	74211983151
2 Jun 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet			775.00	74564723152
2 Jun 2023	\$550.00	ALGJD PTY LTD BENDIGO	CEO Recruitment Advertising			550.00	74201333152
8 Jun 2023	\$309.50	KMART MULGRAVE	Kitchen supplies for Admin			309.50	74940523157
9 Jun 2023	\$74.66	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			74.66	74211983159
14 Jun 2023	\$80.52	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			80.52	74211983164
16 Jun 2023	\$142.17	SAI GLOBAL SYDNEY	Aus Standards Contract Template			142.17	74201333166
28 Jun 2023	\$9.00	CARD FEE	Card Fee CEO			9.00	74557043179
Total for this period	\$1,993.35		Totals			\$ 1993.35	

Employee declaration

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

Cardholder signature

Date: 11/7/23

0001178 1794557049800027159 / E-45074 S-70857 L-141713



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 AARON GARTH WOOLDRIDGE
Account No: 4557 0455 3822 0801
Statement Period: 30 May 2023 to 28 June 2023
Cardholder Limit: \$5,000

Transaction record for: MR AARON GARTH WOOLDRIDGE

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
9 Jun 2023	\$28.99	ADOBE ACROPRO SUBS Sydney	Pro subs CDO.			28.99	74773883158
19 Jun 2023	\$28.99	ADOBE ACROPRO SUBS Sydney	Pro subs EGO			28.99	74773883166
22 Jun 2023	\$96.20	PUMA DOWERIN MAHOMET'S FLAT	Jerry cans.			96.20	74211983172
28 Jun 2023	\$9.00	CARD FEE	Card fee DCEO			9.00	74557043179
Total for this period	\$163.18		Totals			163.18	

Employee declaration

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

Cardholder signature:

Date: 11.7.23

0001179 1794557049800027159 / E-45074 S-70868 L-141715

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Lot 5 Irvine Road, Dowerin - Amendment to Purpose of Development Application DA2022-03

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 August 2023	
Location:	Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461	
Responsible Officer:	Brian Jones, Acting Chief Executive Officer	
Author:	Laura Pikoss- HBP Services WA	
Legislation:	<i>Planning & Development Act 2005</i>	
Sharepoint Reference:	Compliance/Development & Building/Development Applications	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report

To inform the Council of the factors to consider when determining an application for Development Approval (DA) for the construction of a temporary storage bulkhead to existing grain handling and storage facility, to an existing 'agricultural - extensive'/'primary industry' land use at Lot 5 Irvine Road, Dowerin.



Executive Decision



Legislative Requirement

Summary

The council has received a planning application seeking approval to establish a development. During its August meeting 2022, the Shire of Dowerin granted approval for a development application. This approval pertains to the construction of an open storage bulkhead at the existing grain handling and storage facility situated at Lot 5 on Deposited Plan 416021 Irvine Road, Dowerin. The granted development approval was subject to a time limit of 12 months, set to expire on November 27, 2023, which marks one year from the completion of the bulkhead's construction. Condition 4 of the approval mandates that CBH must obtain a modified development approval if it intends to maintain the infrastructure permanently.

CHB has advised due to consecutive record harvests over the past two years, CBH currently holds a substantial amount of carryover grain across its network. This surplus grain is being stored while preparations are made for this year's harvest. Anticipated projections indicate another substantial harvest, surpassing the five-year average. Consequently, the continued utilisation of the open storage bulkhead is vital to CBH's operational efficiency and long-term strategy.

Securing permanent approval for this infrastructure aligns with the planning framework for the area, particularly adhering to the objectives of the rural zone where it is situated. In light of the straightforward nature of the application, the fact that the construction is already completed, and its general adherence to the Shire's planning scheme. During the past 12 months there have been no complaints or traffic management issues, the officer recommends approval for this structure to be made permanent, without the requirement of an amended traffic management plan.

Background

The bulk grain terminals have existed prior to 2010 and is part of the Shire of Dowerin's agricultural industry. The current proposal seeks to obtain permanent approval for the supplementary bulkhead storage, which received initial approval in August 2022.

- a) The development will not impact rural views:
- b) It is located more than 50m from neighbouring boundaries, which meets the required setback distances as stipulated in the Shire of Dowerin Local Planning Scheme No 2.

Description of Proposal

The development proposal consists of an open storage bulkhead at its existing grain handling and storage facility located at Lot 5 on Deposited Plan 416021 Irvine Road,. As shown in figure 1 General Layout of Bulkhead.

The development is located at Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461 and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardize the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

As the proposed development does not impact the stee scape or rural amenity, it complies with the objectives set by the zoning.

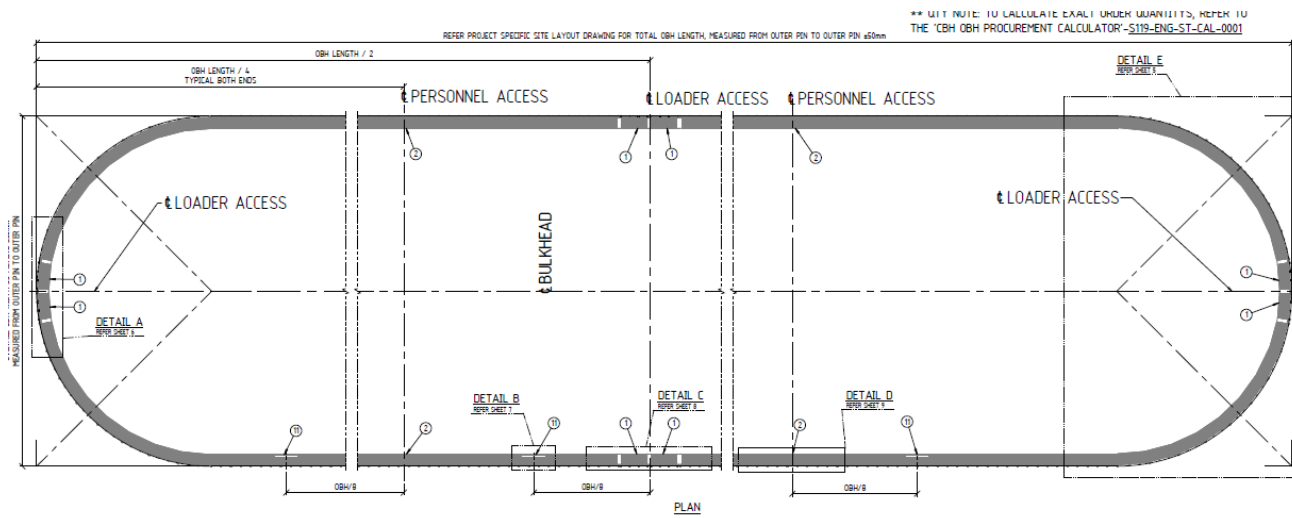


Figure 1 General Layout of Bulkhead

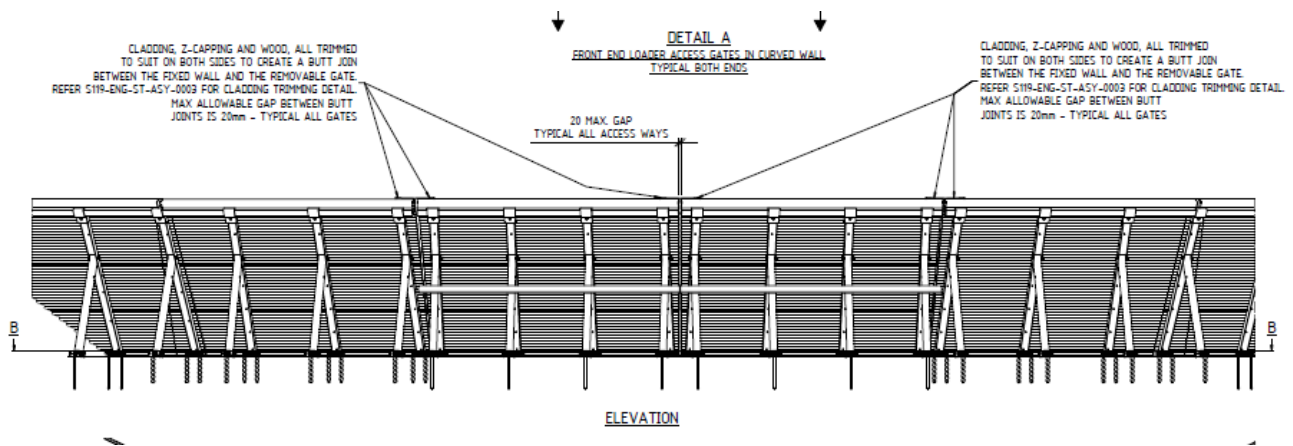


Figure 2: Elevation

Site and Location



Figure 3 Satellite Image of Subject Site

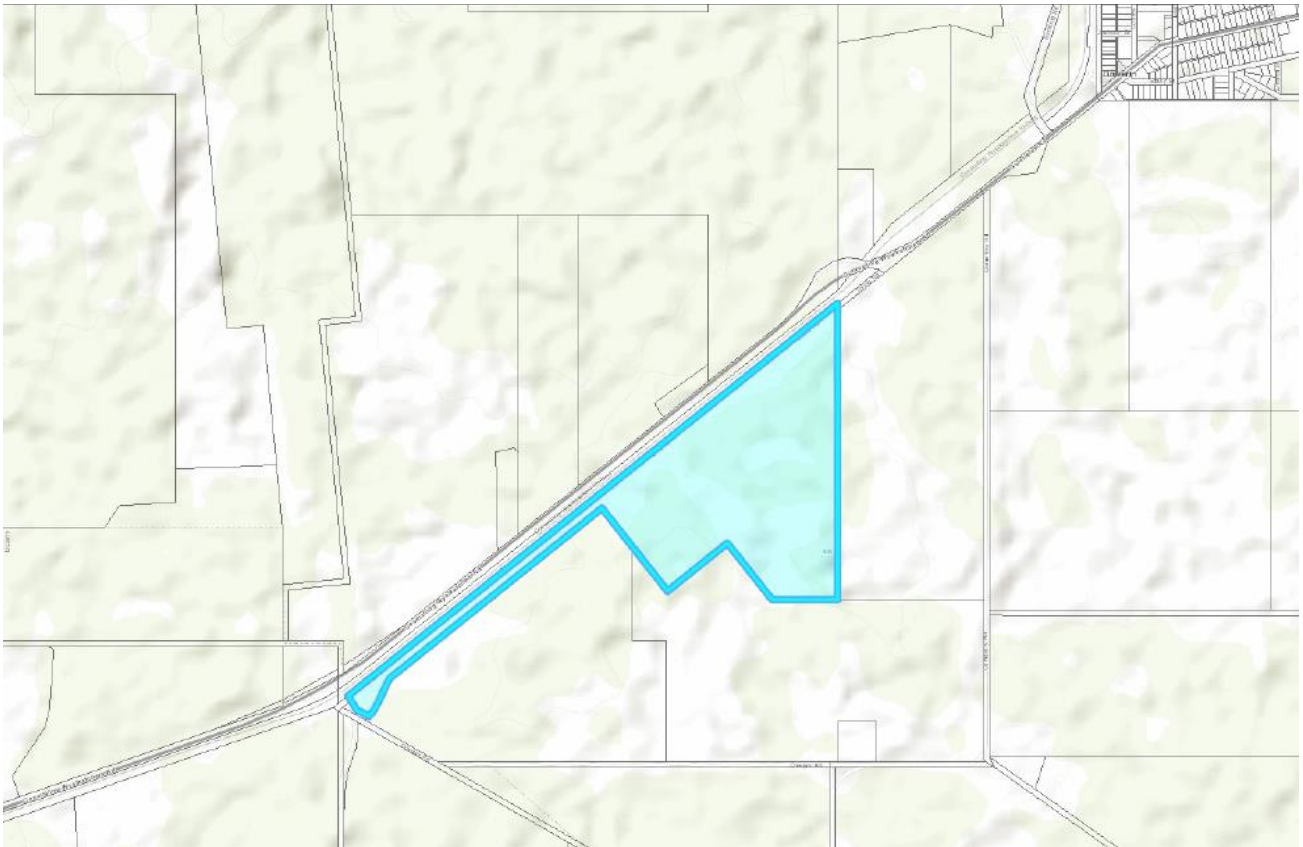


Figure 4 Topography Image Subject Site

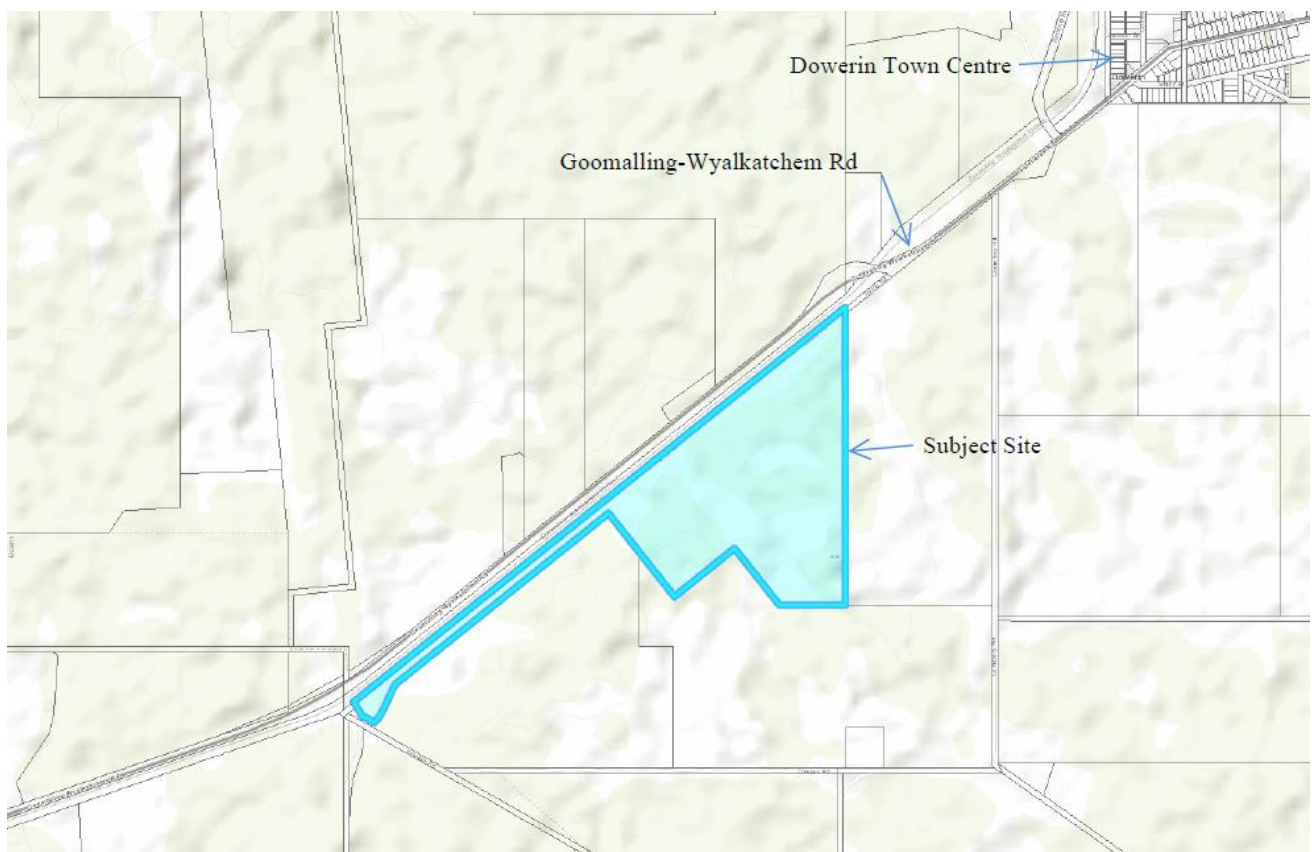


Figure 5 Location of Subject Site

Linley Dreghorn, Executive and Governance Officer
Laura Pikoss, HBP Services


Policy Implications

There is no plan or local planning policy applicable to this proposal.

Statutory Implications

In accordance with the planning framework a 'temporary grain storage facility' is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2.

The following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)																																																																																
Current Zoning	<p>'Rural' – See extract of Zoning Map below – green colour.</p>  <p>Figure 6 Extract of zoning map</p>																																																																															
Permissibility (Table 1 – Zoning Table)	<p>Table 1 – Zoning Table of LPS 2 qualifies storage facilities for grain production purposes as 'P' use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</p> <table><tr><th rowspan="2">USE CLASSES</th><th colspan="7">ZONES</th></tr><tr><th>RESIDENTIAL</th><th>COMMERCIAL</th><th>LIGHT INDUSTRY</th><th>GENERAL INDUSTRY</th><th>TOWNSITE</th><th>RURAL RESIDENTIAL</th><th>RURAL</th></tr><tr><td colspan="8">INDUSTRY USES</td></tr><tr><td>Fuel Depot</td><td>X</td><td>X</td><td>X</td><td>A</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Industry <small>AMD 1 GG 01/08/17</small></td><td>X</td><td>X</td><td>X</td><td>D</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Industry – Cottage</td><td>A</td><td>D</td><td>D</td><td>P</td><td>D</td><td>A</td><td>A</td></tr><tr><td>Industry – Extractive</td><td>X</td><td>X</td><td>X</td><td>P</td><td>X</td><td>X</td><td>D</td></tr><tr><td>Industry – Hazardous</td><td>X</td><td>X</td><td>X</td><td>A</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Industry – Light</td><td>X</td><td>X</td><td>P</td><td>P</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Industry – Primary Production <small>AMD 1 GG 01/08/17</small></td><td>X</td><td>X</td><td>A</td><td>P</td><td>A</td><td>D</td><td>P</td></tr></table>	USE CLASSES	ZONES							RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL	INDUSTRY USES								Fuel Depot	X	X	X	A	A	X	X	Industry <small>AMD 1 GG 01/08/17</small>	X	X	X	D	X	X	X	Industry – Cottage	A	D	D	P	D	A	A	Industry – Extractive	X	X	X	P	X	X	D	Industry – Hazardous	X	X	X	A	X	X	X	Industry – Light	X	X	P	P	A	X	X	Industry – Primary Production <small>AMD 1 GG 01/08/17</small>	X	X	A	P	A	D	P
USE CLASSES	ZONES																																																																															
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Industry – Cottage	A	D	D	P	D	A	A																																																																									
Industry – Extractive	X	X	X	P	X	X	D																																																																									
Industry – Hazardous	X	X	X	A	X	X	X																																																																									
Industry – Light	X	X	P	P	A	X	X																																																																									
Industry – Primary Production <small>AMD 1 GG 01/08/17</small>	X	X	A	P	A	D	P																																																																									
Definitions	<p>The LPS 2 defines:</p>																																																																															

	<i>a) agriculture — extensive means premises used for the raising of stock or crops including outbuildings and earthworks but does not include agriculture — intensive or animal husbandry — intensive.</i>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <i>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i> <i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i> <i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i> <i>To prevent any development that may affect the viability of a holding.</i> <i>To encourage small scale, low impact tourist accommodation in rural locations.</i> <i>To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i>
Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <i>Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i>
Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
State Planning Policy 3.7 – Planning in Bushfire Prone Areas (Statutory instrument – tied to Planning Regulations)	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <i>a) Strategic planning proposals, subdivision and development applications within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i> <i>b) Any strategic planning proposal, subdivision or development application in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i>

	c) <i>This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i>
<i>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas (Guidance document – tied to SPP 3.7)</i>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <i>• result in the intensification of development (or land use);</i> <i>• result in an increase of residents or employees;</i> <i>• involve the occupation of employees on site for any considerable amount of time; or</i> <i>• result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i>

Strategic Implications

Local Planning Strategy

The Western Australian Planning Commission (WAPC) endorsed the Council's Local Planning Strategy (Strategy) on 11 June 2013. The strategy promotes the sustainable use of agricultural land within the Shire and puts forward several strategies to achieve this objective.

The relevant strategies are to:

- Recognise the agricultural industry as having economic and social significance to the Shire.
- Ensure the protection of agricultural resources by restricting subdivision of agricultural land that would remove it from being used for agricultural purposes.

Strategic Community Plan

Community Priority: Our Economy

Objective: We are an attractive location to invest, live, play, visit and work

Outcome: 2.1

Reference: 2.1.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)

Risk Matrix Rating	Low (4)
Key Controls (in place)	Community & Engagement Framework Communication & Engagement Policy Community Satisfaction Survey
Action (Treatment)	No Action required
Risk Rating (after treatment)	Adequate

Financial Implications

Nil, other than the potential for increased use of rural roads around the property proportional to the increased capacity of the development.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority, provides approval for the permanent installation of the bulkhead storage, which received temporary approval in August 2022 (CMRef 0649) subject to the following conditions:

1. All stormwater drainage from the proposed new infrastructure must be contained and disposed of on-site, in the already existing infrastructure;
2. Stormwater drainage management plan to be submitted within 30 days of approval.

ADVICE NOTES

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - www.sat.justice.wa.gov.au.

12.2 Integrated Strategic Plan Reporting - Quarterly Monitoring Review - July 2023

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 August 2023	
Location:	Not Applicable	
Responsible Officer:	Brian Jones, Acting Chief Executive Officer	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A - Integrated Strategic Plan - Quarterly Monitoring Review - July 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for July 2023 to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin has embedded an IPR into the “business as usual” of the organisation and have achieved a good standard of practice. This document sets out the key points of the IPR cycle.

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The major review integrated the Strategic Community Plan and Corporate Business Plan and this form the elements of the IPR Framework.

Comment

The ISP is reviewed in May each year, in conjunction with the annual budget deliberation process, with reporting on operational progress quarterly, ensuring that the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor success of initiatives to deliver on the strategies and aspirations detailed in the ISP. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments.

Progress reporting is carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the ISP. The quarterly report is to be shared via a Council Item and on the Shire website. In addition, results will be formerly communicated to the community annually via the legislated end of year financial year Annual Report.

The Integrated Strategic Plan Quarterly Monitoring Review - July 2023 is presented to Council for its perusal.

In this review a traffic light colour system has been implemented to indicate progress.

Red = not commenced, Amber = In progress and Green = completed.

The quarterly update comment has been updated. Council should refer to this for the up-to-date status.

	Consultation
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Nil

	Policy Implications
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Nil

	Statutory Implications
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Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

	Strategic Implications
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Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

Identified strategies and key actions will impact on the Asset Management Plan. Annual reviews of the Asset Management Plan will accommodate aligned strategies and key actions.

Long Term Financial Plan

Identified strategies and key actions will impact on the Long-Term Financial Plan. Annual reviews of the Long-Term Financial Plan will accommodate aligned strategies and key actions.

	Risk Implications
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Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

	Financial Implications
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There are financial implications to Council in relation to this item as the IPR Suite of Plans recognise outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2018-2028.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.2

That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review – July 2023, as presented in Attachment 12.2A.

Integrated Strategic Plan

Shire Priorities

Quarterly Report – July 2023



Status Legend

Not Commenced	●
In Progress	●
Completed	●

1 Our Community - “We live in a diverse, healthy, safe and connected community”

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	✓	✓	✓	●	Council adopted the business case for the Shire to manage the CRC.
		1.1.2	Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	✓	✓	✓	✓	●	Funding secured & implementation continues; hosted Welcome to Dowerin, Pie & Pint Night & ANZAC Day in reporting period.
		1.1.3	Actively work with our community to strengthen relations to enhance safety, wellbeing, and a sense of belonging	✓	✓	✓	✓	●	Community stakeholder relations ongoing.
1.2	Support and maintain facilities that connect people, and promote an active and healthy community	1.2.1	Review and action the Shire Disability Access and Inclusion Plan (DAIP)	✓	✓	✓	✓	●	Next review due in July 2023.
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	✓	✓	✓	●	Service level review for transport completed and community development underway. Programmed service levels reviews for parks and garden commence in May.
1.3	Encourage and support volunteers and community groups to strengthen an active volunteer base	1.3.1	Partner with community groups to develop and implement viable volunteer models	✓	✓	✓	✓	●	Working with the CRC & DCC to identify appropriate solutions.
		1.3.2	Advocate and support volunteer networks to expand the volunteer base across the region with a focus on continuous improvement	✓	✓	✓	✓	●	Advocacy and support ongoing.

		1.3.3	Continue to share and provide resources to community groups to encourage the capability and capacity of volunteers	✓	✓	✓	✓	●	Support and assistance provided upon request.
1.4	Boost and continue to support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership	1.4.1	Implement actions from the Youth Plan	✓	✓	✓	✓	●	Planning underway to implement action 3.1.1 Skate Park Redevelopment; Urban Art project completed in reporting period; Funding application for infrastructure improvements due to be lodged in May 2023. Funding secured and planning finalised to implement action 1.1 Encourage skill and development training and action 3.1 Engage with young people in the development of public spaces and community facilities: Street Banner Project – due to be completed June 2023.
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	✓	✓	✓	●	Supportive relationship in place.

2 Our Economy - “We are an attractive location to invest, live, play, visit and work”

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
2.1	Attract investment, create jobs, and support small business growth	2.1.1	Proactively support the Dowerin Business Association and in partnership deliver identified initiatives	✓	✓	✓	✓	●	Continue as silent administrator of DBA.
		2.1.2	Identify opportunities and strategies for attracting new businesses and expanding existing businesses	✓	✓	✓	✓	●	Investment opportunities advertised on Shire website; RDA facilitated the first economic development workshop with Council in February 2023.
		2.1.3	Identify and implement initiatives to attract and retain population	✓	✓	✓	✓	●	Campaigns to date broadly promote Dowerin.
		2.1.4	Implement a Marketing Plan that promotes the lifestyle and opportunities within Dowerin	✓	✓	✓	✓	●	Shire website promotes Dowerin's lifestyle opportunities; Utilisation of Dowerin Brand for marketing purposes.

2.2	Encourage, promote, and deliver activities and events that promote our region	2.2.1	Promote and develop tourism and maintain local attractions	✓	✓	✓	✓	●	Participated in AGO and Wheatbelt Way campaigns; Activating stage 1 of Everlasting Trail in collaboration with Goomalling and Cadoux.
		2.2.2	Investigate and implement opportunities to further develop Dowerin Short Stay Accommodation	✓	✓	✓	✓	●	Implementation of SSA marketing plan ongoing; Review of the SSA Stage 3 Business Case progressing; Connected SSA to super-fast wireless broadband.
		2.2.3	Partner with NEWTravel and Pioneer's Pathway to promote the region as a great place to visit	✓	✓	✓	✓	●	Continued liaison & product development with Wheatbelt Way and Pioneers' Pathway to promote region.

3 Our Infrastructure - "We have functional infrastructure that meets the needs of the community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	✓	✓	✓	●	Provided NBN a letter of support for Regional Connectivity Program to fund fixed wireless in Dowerin, Goomalling & Wyalkatchem; Entered into a sub-agreement with Xenex to install infrastructure to provide access to super-fast wireless broadband in Dowerin townsite.
		3.1.2	Advocate and seek funding for renewable power, emergency back-up and a micro-grid that will complement current and sustainable power supplies within the region	✓	✓	✓	✓	●	NEWROC developed its energy vision to articulate the vision, purpose, projects & outcomes.
3.2	Sustainably manage assets and infrastructure	3.2.1	Review and implement the Shire Strategic Resource Plan	✓	✓	✓	✓	●	Asset Management Plan & Long-Term Financial Plan adopted.
		3.2.2	Review Shire facilities and develop a Community Facilities and Property Plan	✓				●	Draft near finalisation.
		3.2.3	Develop and implement a Masterplan for the upgrade of public spaces		✓	✓	✓	●	Due to commence in 22/23

3.3	Housing meets existing and future community need for families and workers	3.3.1	Investigate and implement opportunities for appropriate housing investment models for Dowerin		✓	✓	✓	●	Investigations commenced, draft concept and indicative costings received.
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4 Our Natural Environment - *"We manage our natural environment appropriately to ensure a sustainable future for our community"*

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	✓	✓	✓	●	Due diligence progressing; Contractor engaged to prepare Refuse Closure Management Plan.
		4.1.2	Develop and implement a Shire Water Management Plan	✓	✓	✓	✓	●	Implementing Dowerin Townsite Greening Water Scheme Upgrade Plan; Shire Water Management Plan is drafted.
		4.1.3	Prepare management plans for Shire reserves		✓			●	Due to commence in 22/23.
		4.1.4	Develop and implement a Sewage Management Plan		✓	✓	✓	●	Not due to commence until 22/23.

5 Our Organisation - *"We are recognised as a transparent, well governed, and effectively managed Local Government"*

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	✓	✓	✓	●	Review progressing.
		5.1.2	Continue to uphold our Customer Service Charter	✓	✓	✓	✓	●	Review completed; Implementation ongoing.

		5.1.3	Undertake a community satisfaction survey every two years		✓		✓	●	Completed September 2022.
5.2	Operate ethically professionally and in a transparent manner to our community and stakeholders	5.2.1	Continue to review and develop policy and frameworks that reflects our values and decision-making outcomes	✓	✓	✓	✓	●	Reviewed regularly.
		5.2.2	Improve communication to inform our community of decision-making criteria	✓	✓	✓	✓	●	Implementing; reviewed annually.
5.3	Ensure planning, reporting, and resourcing is in accordance with compliance and statutory requirements	5.3.1	Continue to implement and monitor the Integrated Planning and Reporting milestones	✓	✓	✓	✓	●	Monitoring continues through quarterly reports.
		5.3.2	Continue to improve compliance with statutory and regulatory requirements	✓	✓	✓	✓	●	All requirements complied with.
		5.3.3	Continue to foster a respectful, strong and supportive organisational culture	✓	✓	✓	✓	●	Ongoing.
5.4	Advocate and lobby effectively on behalf of our community	5.4.1	Maximise the ability to advocate with members of Great Eastern Country Zone, North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), and the WA Local Government Association	✓	✓	✓	✓	●	Advocation takes place when required.
		5.4.2	Increase collaboration amongst stakeholders and surrounding local governments to identify opportunities that will improve local and regional service delivery	✓	✓	✓	✓	●	Collaboration ongoing & new opportunities considered.

13. OFFICER'S REPORTS – ASSET AND WORKS

13.1 Restricted Access Vehicle Use – Various Roads

<h1>Works & Assets</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	4 August 2023	
Location:		
Responsible Officer:	Ben Forbes, Asset and Works Coordinator	
Author:	Ben Forbes, Asset and Works Coordinator	
Legislation:	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
Sharepoint Reference:	Technical / Roads	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Ucarty South Road, Rifle Range Road, Eaton Sand Hole Road, Eaton Road, Irvine Road, Jones Street, Dowerin-Meckering Road, and Koorda-Wongan Hills Road.

Background

Two separate applications have been submitted to Main Roads Western Australia Heavy Vehicle Services requesting a route determination Restricted Access Vehicle (RAV) Network 7 and AMMS level 3 on the following roads.

- Ucarty South Road,
- Rifle Range Road,
- Eaton Sand Hole Road,
- Eaton Road,
- Irvine Road,
- Jones Street,
- Dowerin-Meckering Road, and
- Koorda-Wongan Hills Road

Councils Restricted Access Vehicle policy provides the CEO authorization to allow Heavy Vehicle Services to inspect roads up to a RAV 4 without a formal council decision. RAV Network 5 and above requires a council decision.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070023	Koorda Wongan Hills Rd	Cadoux - Koorda Rd (13.92)	Cadoux - Koorda Rd (23.43)	Tandem Drive 4	No change
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070023	Koorda Wongan Hills Rd	Cadoux - Koorda Rd (13.92)	Cadoux - Koorda Rd (23.43)	AMMS 1	AMMS 3

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070007	Ucarty South Rd (Ucarty, Quelagetting)	Eaton Rd & Ucarty Rock East Rd (SLK 11.20)	Eaton Sand Hole Rd (SLK 14.08)	Tandem Drive Network 4	Tandem Drive Network 7
4070045	Rifle Range Rd (Ucarty)	Goomalling Wyalkatchem Rd & Rifle Range Access Rd (SLK 0.00)	Irvine Rd (SLK 0.08)	Tandem Drive Network 4	Tandem Drive Network 7
4070049	Eaton Sand Hole Rd (Ucarty)	Ucarty South Rd (SLK 0.00)	Nambling South Rd (SLK 3.32)	Tandem Drive Network 4	Tandem Drive Network 7
4070060	Eaton Rd (Ucarty)	Dowerin - Meckering Rd (SLK 0.00)	Ucarty South Rd & Ucarty Rock East Rd (SLK 2.09)	Tandem Drive Network 4	Tandem Drive Network 7
4070067	Irvine Rd (Dowerin, Ucarty)	Goomalling Wyalkatchem Rd (SLK 0.00)	Rifle Range Rd (SLK 2.68)	Nil	Tandem Drive Network 7
4070112	Jones St (Dowerin)	Goldfields Rd & Goomalling Wyalkatchem Rd (SLK 1.05)	Dowerin - Meckering Rd & Meckering Rd (SLK 1.48)	Tandem Drive Network 7	Tandem Drive Network 7
4070183	Dowerin - Meckering Rd (Quelagetting, Ucarty, Dowerin)	Meckering - Dowerin Rd (SLK 0.00)	Jones St & Meckering Rd (SLK 25.64)	Tandem Drive Network 7	Tandem Drive Network 7
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070007	Ucarty South Rd (Ucarty, Quelagetting)	Eaton Rd & Ucarty Rock East Rd (SLK 11.20)	Eaton Sand Hole Rd (SLK 14.08)	AMMS 1	AMMS 3
4070045	Rifle Range Rd (Ucarty)	Goomalling Wyalkatchem Rd & Rifle Range Access Rd (SLK 0.00)	Irvine Rd (SLK 0.08)	AMMS 1	AMMS 3
4070049	Eaton Sand Hole Rd (Ucarty)	Ucarty South Rd (SLK 0.00)	Nambling South Rd (SLK 3.32)	AMMS 1	AMMS 3
4070060	Eaton Rd (Ucarty)	Dowerin - Meckering Rd (SLK 0.00)	Ucarty South Rd & Ucarty Rock East Rd (SLK 2.09)	AMMS 1	AMMS 3
4070067	Irvine Rd (Dowerin, Ucarty)	Goomalling Wyalkatchem Rd (SLK 0.00)	Rifle Range Rd (SLK 2.68)	AMMS 1	AMMS 3
4070112	Jones St (Dowerin)	Goldfields Rd & Goomalling Wyalkatchem Rd (SLK 1.05)	Dowerin - Meckering Rd & Meckering Rd (SLK 1.48)	AMMS 1	AMMS 3
4070183	Dowerin - Meckering Rd (Quelagetting, Ucarty, Dowerin)	Meckering - Dowerin Rd (SLK 0.00)	Jones St & Meckering Rd (SLK 25.64)	AMMS 1	AMMS 3

Comment

While RAV access provides productivity benefits to the transport industry, there are also considerable benefits to road managers and the local community. These benefits are all based around reducing the number of heavy vehicle movements on the road and include reducing risk exposure (e.g. reducing potential for serious crashes), reducing carbon emissions, reducing heavy vehicle noise, and in some cases reducing congestion.

While it is acknowledged that AMMS mass limits cause additional road wear when compared to statutory mass limits, AMMS requires the transport operator to have strict loading controls in place, which are audited by HVS.

The proposed increase in RAV and AMMS on the shire roads is anticipated to result in additional road maintenance costs due to the existing pavement thicknesses and carriageway width.

Consequently, the shire roads will likely experience an increased need for maintenance and repair activities, leading to additional costs to ensure their safe and sustainable operation, particularly along designated school bus routes.




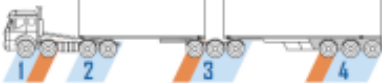


The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

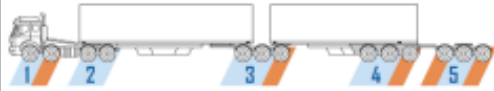
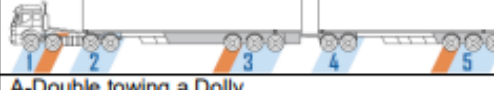
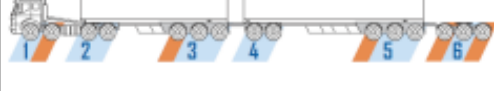



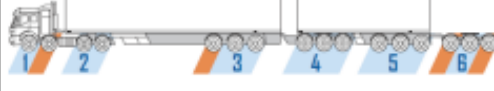

Accredited Mass Management Scheme

	SINGLE STEER AXLE	TANDEM GROUP	TRI AXLE GROUP
STANDARD AXLE WEIGHT	6.0t	16.5t	20.0t
LEVEL 1 (A)	6.0-7.0t	17.0t	21.5t
LEVEL 2 (B)	6.0-7.0t	17.0t	22.5t
LEVEL 3 (C)	6.0-7.0t	17.5t	23.5t

1.1 AMMS Approved Vehicles

An AMMS Prime Mover, Trailer Combinations Period Permit applies to a RAV in the following table with a Maximum Modified Mass equal to or less than the Maximum Modified Mass specified on the particular permit:

Category 1 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
1A	<div>Prime Mover & Semi Trailer</div> 	≤19.0 m	Level 1	50 t	2 t	N1.1
			Level 2	Not Approved		
			Level 3	Not Approved		
Category 2 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
2A	<div>Prime Mover & Semi Trailer</div> 	≤20 m	Level 1	50.5 t	2 t	N2.1
			Level 2	51.5 t	3 t	N2.2
			Level 3	53 t	5 t	N2.3
2B	<div>Prime Mover, Semi Trailer & Pig Trailer or Dolly</div> 	≤27.5 m	Level 1	68.5 t	2 t	N2.1
			Level 2	69.5 t	3 t	N2.2
			Level 3	71 t	5 t	N2.3
2C	<div>B-Double</div> 	≤27.5 m	Level 1	72 t	4 t	N2.1
			Level 2	74 t	6 t	N2.2
			Level 3	76.5 t	8 t	N2.3
Category 3 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
3A	<div>A-Double (Prime Mover, Semi Trailer & Dog Trailer)</div> 	≤27.5 m	Level 1	89 t	4 t	N3.1
			Level 2	91 t	6 t	N3.2
			Level 3	94 t	9 t	N3.3
Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	<div>A-Double (Prime Mover, Semi Trailer & Dog Trailer)</div> 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Category 5 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
5A	B-Double towing a Dolly 	27.5 m + dolly	Level 1	72 t + dolly	4 t	N5.1
			Level 2	74 t + dolly	6 t	N5.2
			Level 3	76.5 t + dolly	8 t	N5.3
5B	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
5C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	89 t + dolly	4 t	N5.1
			Level 2	91 t + dolly	6 t	N5.2
			Level 3	94 t + dolly	9 t	N5.3
5D	B-Triple 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
Category 6 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
6A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6B	B-Triple 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	93.5 t + dolly	5 t	N6.1
			Level 2	96.5 t + dolly	8 t	N6.2
			Level 3	100 t + dolly	12 t	N6.3
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-double) 	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

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

Policy Implications

Request to Access Roads

- a) RAV Classified Roads – If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the Chief Executive Officer (CEO) for approval.
- b) 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.
- c) AMMS Network - 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.
- d) Should the road access request be declined, the Shire of Dowerin will inform MRWA (HVS) who will advise the applicant.
- e) 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:

- i. The route is deemed unsafe for RAV use;
- ii. The route is deemed unsuitable for RAV use; or
- iii. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant agreement to Main Roads to inspect roads up to N4 to without referring the matter to Council providing the road/roads comply with the Main Roads Route Assessment Guidelines at standard VSR axle mass limits.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: *We have functional assets and infrastructure that supports the community.*

Outcome: 3.2

Reference: 3.2.1

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

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Significant damage requiring internal & external resources to rectify
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Regular inspections by staff to ensure minimal damage
Action (Treatment)	Possible reduction or removal of RAV Rating
Risk Rating (after treatment)	Effective

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 – 13.1

This item has been listed for Council Consideration.

14. Urgent Business Approved by the Person Presiding or by Decision

15. Elected Members' Motions

16. Matters Behind Closed Doors

16.1 Confidential Item 16.1 - Request for Tender - T2023-05 Construction Program 2023-2024

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 16.1

That, in accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

The matter of the Confidential Item - Request for Tender - T2023-05 Construction Program 2023-2024 will be discussed, and a resolution made.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 16.2

That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

The President will read aloud the Council Resolution made Behind Closed Doors. This will be reported in the Minutes.

17. Closure