



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 16 July 2024
Commencing 2.00pm



NOTICE OF MEETING



Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday, 16 July 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Meeting
Followed by	Council Workshop


Aaron Wooldridge
Acting Chief Executive Officer
11 July 2024

DISCLAIMER

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

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

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

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**Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 16 July 2024**



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Mr P Dittrich	Acting Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Governance Coordinator

Members of the Public:

Apologies:

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 Governance Coordinator for inclusion in the Disclosures Register.

5. Applications for Leave of Absence

6. Petitions and Presentations

7.	Confirmation of Minutes of the Previous Meeting(s)
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7.1 Ordinary Council Meeting held on 18 June 2024
[Attachment 7.1A](#)

7.2 Special Council Meeting held on 10 July 2024
[Attachment 7.2A](#)

	Voting Requirements
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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 June 2024, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 10 July 2024, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

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

9.	Recommendations from Committee Meetings for Council Consideration
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Nil

10.	Announcements by the President Without Discussion
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11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES	
11.1 Financial Activity Statements	
<div>Corporate and Community Services</div> <div> SHIRE OF DOWERIN TIN DOG TERRITORY</div>	
Date:	11 July 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A – June MFR

Purpose of Report

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Executive Decision

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Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period June 2024.

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.

The statements are draft financial statements with final end of year adjustments still to be processed. Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors. 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

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting 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:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
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 draft statutory Financial Activity Statement report for the period of June 2024, as presented in Attachment 11.1A.

11.2 List of Accounts Paid

Corporate & Community Services



Date:	10 July 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.2A - June LOP</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for June 2024.

Background

Nil

Comment

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Rhonda Ratcliffe, Finance Officer
Susan Dew, 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 2023/2024 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 Acting Deputy 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 2024	
EFT 12281 to EFT 12406	\$574,928.53
Direct Debit: Exetel	\$560.00
Direct Debit: Gull Motorcharge	\$1583.29
Direct Debit: NAB	\$1.43
Direct Debit: Resonline	\$242.00
Direct Debit: Shire of Dowerin	\$168.35
Direct Debit: Synergy	\$15,812.97
Direct Debit: Telstra	\$523.93
Direct Debit: Visa Card	\$3,950.51
Direct Debit: Water Corporation	\$16,167.27
Direct Debit: Western Australian Treasury Corporation	\$10,971.80
Direct Debit: Xenex Systems	\$467.72
PPE 4 June 2024 - Wages	\$38,678.86
PPE 19 June 2024 - Wages	\$41,928.02
Superannuation PPE 4 June 2024	\$5,564.52
Superannuation PPE 22 May 2024	\$5,576.79
TOTAL	\$717,125.99

11.3 Recalcitrant Rates Debtors – June 2024

Corporate & Community Services



Date:	9 July 2024
Location:	N/A
Responsible Officer:	Peter Dittrich, Acting Deputy Chief Executive Officer
Author:	Peter Dittrich, Acting Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Rates and Evaluations/Reporting/2024 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.3A – Recalcitrant Rates Debtors Report</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin Recalcitrant Rates Debtors report for June 2024 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 \$62,000) 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 2024, the Shire of Dowerin's recalcitrant list of properties shows 8 properties with outstanding rates for previous financial years totalling \$80,032.68.

Administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details of owners that has resulted in frequent contact and payments being made.

As per the Local Government Act 1995, local governments are required to recover rates. By taking no action will be a breach of the *Local Government Act 1995*.

6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge.*
In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.

Consultation

Susan Dew, Rates Officer
Tara Donnelly, Casual Rates Officer
Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer

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 has 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

Officer's Recommendation - 11.3

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Council Policy Manual - Review of Policies 5.2 and 6.2

Governance & Compliance



Date:	10 July 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.1A – Reviewed Policies 5.2 and 6.2</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed and proposed policies to Council for consideration and, if satisfactory, adoption.

Background

Policies contained within the Policy Manual are subject to a review schedule to ensure the relevancy of the policy remains in line with the Council's strategic direction. The 2 policies brought to Council in this item, include:

1. 5.2 – Pop Up Shop Collective Policy
2. 6.2 – Second hand and Moveable Buildings Policy

Comment

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as marked documents in **Attachment 12.1A**.

The amendments are written in blue and red text, with the strikeout text showing the proposed deletions. Further comment on the amendments is detailed below:

Policy

5.1 – Pop Up Shop Collective Policy

Comment

As per discussions at the June 2024 Council Workshop, it is recommended that the policy relating to the Pop Up Shop is rescinded, as this has become irrelevant since its last review.

Policy

6.2 – Second Hand and Moveable Buildings Policy

Comment

This policy was brought forward to the June 2024 Council Workshop to seek the opinion of Councillors on the bond fee associated.

General grammar/punctuation amendments, and the update of the review dates, are the only changes to this policy.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer

Kahli Rose, Governance Coordinator

Council Workshop, 18 June 2024

Policy Implications

The current Policy Manual will be updated accordingly, should Council resolve to adopt the proposed amendments.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

The implications to Council on amending the policy is considered low risk.

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

Funds have been included in the 2023/24 Budget to cover any costs associated with the policies. Similarly, funds will need to be allocated in future budgets.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.1

That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the reviewed policies; 5.2 – Pop Up Shop Collective Policy, and 6.2 – Second Hand and Moveable Buildings Policy, pending the amendments as presented in Attachment 12.1A

12.2 Policy Manual Review – Council Polices 1.1 – 1.18	
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="flex: 1;"> <h2 style="color: red; text-align: center;">Governance & Compliance</h2> </div> <div style="flex: 0.2; text-align: right;">  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div> </div>	
Date:	10 July 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Council Polices 1.1 – 1.18

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed and proposed policies to Council for consideration and, if satisfactory, adoption.

Background

Policies contained within the Policy Manual are subject to a review schedule to ensure the relevancy of the policy remains in line with the Council's strategic direction. The 15 policies brought to Council in this item, include:

1. 1.1 – Councillor's Fees, Allowances, Reimbursements and Benefits Policy
2. 1.2 – Recognising Council Service Policy
3. 1.3 – Councillor Attendance at Conferences, Seminars, Training Courses and Meetings
4. 1.4 – Use of Council Chamber
5. 1.6 – Councillor Induction
6. 1.7 – Council Meetings
7. 1.10 – Councillor IT Devices
8. 1.11 – Corporate Apparel
9. 1.12 – Communications and use of Social Media
10. 1.13 – Legal Representation for Councillors
11. 1.14 – Honorary Freeperson of the Shire of Dowerin
12. 1.15 – Councillor Training and Continuing Professional Development Policy
13. 1.16 – Attendance at Events and Functions Policy
14. 1.17 – Recognising Council Service (Staff) Policy
15. 1.18 – Council Workshop Procedures Policy

Policies 1.5, 1.8 and 1.9 have previously been rescinded through Council decision.

Comment

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as marked documents in **Attachment 12.2A**.

The amendments are written in blue and red text, with the strikeout text showing the proposed deletions. Further comment on the amendments is detailed below:

Please note that the following policies have only had general grammar and punctuation amendments, along with the update of required control boxes:

- 1.3 – Councillor Attendance at Conferences, Seminars, Training Courses and Meetings
- 1.7 – Council Meetings
- 1.10 – Councillor IT Devices
- 1.11 – Corporate Apparel
- 1.12 – Communications & Use of Social Media
- 1.13 – Legal Representation for Councillors
- 1.14 – Honorary Freeperson of the Shire of Dowerin
- 1.16 – Attendance at Events and Functions Policy
- 1.17 – Recognising Council Service (Staff) Policy

Policy

1.1 Councillors Fees, Allowances, Reimbursements and Benefits Policy

Comment

Allowances, paragraph 2

- Payment of allowances changed to July and January, to allow the payments to be for the periods of January-June, and July-December.

General grammar/punctuation amendments, and the update of required control boxes, are the only other changes to this policy.

Policy

1.2 – Recognising Council Service Policy

Comment

The value of gifts has been increased to \$100 to align with the policy related to staff (1.17 – Recognising Council Service (Staff) Policy)

General grammar/punctuation amendments, and the update of required control boxes, are the only other changes to this policy.

Policy

1.4 – Use of Council Chambers

Comment

Objective

- The objective has been amended to cover the utilisation of the chambers by any individuals.

Policy, point 5

- This clause has been updated to include the use of vaping devices.

General grammar/punctuation amendments, and the update of required control boxes, are the only other changes to this policy.

Policy

1.6 - Councillor Induction

Comment

Policy, paragraph 3

- Changed to reflect current processes

General grammar/punctuation amendments, and the update of required control boxes, are the only other changes to this policy.

Policy

1.15 - Councillor Training & Continuing Professional Development Policy

Comment

Compulsory Elected Member Training - Paragraph 4

- **Point 1** - amended for clarity.
- **Point 1(a-c)** - amended under WALGA advice.
- **Point 2** - deleted as this is no longer relevant (5-year period lapsed).

General grammar/punctuation amendments, and the update of required control boxes, are the only other changes to this policy.

Policy

1.18 - Council Workshop Procedures Policy

Comment

Policy, Point 12

- Amended to reflect the change to workshops following the OCM.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Kahli Rose, Governance Coordinator

Policy Implications

The current Policy Manual will be updated accordingly, should Council resolve to adopt the proposed amendments.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

The implications to Council on amending the policy is considered low risk.

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

Funds will be included in the 2024/25 Budget to cover any costs associated with the policies. Similarly, funds will need to be allocated in future budgets.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 12.2

That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the Council Policies, pending the amendments as presented in Attachment 12.2A

13.	OFFICER'S REPORTS – ASSETS AND WORKS
	Nil
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 June 2024
Commencing 2:00pm

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.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 21 May 2024
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9.	Recommendations from Committee Meetings for Council Consideration
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12.1	Policy Manual Review – Council Policies
13	Officer's Reports – Asset & Works
14.	Urgent Business Approved by the Person Presiding or by Decision
14.1	Financial Activity Statements
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	Confidential Item – Chief Executive Officer (CEO) Recruitment
17.	Closure

**Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 18 June 2024**



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm. In opening the meeting, the Council, CEO and Management acknowledges the passing of Elaine Coulthard with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr WG Allsopp	
Cr DP Hudson	
Cr JC Sewell	
Cr BA Ward	

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Mr P Dittrich	Acting Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Governance Coordinator

Members of the Public:

Apologies:

Cr NP McMorran	Deputy President
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Approved Leave of Absence:

Cr AJ Metcalf

3. Public Question Time

Nil

4. Disclosure of Interest

16.1 *Confidential Item – Chief Executive Officer (CEO) Recruitment – Aaron Wooldridge*

5. Applications for Leave of Absence

6. Petitions and Presentations

Nil

7.	Confirmation of Minutes of the Previous Meeting(s)
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7.1 Ordinary Council Meeting held on 21 May 2024

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 7

Moved Cr Allsopp

Seconded: Cr Ward

0966

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 21 May 2024, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

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

Nil

9.	Recommendations from Committee Meetings for Council Consideration
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Nil

10.	Announcements by the President Without Discussion
-----	--

Recent rainfall has greatly helped the 2024 season crops, with lovely green paddocks starting to pop up.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

Corporate & Community Services



Date:	13 June 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A - May LOP

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for May 2024.

Background

Nil

Comment

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

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Peter Dittrich, Acting Deputy Chief Executive Officer
Rhonda Ratcliffe, Finance Officer
Susan Dew, 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 2023/2024 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.1

Moved: Cr Hudson

Seconded: Cr Ward

0967

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 Acting Deputy 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 11.1A, and as detailed below:

List of Accounts Paid – May 2024	
EFT 12141 to EFT 12280	\$476,310.16
Direct Debit: Australian Taxation Office	\$87,495.00
Direct Debit: DMIRS	\$720.00
Direct Debit: Exetel	\$560.00
Direct Debit: Gull Motorcharge	\$235.58
Direct Debit: NAB	\$1.94
Direct Debit: Resonline	\$242.00
Direct Debit: Synergy	\$640.20
Direct Debit: Visa Card	\$1,609.37
Direct Debit: Synergy	\$1,719.26
Direct Debit: Telstra	\$523.93
Direct Debit: Water Corporation	\$8,575.20
Direct Debit: Western Australian Treasury Corporation	\$20,716.27
Direct Debit: Xenex Systems	\$616.06
Superannuation PPE 8 May 2024	\$5,933.26
Superannuation PPE 22 May 2024	\$6,102.89
PPE 6 May 2024 – Conciliation Payment	\$635.54
PPE 8 May 2024 – Wages	\$42,964.68
PPE 22 May 2024 – Wages	\$45,417.14
TOTAL	\$701,018.48

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Council Related Policies

Governance & Compliance



Date:	13 June 2024
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Kahli Rose, Governance Coordinator
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 12.1A – Reviewed Policies</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed and proposed policies to Council for consideration and, if satisfactory, adoption.

Background

Policies contained within the Policy Manual are subject to a review schedule to ensure the relevancy of the policy remains in line with the Council's strategic direction. The 4 policies brought to Council in this item, include:

1. 5.1 – Dowerin Home Care – Volunteer Driver Allowance Policy
2. 5.3 – Community Bus Hire Policy
3. 6.1 – Outbuildings in Residential Areas Policy, and
4. 6.3 – Sea Containers and Similar Storage Containers Local Planning Policy

Comment

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as marked documents in **Attachment 12.1A**.

The amendments are written in red and green text, with the strikethrough text showing the proposed deletions. Further comment on the amendments is detailed below:

Policy

5.1 Dowerin Home Care – Volunteer Driver Allowance Policy

Comment

Paragraph 3

- Sentence has been added regarding the purpose of the allowance, and that the out-of-pocket expense reimbursement must be approved by the Home Care Coordinator.
- Formatting amendments

Paragraph 6

- Allowance amounts have been increased by \$5, bringing the allowance to \$20 per trip to Northam, and \$35 per trip to Perth.

Control Box

- The review period has been amended from bi-annually to annual, to fall in line with the annual budget process and to amend the allowance amounts if necessary.

Policy

5.3 Community Bus Hire Policy

Comment

General grammar/punctuation amendments, and the update of the review dates, are the only changes to this policy.

Policy

6.1 – Outbuildings in Residential Areas Local Planning Policy

Comment

General grammar/punctuation amendments, and the update of the review dates, are the only changes to this policy.

Policy

6.3 – Sea Containers and Similar Storage Containers Local Planning Policy

Comment

Policy – point 1

- Comments from management confirming no restrictions on size of containers are stipulated in the Planning and Development Act or Regulations, or the Local Government Act or Regulations. This is to Councils Discretion.

Policy – point 6(f)

- This has been amended to reflect that this policy covers any property within the town boundary.
 - Some properties along Jones Street and Dowerin - Meckering Road are zoned as Rural but are still contained within the townsite border on the Local Planning Scheme Town Map (2020) (included in Attachment 12.1A), this amendment ensures that these properties are included in the requirements of this Policy.

General grammar/punctuation amendments are the only other changes to this policy.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer
Kahli Rose, Governance Coordinator

Policy Implications

The current Policy Manual will be updated accordingly, should Council resolve to adopt the proposed amendments.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

The implications to Council on amending the policy is considered low risk.

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	People
Risk Description	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

Funds have been included in the 2023/24 Budget to cover any costs associated with the policies. Similarly, funds will need to be allocated in future budgets.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 12.1

Moved: Cr Sewell

Seconded: Cr Allsopp

0968

That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the Council Policies, pending amendments as presented in Attachment 12.1A

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

13. OFFICER'S REPORTS – WORKS AND ASSETS

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

Council were requested to consider a late item relating to the May Financial Activity Statements.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 14

Moved: Cr Trepp

Seconded: Cr Hudson

0969

That, in accordance with Clauses 5.4(1) and 5.2(2) of the Meeting Procedures Local Law 2021, Council accepts Late Item 14.1 – Financial Activity Statements for consideration.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

14.1 Financial Activity Statements

Corporate and Community Services



Date:	17 June 2024
Location:	Not Applicable
Responsible Officer:	Peter Dittrich, Acting 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 / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 14.1A - May MFR</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period May 2024.

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.

Employee costs are lower than YTD budget due to a payroll system error which staff are urgently attending to with the assistance of ReadyTech. The offset for this lower expenditure is disclosed in Note 5 Payables - Payroll Creditors. 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

Aaron Wooldridge, Acting Chief Executive Officer

Peter Dittrich, Acting 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:	<i>We are recognised as a transparent, well governed, and effectively managed Local Government</i>
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

Cr Sewell exited at 2:28pm

Cr Sewell entered at 2:30pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 14.1

Moved: Cr Ward

Seconded: Cr Sewell

0970

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 of May 2024, as presented in Attachment 14.1A.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

In accordance with Section 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.

A Wooldridge left the meeting at 2:47pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Sewell

0971 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

Council went Behind Closed Doors at 2:48pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Sewell

0973 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

Council came out from Behind Closed Doors at 2:53pm

A Wooldridge returned at 2:54pm

16.1

16.1 – Confidential Item - Chief Executive Officer (CEO) Recruitment

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 16.1

Moved: Cr Sewell

Seconded: Cr Allsopp

0974 That Council endorses the recommendations in the Confidential Report.

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Sewell, Cr Ward

17.

Closure

The President thanked those in attendance and declared the meeting closed at 2:55pm.



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Special Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Wednesday 10 July 2024

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
Special Council Meeting
Wednesday 10 July 2024



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2:00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr WG Allsopp	
Cr DP Hudson	
Cr AJ Metcalf	
Cr BA Ward	

Staff:

Mr A Wooldridge	Acting Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Governance Coordinator

Members of the Public:

Nil

Apologies:

Cr N McMorran	Deputy President
Cr J Sewell	
Mr P Dittrich	Acting Deputy Chief Executive Officer

Approved Leave of Absence:

Nil

3. Disclosure of Interest

4. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

4.1 Dowerin Commercial Hotel – Application for Alfresco

Governance & Compliance



Date:	4 July 2024
Location:	Dowerin Commercial Hotel, 4 Stewart Street, Dowerin
Responsible Officer:	Aaron Wooldridge, Acting Chief Executive Officer
Author:	Aaron Wooldridge, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995: Schedule 3.21</i>
SharePoint Reference:	Organisation / Rates & Valuations / Property Correspondence / A353 10-14 Stewart Street, Dowerin
Disclosure of Interest:	Nil
Attachments:	Attachment 4.1A – Dowerin Commercial Hotel Proposal

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is for Council to consider the application for alfresco dining at the front of the Dowerin Commercial Hotel located at 10-14 Stewart Street, Dowerin. The alfresco dining decision is made by the Shire of Dowerin and does not require building or planning approval due to the nature of the application.

Background

The Shire of Dowerin has received an application from the Dowerin Commercial Hotel for the construction of an alfresco design layout to be erected along the kerb at the front of the hotel, located at 10-14 Stewart Street Dowerin as per the plans.

The application received will provide a functional dining space, whilst not hindering on the accessibility of the foot path or traffic along Stewart Street. The Shire of Dowerin Acting CEO had inspected the location and has deemed the space to be appropriate for the use and do not believe there will be any issues raised with the proposed development. Though, Council should consider existing structures, compared to the plans provided by the applicant, such as kerb drainage, pedestrian bollards in close proximity, existing fixed public bins etc.

Comment

Alfresco dining can be beneficial to the commercial centres/main streets through locating people and social activities within public spaces, it can give a feeling of vibrancy and sense of place and assist in improving of the viability of commercial centres.

It can also have benefits of:

- improving the ambience and amenity of a streetscape, by providing points of interest and activity.
- assisting with promotion of tourism, allowing dining to occur whilst utilising views.
- Providing an alternative to indoor dining and diversity in the service that owner/operators can provide to customers, as well as alternative dining options on the main street to tourists; and
- Promotes visibility and exposure of business to customers and tourists.

Alfresco dining is considered a positive inclusion in town centres.

Consultation

Aaron Wooldridge, Acting Chief Executive Officer

Kahli Rose, Governance Coordinator

All Councillors

Patrick and Brian O'Toole, Dowerin Commercial Hotel

Natalie Bear, Bear Pantry Cafe

Policy Implications

The application relates to Local Law; *Activities in Thoroughfares and Public Spaces and Trading Local Law 2021. Part 6; Trading in Thoroughfares and Public Spaces; Division 3 – Outdoor eating facilities on public places:*

6.15 Interpretation

In this Division –

Facility means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

Permit holder means the person to whom a permit has been issued for the purpose of clause 6.16; and public place has the meaning given to it in clause 6.1.

6.16 *Permit required to conduct Facility A person shall not establish or conduct a Facility without a permit.*

6.17 *Matters to be considered in determining application In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not-*

(a) the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;

(b) any abutting food business is registered in accordance with the Food Act 2008 and whether the use of the business is permitted under the town planning scheme;

(c) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;

(d) the Facility would –

(i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or

(ii) impede pedestrian access; and

(e) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall –

- (a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law;
- (b) ensure that the eating area is kept in a clean and tidy condition at all times;
- (c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times; and
- (d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.

(2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.

(3) In subclause (2), “work” includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted.

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act. 6.20 Use of Facility by public

(1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.

(2) A person shall leave a Facility when requested to do so by the permit holder.

6.21 Temporary removal of Facility may be requested.

(1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.

(2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

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	Some temporary non compliances
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Ensure annual inspection of footpaths are conducted
Action (Treatment)	Documented review processes
Risk Rating (after treatment)	Adequate

Financial Implications

The financial implications for the application are solely the responsibility of the applicant. The applicant is responsible for all cleaning and on-going maintenance of the alfresco dining space.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 4.1

Moved Cr Metcalf

Seconded: Cr Allsopp

0975 That Council, by Simple Majority in accordance with Local Government Act 1995; Section 3.21 approves the application for development of an alfresco dining space along the kerb but not obstructing the footpath at the premises known as the Dowerin Commercial Hotel, 10-14 Stewart Street, Dowerin.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

5. Matters Behind Closed Doors

In accordance with Section 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 - 5

Moved: Cr Trepp

Seconded: Cr Ward

0976 That, in accordance with Sections 5.23(2)(c) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

Council went Behind Closed Doors at 2:06pm

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 5

Moved: Cr Metcalf

Seconded: Cr Ward

0979 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

Council came out from Behind Closed Doors at 2:17pm

5.1 T2024-01 Maintenance Grading Road Works - Evaluation

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Resolution - 5.1

Moved: Cr Metcalf

Seconded: Cr Ward

0977

That, by Simple Majority, in accordance with Regulation 18(4) of the Local Government (Functions & General) Regulations 1996, Council:

1. **Accepts the Tender submitted by Holberton Earthmoving for Tender T2024-01 - Maintenance Grading Road Works as per Confidential Attachment 5.1A as the most advantageous tender to form a Contract; and**
2. **In accordance with Regulation 20(1) of the Local Government (Functions & General) Regulations 1996, Council delegates the formation of the Contract to the Acting Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.**

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

5.2 T2024-02 CAT 120M Grader - Offer and Valuations

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Resolution - 5.2

Moved: Cr Allsopp

Seconded: Cr Ward

0978

That, by Absolute Majority, in accordance with Sections 3.58 and 6.8(1)(b) of the Local Government Act 1995, Council:

1. **Reject the offer received from the [REDACTED] for the 120M Grader; and**
2. **Provide the CAT 120M Grader to Pickles Auctions to be sold by auction with the reserve to be set at \$130,000 (inc. GST).**

CARRIED BY ABSOLUTE MAJORITY 5/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Ward

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

7. Closure

The President thanked those in attendance and declared the meeting closed at 2:18pm.

Dowerin Hotel

Expression of Interest

Alfresco Dining Concept

Written by:

Patrick O'Toole and Brian O'Toole

(Owners and Managing Directors of the Dowerin Hotel)

Contact:

+61 438 383 780

admin@dowerinhotel.com.au

Dowerin Hotel – Expression of Interest – Alfresco Dining Concept

Can the shire advise us as to our ability / options to facilitate the proposed changes described below?

Our intentions are to transform the Dowerin Hotel into an 'all day' dining option for the Wheatbelt, open 7 days / week, 6am til late. To facilitate this and present a welcoming aspect to the street-facing side of the hotel, we would like to create an 'Alfresco' style area directly alongside Stewart Street and enclosing the existing parking bay located at the front of the Hotel. The current streetside view of the hotel is less than ideal, and does not promote the Dowerin Hotel as a desirable pub to enter. By transforming the street-front of the hotel with a modern, inviting alfresco zone, we believe may result in the following:

- i. **Increased Foot Traffic:** An alfresco dining area may attract passers-by who may not have otherwise considered entering the pub. The visual appeal of people dining outside can draw attention and potentially increase foot traffic, leading to more customers.
- ii. **Enhanced Ambiance:** Outdoor dining offers a unique ambiance, especially during pleasant weather. It can create a more relaxed and enjoyable atmosphere for diners, encouraging them to stay longer and potentially spend more.
- iii. **Expanded Seating Capacity:** Adding an alfresco dining area effectively expands the seating capacity of the pub without requiring additional indoor space. This can be particularly beneficial during peak times or special events when indoor seating may be limited (i.e. Field Days)
- iv. **Attractive Dining Option:** Many people enjoy dining outdoors, especially in settings like pub gardens or sidewalk cafes. Providing an alfresco option can attract customers who prefer to dine in the open air, thereby catering to a broader range of preferences.
- v. **Community Engagement:** Outdoor dining areas often encourage social interaction among diners and passersby. It can create a sense of community and vibrancy, contributing to the overall appeal of the pub and fostering a positive reputation within the town.
- vi. **Adaptable Space:** Alfresco dining areas can be versatile spaces that can be used for various purposes beyond dining, such as hosting special events, live music performances, or themed nights. This flexibility can help attract different customer demographics and keep the pub dynamic.
- vii. **Marketing Opportunity:** A well-designed alfresco dining area can serve as a marketing tool, attracting attention on social media platforms and in local publications. Eye-catching outdoor seating arrangements can generate buzz and draw people's interest in visiting the pub.

The 'Hotel 190' in Northam is a good example of how this could look visually:



Figure 1 - 190 Hotel in Northam Booth street view



Figure 2 - 190 Hotel in Northam Booth view

Please refer to the image/s below for the following points

- i. There is 3.0m from the door entry of the hotel to the undercover verandah end point. From the pillars holding up the verandah, there is a further 1.8m to the end of the curb. There is 2.4m of usable space from the curb to the edge of the existing parking bay.
- ii. We propose to create the new Alfresco area by enclosing approx. 30m of the front of the hotel via 'booth' style seating. This area would encompass the existing parking bay in front of the hotel and we could use decking or similar to ensure seamless transitions between the floor areas.
- iii. The owners of the Dowerin Hotel (The O'Toole Brothers) welcomes collaboration with the Shire of Dowerin to enable the correct planning and permits/approvals to ensure the requirements of health and safety are met.
- iv. We will approach the Racing, Gaming and Liquor department regarding licensing requirements once the Shire has approved of the concept.



Figure 3 - Existing Front building configuration



Figure 4 - Proposed changes to front building configuration

Application for Alfresco Dining

Business Details			
Trader's Name:	BRIAN O'TOOLE & PATRICK O'TOOLE		
Business Name:	Dowerin Hotel		
Postal Address:	4 Stewart Street Dowerin, WA, 6461		
Telephone:	Home:	Mobile:	0438 383 780
Email:	admin@dowerinhotel.com.au		

Business Operations Details	
Location of Alfresco:	4 Stewart Street, Dowerin, 6461
Days of Operations:	Mon-Sun
Hours of Operations	0630am - late Mon-Sat, 0700am-late Sun
Specify the proposed goods/services, which will be traded:	Food + alcoholic beverages

Alfresco Details	
Size:	20m x 4.2m
Number of Tables:	TBC
Number of Chairs:	TBC
Contractor Name (if known)	Unknown
Additional Details (If applicable)	Intention is to install booth-style seating with umbrellas in the proposed alfresco area.

I/We have read, understood, and agree to the terms and conditions applicable to alfresco dining application as stated above.

Signature of Applicant: Brian O'Toole Date: 13/06/2024

ADDITIONAL DOCUMENTATION REQUIRED:

- ☐ Letter from the premises owner (if applicant does not own the premise)
- ☐ Accurate plan and description of proposed structure
- ☐ Evidence of public liability to the value of \$10 million.
- ☐ Licence Fee payable, approval will be valid from 1 July to 30 June each year.

OFFICE USE ONLY	
<input type="checkbox"/> Application Received	<input type="checkbox"/> Plans Submitted
<input type="checkbox"/> Letter from Premise Owner	<input type="checkbox"/> Application Fee Paid
<input type="checkbox"/> Copy of P/L Insurance	
Officer's Name _____	Date _____
Comments _____	

Shire of Dowerin – Alfresco Dining Application Terms & Conditions

Definitions

'*Alfresco Dining*' is a term used to describe an outdoor eating area that is located on the thoroughfare (on the footpath or other Council controlled land).

'*Trading in a Public Place*' is the display of goods in any public place for the purpose of offering them for sale or reward.

General

1. Alfresco dining area will only be approved where the proposal is an extension of an approved food business within an adjacent building.
2. Applies only to properties in the Dowerin Town centre.
3. A Temporary Alfresco dining area will not be approved where, in the opinion of Council, the gathering of customers or the elements of design will unreasonably impede pedestrian or vehicular movements, or cause conflicts with other activities.
4. All Alfresco Dining Area applications will require community consultation of 14 days including advertising via the Shires website and social media and a letterbox drop to all properties in the same block.

Design Considerations

1. The Alfresco area is to be within the width of existing car park bays so as not to impede traffic flow.
2. The Alfresco structure must not impede the stormwater drainage flow along the road kerb line.
3. The Alfresco area is to be a minimum of 1.5 m from a property driveway, (which is the same distance that car parking bays are usually marked at), to allow access to and from driveways.
4. The Alfresco structure is to be substantially visibly permeable above a height of 1.15 m. To allow reasonable sight distance for vehicles using parking bays or driveways near the Alfresco and allowing passive surveillance.
5. The Alfresco area is to be a minimum of 0.6 m from a car parking bay. Bollards may be required to protect vehicles and the alfresco structure.

Maintenance Obligations

1. Maintenance of the structure is the responsibility of the approved applicant.
2. The Shire can have the alfresco area closed if it considers the structure needs repair.
3. All furniture and equipment must be maintained in a clean and safe condition by the approved applicant.
4. Loose furniture to be removed from site when business is closed.
5. Un-maintained alfresco structures to be removed at the owner's cost.
6. All plants to be maintained in a neat and tidy manner.
7. The alfresco area is to be swept daily and all loose rubbish removed before closing for the day.

Public Liability Insurance

Prior to a licence being issued the applicant is required to provide a current copy of their public liability insurance for no less than \$10 million, covering the outside area. A copy of the insurance renewal must be submitted each year.

Furniture & Good

Furniture includes all chairs, tables, umbrellas, and planter boxes. Goods include all saleable objects and fixtures used for display purposes. All furniture and goods are required to be free standing and must be removed at the close of business each day. The furniture must be sturdy, durable, and well maintained. It must also be appropriate for the Dowerin main street. Any umbrellas must be adequately secured and have a minimum height of 1.8 metres. The number of chairs and tables that may be in an alfresco is calculated at one chair per metre square considering any permanent fixtures such as street trees.

Cleaning

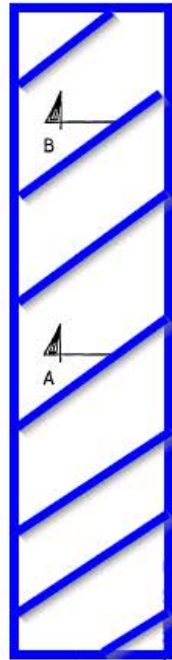
Cleaning of the approved area is the responsibility of the proprietor and must be maintained throughout the day and at the close of business each day. All rubbish is to be removed and is not to be deposited into the Council's street bins.

Alcohol

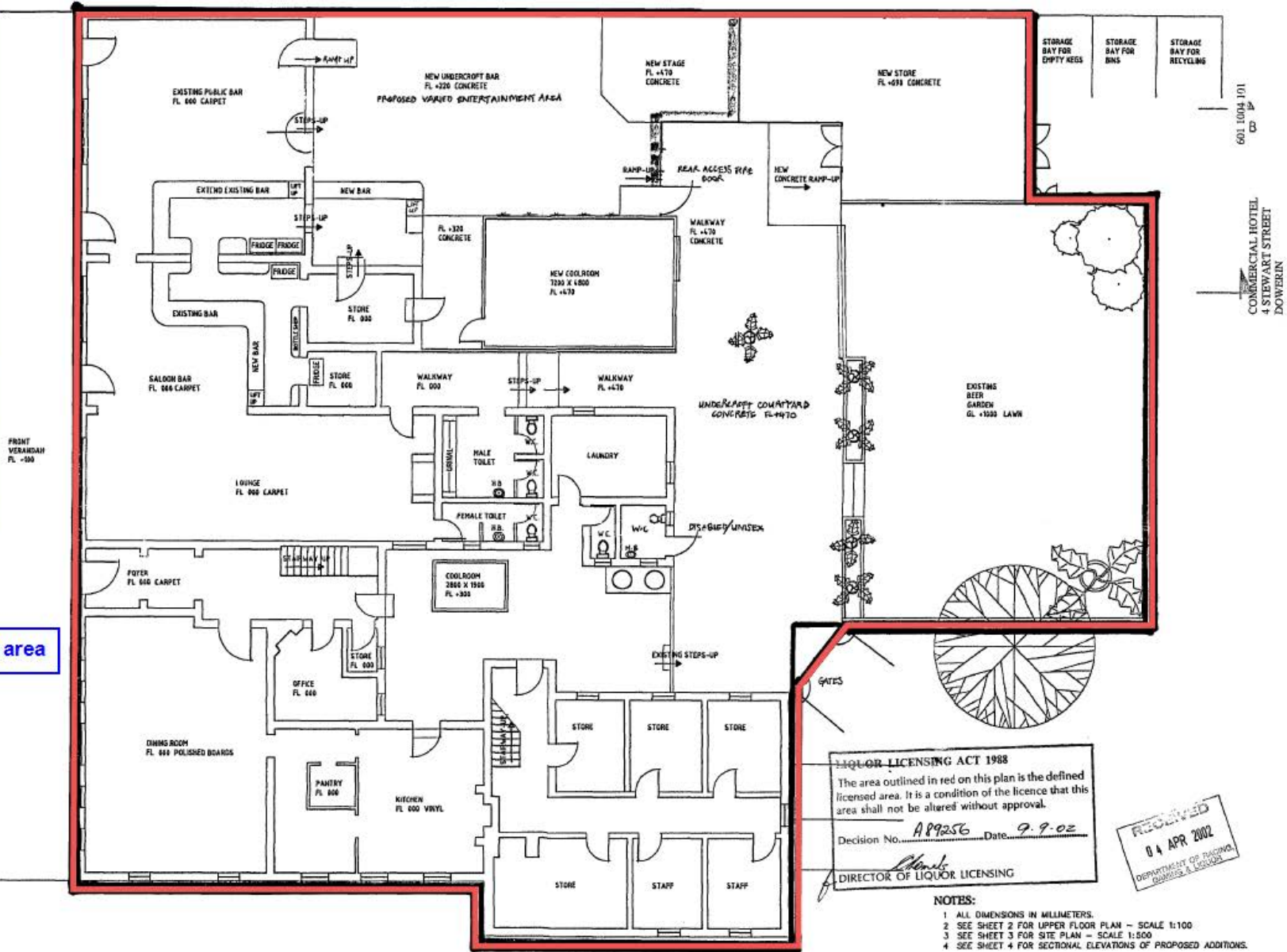
The consumption of alcohol is permitted within the alfresco area provided that the appropriate licence has been obtained from the Liquor Licensing Division.

Permitted Locations

A minimum of 1.5 metres of footpath width is to be always kept clear. If the approved area is located at the kerb at least 500mm must be maintained between the kerb and the furniture. Only the area directly adjacent to the premises is to be utilised for trading. If at any time the chairs, tables or goods are obstructing pedestrian or vehicular traffic the proprietor will be requested to move the obstruction. The Council may confiscate unapproved furniture or goods that are obstructing the footpath in any way.



Proposed new Alfresco area



ORGL 206-07

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 30 JUNE 2024

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 and are likely to change with End of Year Financial processes.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note									
		\$		\$	\$	\$	%			
Revenue from operating activities										
General Rates	6	1,503,992	1,503,992	1,503,992	1,501,129	(2,863)	(0.19%)			Within Variance
Other rates	6	57,425	57,425	57,425	57,425	0	0.00%			Within Variance
Grants, subsidies and contributions	12	968,914	1,056,911	1,056,911	2,748,121	1,691,210	160.01%	😊	Timing	Financial Assistance Grants for FY25 have been received in Advance.
Fees and charges		830,409	957,307	957,307	818,320	(138,987)	(14.52%)	😞	Permanent	CRC and Housing fees are lower than budget
Interest revenue		146,488	174,992	174,992	95,065	(79,927)	(45.67%)	😞	Timing	End of year processes will bring to account accrued interest revenue, where it is expected the budget will be met.
Other revenue		78,912	77,012	77,012	68,315	(8,697)	(11.29%)			Within Variance
Profit on disposal of assets		35,122	44,835	44,835	49,134	4,299	9.59%			Within Variance
		3,621,262	3,872,474	3,872,474	5,337,509	1,465,035	(37.83%)			
Expenditure from operating activities										
Employee costs		(1,966,082)	(1,831,319)	(1,831,319)	(1,682,037)	149,282	8.15%			Within Variance
Materials and contracts		(1,875,967)	(2,081,481)	(2,081,481)	(1,879,175)	202,306	9.72%		Timing	Expense are \$209K overall lower than YTD Budget. There are Purchase orders of \$222K outstanding for the year, which when finalised will bring the spend within variance of the Current budget.
Utility charges		(179,196)	(180,900)	(180,900)	(241,870)	(60,970)	(33.70%)	😞	Permanent	Utility expenses are higher than budget. This has resulted in an overspend.
Depreciation		(2,185,601)	(2,176,357)	(2,176,357)	(2,651,258)	(474,901)	(21.82%)	😞	Permanent	Depreciation expense is higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates with year end processes. This has no cash impact on the position of the Shire.
Finance costs		(30,120)	(30,120)	(30,120)	(30,655)	(535)	(1.78%)			Within Variance
Insurance		(185,189)	(174,646)	(174,646)	(151,283)	23,363	13.38%	😊	Timing	Insurance costing allocation to be adjusted as part of EOY process. It is anticipated that the budgeted amount will be allocated.
Other expenditure		(90,409)	(76,371)	(76,371)	(101,155)	(24,784)	(32.45%)	😞	Permanent	Rates write offs are \$34K higher than Budget.
		(6,512,564)	(6,551,194)	(6,551,194)	(6,737,433)	(186,239)	(2.84%)			
Less: Profit on asset disposals		(35,122)	(44,835)	(44,835)	(49,134)	(4,299)	(9.59%)			Within Variance
Movement in liabilities associated with restricted cash		4,970	4,970	4,970	6,237	1,267	(25.49%)			Within Variance
Add: Depreciation on assets		2,185,601	2,176,357	2,176,357	2,651,258	474,901	(21.82%)	😞	Permanent	Depreciation expense is higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates with year end processes. This has no cash impact on the position of the Shire.
Amount attributable to operating activities		(735,853)	(542,228)	(542,228)	1,208,437	1,750,665	322.87%			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
	Note	\$		\$	\$	\$	%			
CONTINUED										
Investing activities										
Inflows and Outflows from investing activities										
Capital grants, subsidies and contributions	13	4,191,215	4,156,285	4,156,285	2,558,828	(1,597,457)	(38.43%)	☹️	Timing	Capital grants are lower than budget mainly due to the due to the unsuccessful housing grant application.
Proceeds from disposal of assets	7	56,000	90,000	90,000	90,000	(0)	(0.00%)			Within Variance
Payments for property, plant and equipment	8	(404,783)	(1,914,641)	(1,914,641)	(229,156)	1,685,485	88.03%	😊	Timing	Refer to Note 8 for project details.
Payments for infrastructure	8	(4,631,329)	(3,550,097)	(3,550,097)	(2,897,926)	652,171	18.37%	😊	Timing	Refer to Note 8 for project details.
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,218,453)	(478,254)	740,199	60.75%			
Financing Activities										
Inflows from financing activities										
Transfer from reserves	10	218,510	677,817	677,817	0	(677,817)	(100.00%)			Reserve transfers will be finalised with end of year processes.
		218,510	677,817	677,817	0	(677,817)	100.00%			
Outflows from financing activities										
Repayment of debentures	9	(106,134)	(106,134)	(106,134)	(105,598)	536	0.51%			Within Variance
Transfer to reserves	10	(398,426)	(616,773)	(616,773)	(62,718)	554,055	89.83%	😊		Reserve transfers will be finalised with end of year processes.
		(504,560)	(722,907)	(722,907)	(168,316)	554,591				
Amount attributable to financing activities		(286,050)	(45,090)	(45,090)	(168,316)	(123,226)	(273.29%)			
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year		1,810,800	1,805,771	1,805,771	1,805,771	0	0.00%			
Amount attributable to operating activities		(735,853)	(542,228)	(542,228)	1,208,437	1,750,665	(322.87%)			
Amount attributable to investing activities		(788,897)	(1,218,453)	(1,218,453)	(478,254)	740,199	(60.75%)			
Amount attributable to financing activities		(286,050)	(45,090)	(45,090)	(168,316)	(123,226)	273.29%			
Surplus or deficit at the end of the financial year		0	0	0	2,367,639	2,367,639	(2630709460%)			

KEY INFORMATION

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

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.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 JUNE 2024

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)	(49,135)
Movement in liabilities associated with restricted cash		4,970	6,237
Add: Depreciation on assets		2,185,601	2,651,258
Total non-cash items excluded from operating activities		2,155,449	2,608,360

(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.

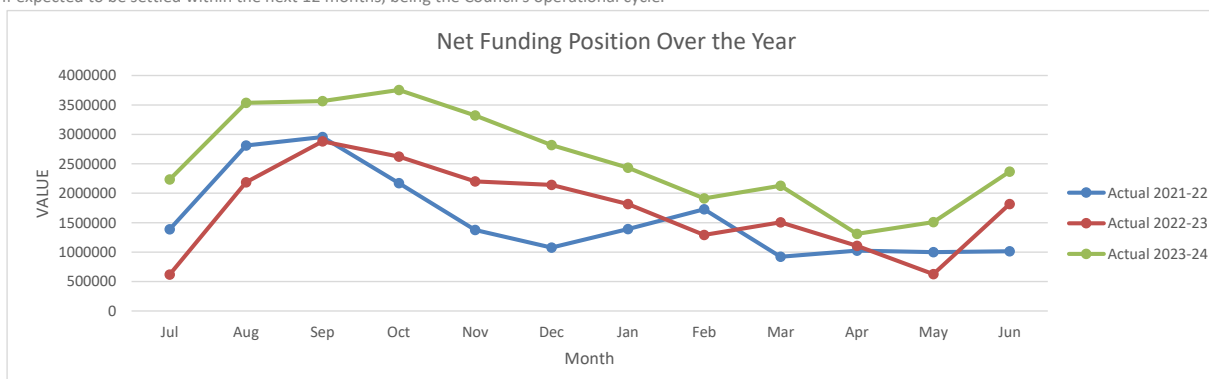
		Adopted Budget	Last Year Audited Actual 30 June 2023	This Time Last Year 30 Jun 2023	Year to Date 30 June 2024
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,984,849)	(3,046,998)
Add: Borrowings	9	83,711	106,129	106,129	530
Add: Provisions funded by Reserve		114,100	114,100	114,100	116,498
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,764,620)	(2,929,970)

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

Current assets					
Cash and cash equivalents	2	4,713,673	4,832,247	4,832,246	5,419,957
Rates receivables	3	160,197	160,197	160,197	71,261
Receivables	3	563,601	476,588	476,588	259,986
Stock on Hand	4	23,825	17,171	17,171	61,576
Total Current Assets		5,461,296	5,486,203	5,486,202	5,812,780
Less: Current liabilities					
Payables	5	(346,994)	(340,554)	(339,878)	(55,604)
Borrowings	9	(83,711)	(106,129)	(106,129)	(530)
Contract liabilities	11	(231,024)	(231,024)	(231,024)	(231,024)
Provisions	11	(202,298)	(238,675)	(238,675)	(228,013)
Total Current Liabilities		(864,027)	(916,382)	(915,706)	(515,171)
		4,597,269	4,569,821	4,570,496	5,297,608
Less: Total adjustments to net current assets	(b)	(2,786,469)	(2,764,051)	(2,764,620)	(2,929,970)
Closing funding surplus / (deficit)		1,810,800	1,805,771	1,805,876	2,367,639

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 30 JUNE 2024

NOTE	30 June 2024	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,419,957	4,832,247
Trade and other receivables	331,247	636,785
Inventories	61,576	17,171
TOTAL CURRENT ASSETS	5,812,780	5,486,203
NON-CURRENT ASSETS		
Trade and other receivables	24,594	24,594
Other financial assets	61,117	61,117
Property, plant and equipment	20,033,013	20,660,380
Infrastructure	66,329,096	65,270,616
TOTAL NON-CURRENT ASSETS	86,447,820	86,016,707
TOTAL ASSETS	92,260,600	91,502,910
CURRENT LIABILITIES		
Trade and other payables	55,604	340,554
Other liabilities	231,024	231,024
Borrowings	530	106,129
Employee related provisions	228,013	238,675
TOTAL CURRENT LIABILITIES	515,171	916,382
NON-CURRENT LIABILITIES		
Borrowings	1,054,870	1,054,870
Employee related provisions	28,882	28,882
TOTAL NON-CURRENT LIABILITIES	1,083,752	1,083,752
TOTAL LIABILITIES	1,598,923	2,000,134
NET ASSETS	90,661,677	89,502,776
EQUITY		
Retained surplus	35,380,325	34,284,142
Reserve accounts	3,046,998	2,984,280
Revaluation surplus	52,234,354	52,234,354
TOTAL EQUITY	90,661,677	89,502,776

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

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 09 July 2024

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 30 JUNE 2024

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	\$1.81 M	\$0.00 M
Closing	\$0.00 M	\$0.00 M	\$2.37 M	\$2.37 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$5.49 M	% of total
Unrestricted Cash	\$2.40 M	43.7%
Restricted Cash	\$3.09 M	56.3%
Refer to Note 2 - Cash and Financial Assets		

Payables		
	\$0.06 M	% Outstanding
Trade Payables	\$0.01 M	
Over 30 Days		0.0%
Over 90 Days		0%
Refer to Note 5 - Payables		

Receivables		
	\$0.26 M	% Collected
Rates Receivable	\$0.07 M	92.4%
Trade Receivable	\$0.26 M	
Over 30 Days		52.0%
Over 90 Days		28.7%
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)	(\$0.54 M)	\$1.21 M	\$1.75 M
Refer to Statement of Financial Activity			

Rates Revenue		
YTD Actual	\$1.56 M	% Variance
YTD Budget	\$1.56 M	(0.2%)
Refer to Note 6 - Rate Revenue		

Operating Grants and Contributions		
YTD Actual	\$2.75 M	% Variance
YTD Budget	\$1.06 M	160.0%
Refer to Note 12 - Operating Grants and Contributions		

Fees and Charges		
YTD Actual	\$0.82 M	% Variance
YTD Budget	\$0.96 M	(14.5%)
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)	(\$1.22 M)	(\$0.48 M)	\$0.74 M
Refer to Statement of Financial Activity			

Proceeds on sale		
YTD Actual	\$0.09 M	%
Adopted Budget	\$0.06 M	60.7%
Refer to Note 7 - Disposal of Assets		

Asset Acquisition		
YTD Actual	\$3.13 M	% Spent
Adopted Budget	\$5.04 M	(37.9%)
Refer to Note 8 - Capital Acquisition		

Non-Operating Grants		
YTD Actual	\$2.56 M	% Received
Adopted Budget	\$4.19 M	(38.9%)
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)	(\$0.05 M)	(\$0.17 M)	(\$0.12 M)
Refer to Statement of Financial Activity			

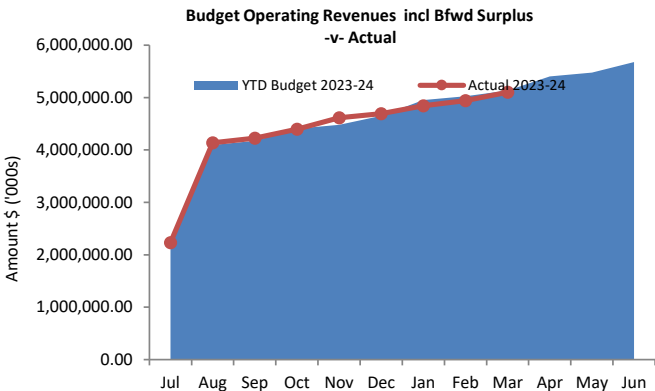
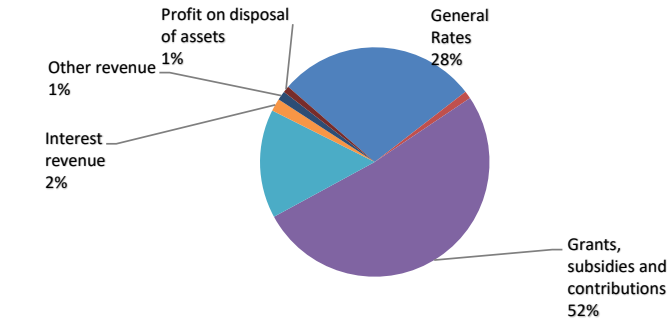
Borrowings	
Principal repayments	\$0.11 M
Interest expense	\$0.03 M
Principal due	\$1.25 M
Refer to Note 9 - Borrowings	

Reserves	
Reserves balance	\$3.05 M
Interest earned	\$0.06 M
Refer to Note 10 - Cash Reserves	

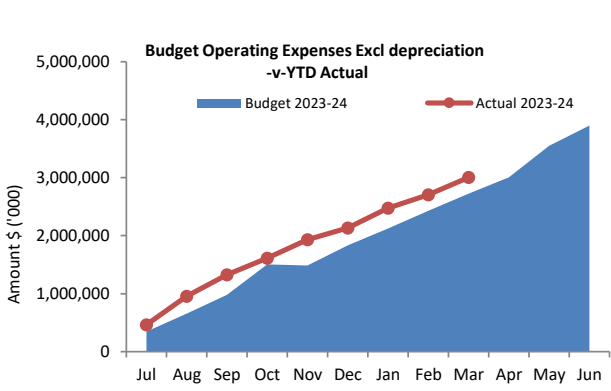
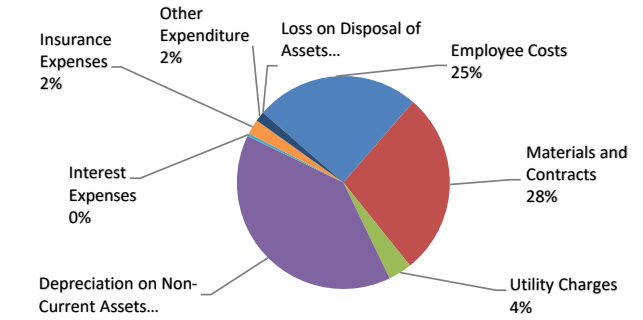
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

OPERATING REVENUE

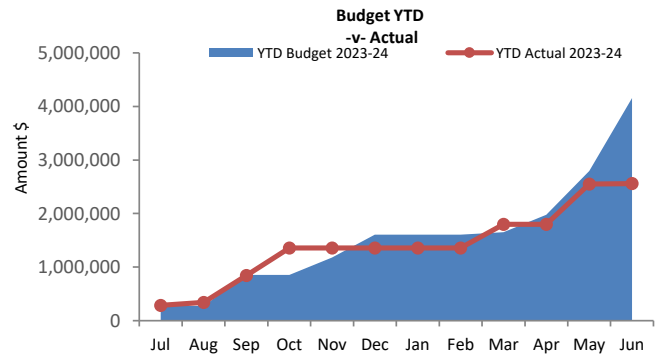


OPERATING EXPENSES

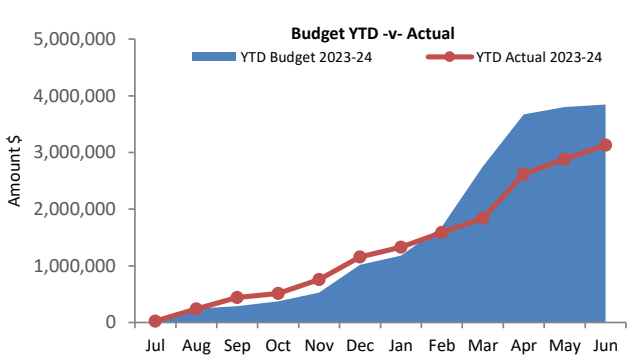


INVESTING ACTIVITIES

Capital grants, subsidies and contributions



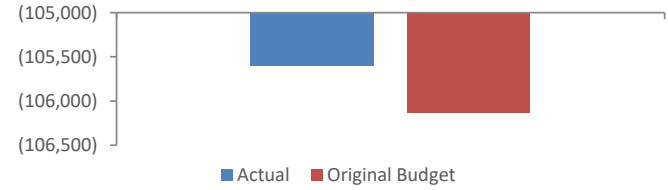
Payments for Capital Works



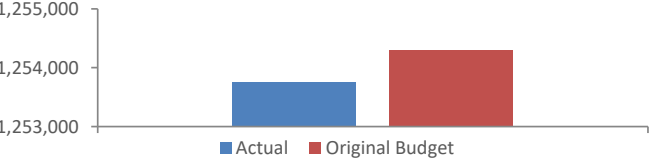
FINANCING ACTIVITIES

BORROWINGS

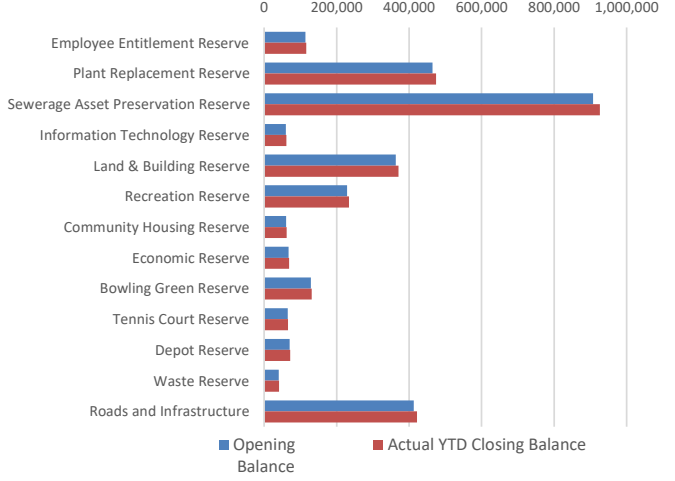
Principal Repayments



Principal Outstanding



RESERVES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 1
BY PROGRAM

	Ref Note	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
		\$	\$	\$	%		
Revenue from operating activities							
Governance		4,954	3,745	(1,209)	(24.40%)		Within Variance
General purpose funding		1,838,920	3,296,503	1,457,583	79.26%	😊	Financial Assistance Grants for FY25 have been received in Advance.
Law, order and public safety		33,804	44,496	10,692	31.63%	😊	Higher revenue of less than \$5K in Animal Control and ESL Bushfire
Health		110	109	(1)	(0.91%)		Within Variance
Education and welfare		652,572	583,419	(69,153)	(10.60%)	😞	CHSP Aged Care Funding has been resolved. HCP funding claims have been submitted. These matter will be resolved with End of year transactions.
Housing		161,992	196,256	34,264	21.15%	😊	Housing reimbursement revenue is \$65K higher than budget, offset by lower fees and charges of \$31K. These will generally be offset with higher expenditure.
Community amenities		289,445	288,093	(1,352)	(0.47%)		Within Variance
Recreation and culture		52,172	35,221	(16,951)	(32.49%)	😞	Lower Other Culture grants received YTD, This will be offset by lower expenditure.
Transport		192,191	204,024	11,833	6.16%		Within Variance
Economic services		492,966	539,826	46,860	9.51%		Within Variance
Other property and services		153,348	145,817	(7,531)	(4.91%)		Within Variance
		3,872,474	5,337,509	1,465,035			
Expenditure from operating activities							
Governance		(534,183)	(493,020)	41,163	7.71%		Within Variance
General purpose funding		(185,097)	(214,662)	(29,565)	(15.97%)	😞	\$29K Lower Employee costs allocated to program due to Payroll system delay in posting expenses.
Law, order and public safety		(155,450)	(155,180)	270	0.17%		Within Variance
Health		(55,018)	(15,456)	39,562	71.91%	😊	Payment to Goomalling for medical services contribution is yet to be made.
Education and welfare		(628,795)	(659,234)	(30,439)	(4.84%)		Within Variance
Housing		(270,087)	(264,963)	5,124	1.90%		Within Variance
Community amenities		(520,787)	(499,002)	21,785	4.18%		Within Variance

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

NOTE 1
BY PROGRAM

Ref Note	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	\$	\$	\$	%		
Recreation and culture	(1,196,278)	(1,276,158)	(79,880)	(6.68%)		Within Variance
Transport	(2,161,850)	(1,979,135)	182,715	8.45%		Within Variance
Economic services	(751,214)	(657,582)	93,632	12.46%	😊	CRC expenditure is currently \$61K, Tourism and Economic services is \$32K lower than budget. There may be end of year processes and finalisation of invoicing for FY 24 that will increase the expenditure.
Other property and services	(92,435)	(523,041)	(430,606)	(465.85%)	😞	Plant and Labor Overhead recoveries are \$374K lower than budget, Admin costs are \$79K higher mainly due to higher IT costs and lower depreciation. Staff will finalise Works overheads with End of year reporting.
	(6,551,194)	(6,737,433)	(186,239)			
Less: Profit on asset disposals	(44,835)	(49,134)	(4,299)	(9.59%)		Within Variance
Movement in liabilities associated with restricted cash	4,970	6,237	1,267	(25.49%)		Within Variance
Add: Depreciation on assets	2,176,357	2,651,258	474,901	21.82%	😞	Depreciation expense is higher than budget, due to FY23 revaluations. Staff will review the Asset register depreciation rates with year end processes. This has no cash impact on the position of the Shire.
Amount attributable to operating activities	(542,228)	1,208,437	1,750,665			

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

**NOTE 1
BY PROGRAM**

	Ref Note	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
		\$	\$	\$	%		
CONTINUED							
Investing Activities							
Capital grants, subsidies and contributions	13	4,156,285	2,558,828	(1,597,457)	(38.43%)	☹️	Capital grants are lower than budget mainly due to the due to the unsuccessful housing grant application.
Proceeds from disposal of assets	7	90,000	90,000	(0)	(0.00%)		
Payments for property, plant and equipment	8	(1,914,641)	(229,156)	1,685,485	(88.03%)	😊	Refer to Note 8 for project details.
Payments for infrastructure	8	(3,550,097)	(2,897,926)	652,171	18.37%	😊	Refer to Note 8 for project details.
Amount attributable to investing activities		(1,218,453)	(478,254)	740,199			
Financing Activities							
Transfer from reserves	10	677,817	0	(677,817)	(100.00%)		Reserve transfers will be finalised with end of year processes.
Repayment of debentures	9	(106,134)	(105,598)	536	0.51%		Within Variance
Transfer to reserves	10	(616,773)	(62,718)	554,055	89.83%	😊	Reserve transfers will be finalised with end of year processes.
Amount attributable to financing activities		(45,090)	(168,316)	(123,226)			
Surplus or deficit at the start of the financial year		1,805,771	1,805,771	0	0.00%		
Amount attributable to operating activities		(542,228)	1,208,437	1,750,665	(322.87%)		
Amount attributable to investing activities		(1,218,453)	(478,254)	740,199	(60.75%)		
Amount attributable to financing activities		(45,090)	(168,316)	(123,226)	273.29%		
Surplus or deficit at the end of the financial year		0	2,367,639	2,367,639	2630709900.95%		

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	500	0	500	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,397,097	0	2,397,097	0	NAB	0.05%	At Call
Term Deposits								
315-8962	Financial assets at amortised cost	0	1,046,968	1,046,968	0	NAB	3.70%	10/12/2024
27-9675	Financial assets at amortised cost	0	1,021,273	1,021,273	0	Westpac	4.22%	7/07/2024
	Financial assets at amortised cost	0	1,022,140	1,022,140		Bendigo	4.00%	1/11/2024
Total		2,397,597	3,090,381	5,487,978				
Comprising								
Cash and cash equivalents		2,397,597	0	2,397,597	0			
Financial assets at amortised cost		0	3,090,381	3,090,381	0			
		2,397,597	3,090,381	5,487,978	0			

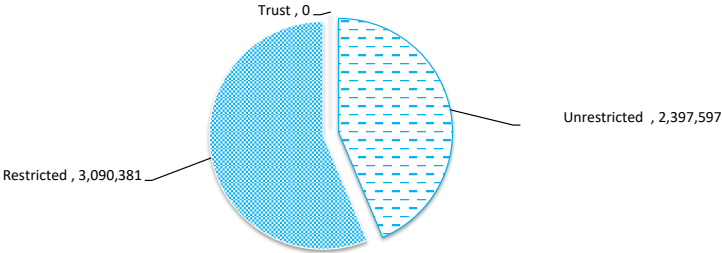
KEY INFORMATION

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 30 JUNE 2024

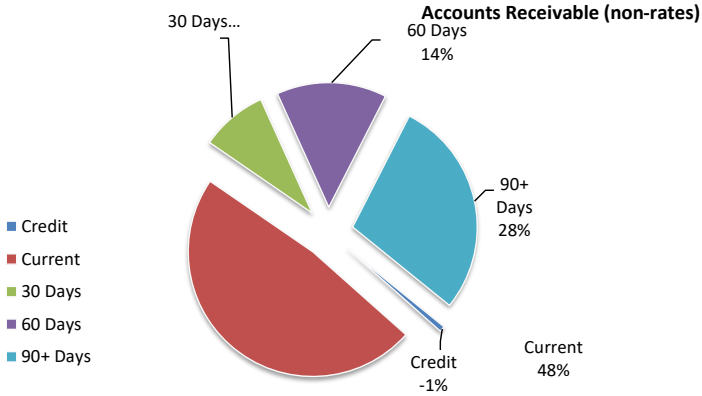
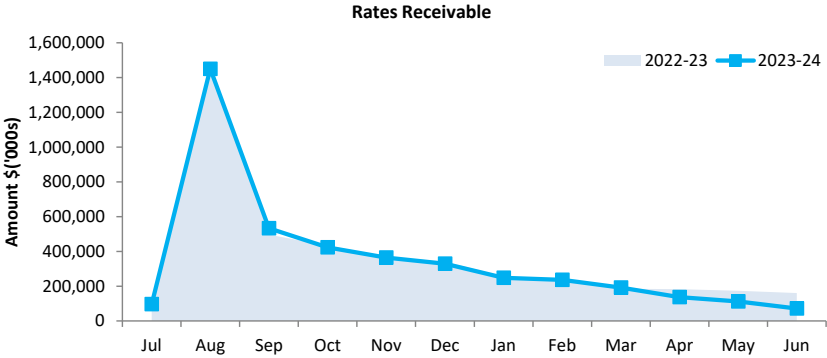
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 June 2023	30 Jun 2024
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,510,346	1,558,554
Less - collections	(1,469,741)	(1,587,708)
Equals current outstanding	160,197	131,043
Less allowance for impairment of receivables		(59,782)
Net rates collectable	160,197	71,261
% Collected	90.2%	92.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(149)	9,686	1,746	2,882	5,713	19,878
Percentage	(0.8%)	48.7%	8.8%	14.5%	28.7%	
Balance per trial balance						
Sundry receivable	(149)	9,686	1,746	2,882	5,713	19,878
Accrued Income	0	103,668	0	0	0	103,668
GST receivable	0	111,442	0	0	0	111,442
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Total receivables general outstanding						259,986
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 collectable.



	Opening Balance 1 July 2023	Asset Increase/(Decrease)	Asset Reduction	Closing Balance 30 June 2024
Other current assets	\$	\$	\$	\$
Inventory				
Stock On Hand	17,171	44,405	0	61,576
Total other current assets	17,171	44,405	0	61,576
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

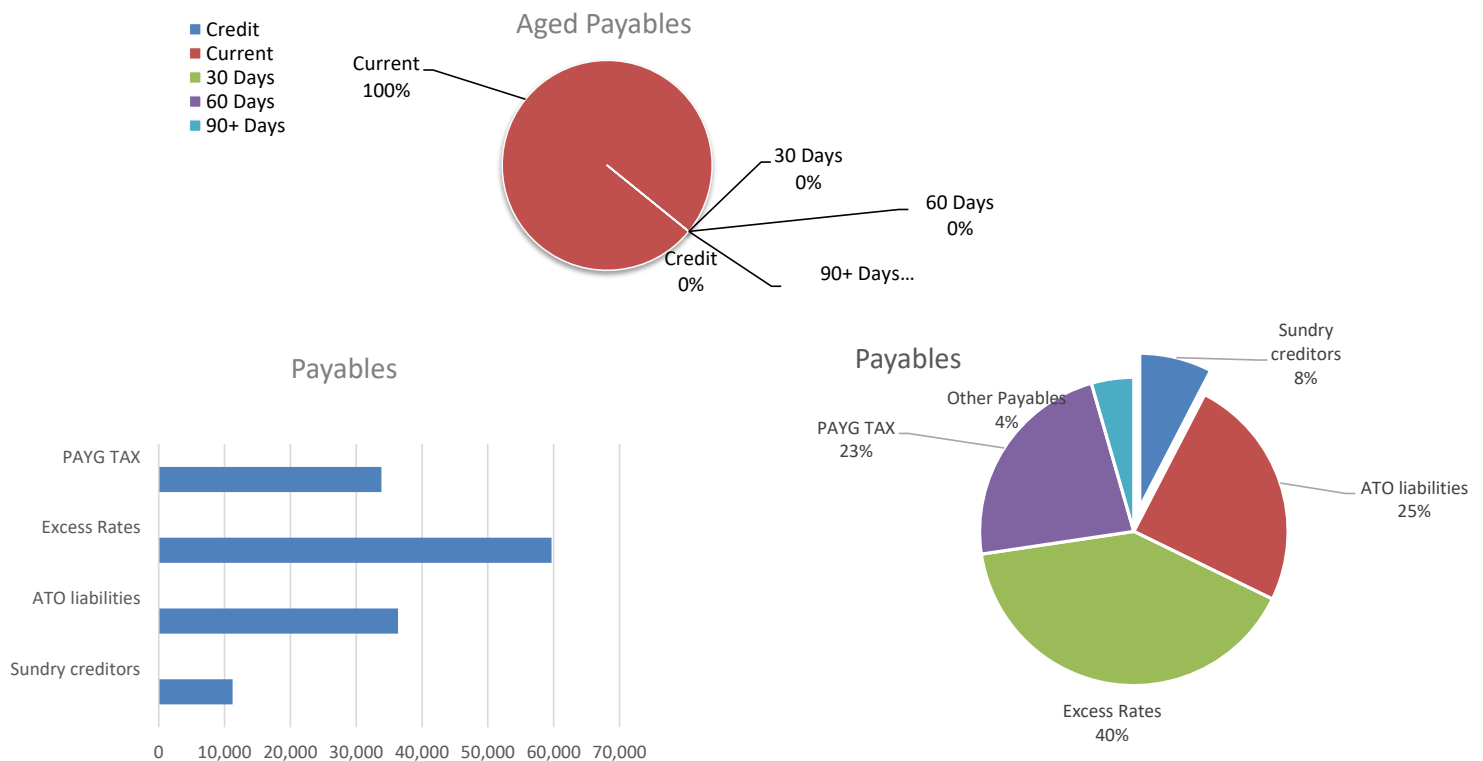
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	55,604	0	0	0	55,604
Percentage	0%	100%	0%	0%	0%	
Balance per trial balance						
Sundry creditors	0	11,231	0	0	0	11,231
ATO liabilities	0	36,352	0	0	0	36,352
Excess Rates	0	59,670	0	0	0	59,670
PAYG TAX	0	33,822	0	0	0	33,822
Other Payables	0	6,560	0	0	0	6,560
Payroll Creditors	0	(72,124)	0	0	0	(72,124)
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - CI	0	11,025	0	0	0	11,025
Accrued Expenses	0	(82,197)	0	0	0	(82,197)
Total payables general outstanding						55,604

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.

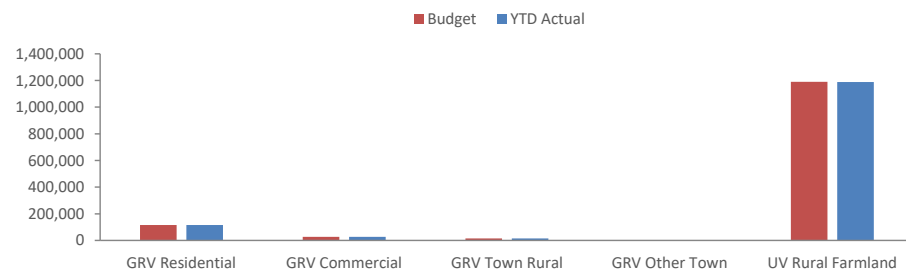


FOR THE PERIOD ENDED 30 JUNE 2024

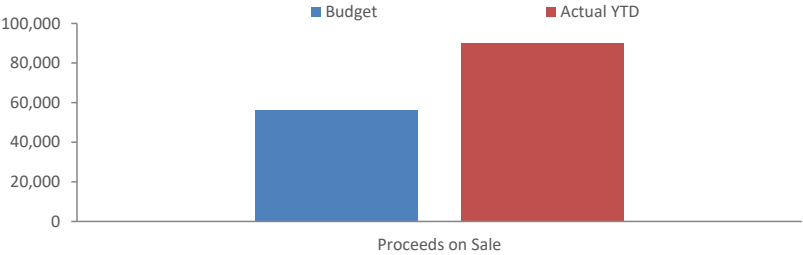
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

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	116,024	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	14,306	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value											
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,190,799	(3,114)	0	1,187,685
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	1,350,985	(3,114)	0	1,347,871
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	849	66	445,279	56,034	0	0	56,034	56,034	0	0	56,034
GRV Commercial	849	17	65,470	14,433	0	0	14,433	14,433	0	0	14,433
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	13,584	0	0	13,584
GRV Other Town	248	20	7,974	4,960	0	0	4,960	4,960	0	0	4,960
Unimproved value											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	53,487	0	0	53,487
UV Commercial	849	4	500	3,396	0	0	3,396	3,396	0	0	3,396
UV Town Rural	849	4	137,000	3,396	0	0	3,396	3,396	0	0	3,396
UV Mining	248	16	130,350	3,968	0	0	3,968	3,968	0	0	3,968
Sub-total		206	5,960,558	153,258	0	0	153,258	153,258	0	0	153,258
Amount from general rates							1,503,992	1,504,243	(3,114)	0	1,501,129
Ex-gratia rates							57,425				57,425
Total general rates							1,561,417				1,558,554

KEY INFORMATION



Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Other property and services					0	0						
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	60,909	40,031	0	27,260	60,909	33,649	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	17,904	29,091	11,187	0	17,904	29,091	11,187	0
	D002									0		0	0
		20,878	56,000	35,122	0	38,782	90,000	51,218	0	45,164	90,000	44,835	0



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

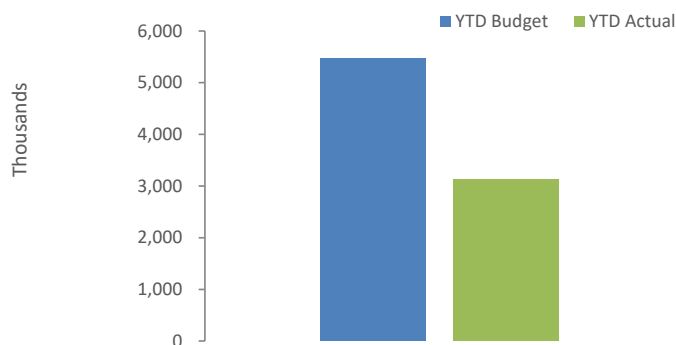
Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	1,654,438	1,654,438	23,811	(1,630,627)
Furniture and equipment	52,000	52,000	52,000	0	(52,000)
Plant and equipment	172,669	208,203	208,203	205,344	(2,859)
Infrastructure - roads	4,410,569	3,496,897	3,496,897	2,883,940	(612,957)
Infrastructure - Parks And Ovals	182,560	40,000	40,000	12,415	(27,585)
Infrastructure - other	38,200	13,200	13,200	1,571	(11,629)
Payments for Capital Acquisitions	5,036,112	5,464,738	5,464,738	3,127,081	(2,337,657)
Total Capital Acquisitions	5,036,112	5,464,738	5,464,738	3,127,081	(2,337,657)

Capital Acquisitions Funded By:

	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,156,285	4,156,285	2,558,828	(1,597,457)
Other (disposals & C/Fwd)	56,000	56,000	90,000	90,000	(0)
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	1,033,943	1,218,453	478,254	(740,199)
Capital funding total	5,036,112	5,464,738	5,464,738	3,127,081	(2,337,657)

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	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings							
	Growing Regions Housing Program	0	1,619,238	1,619,238	0		Will not go ahead - grant application unsuccessful
BC001		0	0	0	54	(54)	
BC044	Sports Recreation Centre - Building (Capital)	24,000	27,800	27,800	21,605	6,195	Ceiling repairs complete
BC049	Hockey Pavilion - Building (Capital)	156,114	7,400	7,400	2,153	5,247	In-kind contribution value approx. \$8,000. Project removed at mid-year budget review as expenditure was based on grant success.
Total		180,114	1,654,438	1,654,438	23,811	11,389	
Furniture and equipment							
FE001	Council Chambers Audio System	12,000	12,000	12,000	0	12,000	Deferred to 24/25
FE002	IT Renewal Server	40,000	40,000	40,000	0	40,000	Complete. Invoice to be processed.
Total		52,000	52,000	52,000	0	52,000	
Plant and Equipment							
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	109,121	109,121	109,121	0	Complete
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	69,082	69,082	69,082	0	Complete
PE100	Diesel Fuel Bowser - Shire Depot	30,000	30,000	30,000	27,142	2,858	Complete
Total		172,669	208,203	208,203	205,344	2,859	
Infrastructure - Roads							
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	338,530	338,530	342,406	(3,876)	Complete
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	123,750	123,750	9,570	114,180	Deferred to 2024/25
LRC013	LRCIP - Berring East Road	190,826	190,826	190,826	189,206	1,620	Complete
LRC164	Manmanning Road 0.00-5.67	262,800	262,800	262,800	18,032	244,768	Deferred to 2024/25
RC000	Road Construction General (Budgeting Only)	60,000	60,000	60,000	12,540	47,460	Complete

R2R003	Koombekine North Road (R2R)	24,413	24,413	24,413	23,524	889 Complete
R2R015	Hindmarsh Back Road (R2R)	93,145	93,145	93,145	127,600	(34,455) Complete
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	0 Removed at mid-year budget review.
R2R040	Booralaming West Road (R2R)	112,500	112,500	112,500	113,073	(573) Complete
R2R041	Moonijin East Road (R2R)	123,615	123,615	123,615	129,969	(6,354) Complete
R2R042	McHugh Road (R2R)	67,327	67,327	67,327	58,306	9,021 Works Complete
RRG003	Koombekine North Road (RRG)	585,184	585,184	585,184	579,148	6,036 Complete
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	116,804	116,804	116,059	745 Complete
BS183	Dowerin-Meckering Road (BS)	801,922	12,000	12,000	14,632	(2,632) To be deferred to 24/25 budget however \$12k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	1,084,179	1,084,179	958,573	125,606 To be carried forward
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	301,824	301,824	191,303	110,521 To be carried forward
Total		4,410,569	3,496,897	3,496,897	2,883,940	612,957

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals						
PC071	Dowerin Skate Park Capital Works	40,000	40,000	40,000	12,415	27,585 In progress. Carried forward to 24/25
PC075	Town Site Greening Water Scheme	142,560	0	0	0	0 Removed at mid-year budget review.
Total		182,560	40,000	40,000	12,415	27,585
Infrastructure - Other						
OC11	Public Art Projects	25,000	0	0	0	0 Removed at mid-year budget review.
OC018	Dowerin Standpipe Upgrade	13,200	13,200	13,200	0	13,200 Project under review
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	1,571	(1,571) Costing to be corrected
Total		38,200	13,200	13,200	1,571	11,629
TOTALS		5,036,112	5,464,738	5,464,738	3,127,081	718,419

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Current Budget	Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$	\$
Housing									
Government Regional Officer Housing	100	227,550	0	(11,489)	(11,489)	239,039	239,039	(8,218)	(8,218)
Recreation and culture									
Dowerin Swimming Pool	101	133,849	0	(19,795)	(19,795)	153,644	153,644	(2,148)	(2,149)
Transport									
Multi Tyre Roller	102	108,846		(21,070)	(21,070)	129,916	129,916	(830)	(941)
Smooth Drum Tyre Roller	103	113,432		(18,591)	(18,591)	132,023	132,023	(941)	(830)
Economic services									
Short Stay Accommodation	99	564,486	0	(34,653)	(35,189)	599,139	599,675	(18,518)	(17,982)
Total		1,148,163	0	(105,598)	(106,134)	1,253,761	1,254,297	(30,655)	(30,120)
Current borrowings		106,134				530			
Non-current borrowings		1,042,029				1,253,231			
		1,148,163				1,253,761			

All debenture repayments were financed by general purpose revenue.

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 30 JUNE 2024**

**FINANCING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Original Budget Interest Earned	Current Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	4,970	2,398	0	0	0	0	0	0	119,070	116,498
Plant Replacement Reserve	464,535	20,236	20,236	9,763	0	100,000	0	(35,310)	(36,844)	0	449,461	474,298
Sewerage Asset Preservation Reserve	907,424	39,529	39,529	19,070	0	0	0	(12,000)	(12,000)	0	934,953	926,494
Information Technology Reserve	60,144	2,620	2,620	1,264	0	0	0	(40,000)	(40,000)	0	22,764	61,408
Land & Building Reserve	363,390	15,830	15,830	7,637	252,426	302,426	0	0	(485,773)	0	631,646	371,027
Recreation Reserve	229,175	9,983	9,983	4,816	0	0	0	(41,200)	(13,200)	0	197,958	233,991
Community Housing Reserve	60,751	2,646	2,646	1,277	0	0	0	0	0	0	63,397	62,028
Economic Reserve	67,803	2,954	2,954	1,425	0	0	0	(30,000)	(30,000)	0	40,757	69,228
Bowling Green Reserve	128,702	5,606	5,606	2,705	10,000	10,000	0	0	0	0	144,308	131,407
Tennis Court Reserve	64,850	2,825	2,825	1,363	6,000	6,000	0	0	0	0	73,675	66,213
Depot Reserve	70,264	3,061	3,061	1,477	0	18,347	0	0	0	0	73,325	71,741
Waste Reserve	40,264	1,754	1,754	846	0	0	0	0	0	0	42,018	41,110
Roads and Infrastructure	412,878	17,986	17,986	8,677	0	50,000	0	(60,000)	(60,000)	0	370,864	421,555
	2,984,280	130,000	130,000	62,718	268,426	486,773	0	(218,510)	(677,817)	0	3,164,196	3,046,998

* An additional \$20K in interest has been received that will be capitalised to Reserve accounts as part of EOY process.

KEY INFORMATION

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 30 June 2024
		\$	\$	\$	\$
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		149,078	0	0	149,078
Long service leave		89,597	0	(10,662)	78,935
Total Provisions		238,675	0	(10,662)	228,013
Total other current assets		469,699	0	(10,662)	459,037
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 30 JUNE 2024

OPERATING ACTIVITIES
NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grant, subsidies and contributions		Operating grants, subsidies and contributions revenue			
	Liability Reduction (As revenue)	Liability 30 Jun 2024	Original Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual Comments
	\$	\$	\$	\$	\$	\$
Operating grants and subsidies, Contributions and reimbursements						
Governance						
MEMBERS - Contributions & Donations			1,500	1,500	1,500	364
OTH GOV - Reimbursements			0	3,454	3,454	3,381
General purpose funding						
GEN PUR - Financial Assistance Grant - General			0	44,316	44,316	974,116
GEN PUR - Financial Assistance Grant - Roads			0	34,235	34,235	654,102
Law, order, public safety						
ESL BFB - Operating Grant			30,000	30,000	30,000	34,138
Education and welfare						
AGED OTHER - Reimbursements			0		0	170
AGED OTHER - Grant Funding - CHSP			226,260	226,260	226,260	31,069
AGED OTHER - Grant Funding - HCP			404,912	404,912	404,912	542,969
WELFARE - Grants			5,400	5,400	5,400	0
Housing						
OTH HOUSE - Rental Reimbursements			0	0	0	78,710
Community amenities						
ENVIRON - Reimbursements			504	504	504	300
Recreation and culture						
SWIM AREAS - Contributions & Donations			0		0	7,000
REC - Contributions & Donations			504	5,000	5,000	8,695
REC - Reimbursements - Other Recreation			504	2,000	2,000	2,197
REC - Grants			0		0	54
LIBRARY - Other Grants			5,000	5,000	5,000	0
OTH CUL - Contributions & Donations - Other Culture			2,400	2,400	2,400	0
OTH CUL - Grants - Other Culture			13,764	13,764	13,764	545
Transport						
ROADM - Direct Road Grant (MRWA)			164,000	164,000	164,000	168,621
ROADM - Street Lighting Subsidy			0	0	0	223 C/Note for Prior year.
Economic services						
TOUR - Other Income Relating to Tourism & Area Promotion			396	396	396	0
CRC - Grants			100,970	100,970	100,970	138,356

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

OPERATING ACTIVITIES
NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grant, subsidies and contributions		Operating grants, subsidies and contributions revenue			
	Liability Reduction (As revenue)	Liability 30 Jun 2024	Original Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual Comments
	\$	\$	\$	\$	\$	\$
CRC - Grants (excl GST)			5,000	5,000	5,000	20,878
CRC- Contributions and Donations (excl GST)			0	0	0	79,021
Other property and services						
PWO - Other Reimbursements			300	300	300	0
POC - Fuel Tax Credits Grant Scheme			7,500	7,500	7,500	0
ADMIN - Reimbursements			0	0	0	3,211
	0	0	968,914	1,056,911	1,056,911	2,748,121

		operating grants, subsidies and contribu		Non operating grants, subsidies and contributions revenue				
		Liability Reduction (As revenue)	Current Liability 30 Jun 2024	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Variance
		\$	\$	\$	\$	\$	\$	
Non-operating grants and subsidies								
General purpose funding								
	Gen Pur - Grant Funding (No Gst)			577,376	577,376	577,376	555,658	21,718
Housing								
	Oth House - Grant Income			0	1,133,465	1,133,465	0	1,133,465
Recreation and culture								
	Rec - Grants			237,223	0	0	8,851	(8,851)
	Rec - Contributions & Donations			0	0	0	0	0
	Oth Cul - Grants - Other Culture			42,500	25,000	25,000	0	25,000
Transport Funding								
RRG	Roadc - Regional Road Group Grants (Mrwa)			468,144	468,144	468,144	277,476	190,668
R2R	Roadc - Roads To Recovery Grant			544,750	421,000	421,000	448,305	(27,305)
WSFN	Roadc - Other Grants - Roads/Streets			2,321,222	1,531,300	1,531,300	1,268,538	262,762
TOTALS		0	0	4,191,215	4,156,285	4,156,285	2,558,828	1,597,457

GL Account Code	Description	Classification	No Change -(Non Cash Items) Adjust.	Original Budget	Proposed amended Budget	Increase/(Decrease) in Available Cash	Budget Running Balance
			\$			\$	\$
	Budget Adoption	Opening Surplus(Deficit)		1,810,800	1,805,771	(5,029)	(5,029)
2030100	RATES - Employee Costs	Operating Expenditure		(85,880)	(79,655)	6,225	1,196
2030112	RATES - Valuation Expenses	Operating Expenditure		(7,992)	(650)	7,342	8,538
2030114	RATES - Debt Collection Expenses	Operating Expenditure		(9,996)	(15,000)	(5,004)	3,534
2030115	RATES - Printing and Stationery	Operating Expenditure		(3,000)	(3,500)	(500)	3,034
2030116	RATES - Postage and Freight	Operating Expenditure		(504)	(700)	(196)	2,838
2030117	RATES - Doubtful Debts Expense	Operating Expenditure		(9,996)	(1,500)	8,496	11,334
2030118	RATES - Rates Write Off	Operating Expenditure		(2,496)	(500)	1,996	13,330
2030211	GEN PUR - Bank Fees & Charges	Operating Expenditure		(9,996)	(16,000)	(6,004)	7,326
2040100	MEMBERS - Employee Costs	Operating Expenditure		(99,990)	(112,607)	(12,617)	(5,291)
2040104	MEMBERS - Training & Development	Operating Expenditure		(7,000)	(5,000)	2,000	(3,291)
2040129	MEMBERS - Donations to Community Groups	Operating Expenditure		(7,000)	(500)	6,500	3,209
2040200	OTH GOV - Employee Costs	Operating Expenditure		(99,990)	(112,607)	(12,617)	(9,408)
2040211	OTH GOV - Civic Functions, Refreshments & Receptions	Operating Expenditure		(8,000)	(10,000)	(2,000)	(11,408)
2040241	OTH GOV - Subscriptions & Memberships	Operating Expenditure		(15,000)	0	15,000	3,592
2040250	OTH GOV - Consultancy - Statutory	Operating Expenditure		(28,000)	(8,000)	20,000	23,592
2040251	OTH GOV - Consultancy - Strategic	Operating Expenditure		(7,000)	0	7,000	30,592
2040285	OTH GOV - Legal Expenses	Operating Expenditure		(3,000)	0	3,000	33,592
2050100	FIRE - Employee Costs	Operating Expenditure		(13,346)	(14,370)	(1,024)	32,568
2050112	FIRE - Fire Prevention/Burning/Control - recoverable	Operating Expenditure		0	(120)	(120)	32,448
2050140	FIRE - Advertising & Promotion	Operating Expenditure		(300)	0	300	32,748
2050216	ANIMAL - Relief Ranger Services	Operating Expenditure		(12,996)	(21,000)	(8,004)	24,744
2050287	ANIMAL - Other Expenditure	Operating Expenditure		(504)	0	504	25,248
2050387	OLOPS - Other Expenditure	Operating Expenditure		(7,815)	(1,819)	5,996	31,244
2050530	ESL BFB - Insurance Expenses	Operating Expenditure		(11,791)	(3,500)	8,291	39,535
2050565	ESL BFB - Maintenance Plant & Equipment	Operating Expenditure		(6,504)	(4,004)	2,500	42,035
2050589	ESL BFB - Maintenance Land & Buildings	Operating Expenditure		(5,383)	(5,036)	347	42,382
2070411	HEALTH - Contract EHO	Operating Expenditure		(8,004)	(500)	7,504	49,886
2070412	HEALTH - Analytical Expenses	Operating Expenditure		(500)	(1,000)	(500)	49,386
2070553	PEST - Pest Control Programs	Operating Expenditure		(1,423)	(1,192)	231	49,617
2070700	OTH HEALTH - Employee Costs	Operating Expenditure		(13,346)	(14,370)	(1,024)	48,593
2080292	OTHER ED - Depreciation	Non Cash	356	(9,144)	(9,500)	(356)	48,593
2080388	FAMILIES - Building Operations	Operating Expenditure		(2,800)	(2,304)	496	49,089
2080389	FAMILIES - Building Maintenance	Operating Expenditure		(10,208)	(8,701)	1,507	50,595
2080600	AGED OTHER - Employee Costs	Operating Expenditure		(279,963)	(307,795)	(27,832)	22,764
2080608	AGED OTHER - Other Employee Expenses	Operating Expenditure		(1,000)	(1,150)	(150)	22,614
2080615	AGED OTHER - Printing and Stationery	Operating Expenditure		(1,000)	(500)	500	23,114
2080616	AGED OTHER - Postage and Freight	Operating Expenditure		(100)	0	100	23,214
2080621	AGED OTHER - Information Technology	Operating Expenditure		(5,000)	(2,500)	2,500	25,714
2080640	AGED OTHER - Advertising & Promotion	Operating Expenditure		(1,500)	0	1,500	27,214
2080641	AGED OTHER - Subscriptions & Memberships	Operating Expenditure		(1,000)	(1,700)	(700)	26,514
2080660	AGED OTHER - Client Services	Operating Expenditure		(97,700)	(113,700)	(16,000)	10,514
2080753	WELFARE - Events	Operating Expenditure		(22,214)	(21,996)	218	10,732
2090189	STF HOUSE - Staff Housing Building Maintenance	Operating Expenditure		(22,482)	(26,213)	(3,731)	7,000
2090288	OTH HOUSE - Building Operations	Operating Expenditure		(24,301)	(23,815)	486	7,486
2090289	OTH HOUSE - Building Maintenance	Operating Expenditure		(31,807)	(28,973)	2,834	10,320
2100165	SAN - Maintenance/Operations	Operating Expenditure		(109,077)	(107,799)	1,278	11,598
2100365	SEW - Maintenance/Operations	Operating Expenditure		(45,454)	(41,900)	3,554	15,152
2100700	COM AMEN - Employee Costs	Operating Expenditure		(13,346)	0	13,346	28,498
2100711	COM AMEN - Cemetery Maintenance/Operations	Operating Expenditure		(13,426)	(17,580)	(4,154)	24,344
2100788	COM AMEN - Public Conveniences Operations	Operating Expenditure		(22,130)	(23,263)	(1,133)	23,211
2110188	HALLS - Town Halls and Public Bldg Operations	Operating Expenditure		(22,973)	(23,163)	(190)	23,021
2110189	HALLS - Town Halls and Public Bldg Maintenance	Operating Expenditure		(4,800)	(7,151)	(2,351)	20,670

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

BUDGET AMENDMENTS

2110265	SWIM AREAS - Grounds Maintenance/Operations	Operating Expenditure		(35,116)	(40,015)	(4,899)	15,771
2110288	SWIM AREAS - Building Operations	Operating Expenditure		(5,391)	(5,891)	(500)	15,271
2110364	REC - Trails & Tracks Maintenance/Operations	Operating Expenditure		(1,000)	(500)	500	15,771
2110365	REC - Parks & Gardens Maintenance/Operations	Operating Expenditure		(134,468)	(113,696)	20,772	36,542
2110366	REC - Town Oval Maintenance/Operations	Operating Expenditure		(111,106)	(95,250)	15,856	52,398
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Operating Expenditure		(8,982)	(5,569)	3,413	55,811
2110368	REC - Playground Equipment Mtce	Operating Expenditure		(12,850)	(10,721)	2,129	57,940
2110387	REC - Other Expenses	Operating Expenditure		(3,000)	0	3,000	60,940
2110388	REC - Other Rec Facilities Building Operations	Operating Expenditure		(65,183)	(71,013)	(5,830)	55,110
2110389	REC - Other Rec Facilities Building Maintenance	Operating Expenditure		(40,762)	(39,596)	1,166	56,276
2110521	LIBRARY - Information Technology	Operating Expenditure		(1,656)	(250)	1,406	57,682
2110665	HERITAGE - Maintenance/Operations	Operating Expenditure		(1,753)	(808)	945	58,627
2110711	OTH CUL - Australia Day	Operating Expenditure		(3,016)	(3,160)	(144)	58,483
2110712	OTH CUL - ANZAC Day	Operating Expenditure		(2,528)	(2,593)	(65)	58,418
2110725	OTH CUL - Festival & Events	Operating Expenditure		(90,022)	(44,085)	45,937	104,355
2110787	OTH CUL - Other Expenses	Operating Expenditure		(1,000)	(350)	650	105,005
2120211	ROADM - Road Maintenance - Built Up Areas	Operating Expenditure		(52,627)	(62,152)	(9,525)	95,480
2120212	ROADM - Road Maintenance - Sealed Outside BUA	Operating Expenditure		(381,257)	(431,357)	(50,100)	45,380
2120213	ROADM - Road Maintenance - Gravel Outside BUA	Operating Expenditure		(512,697)	(529,075)	(16,378)	29,002
2120217	ROADM - Ancillary Maintenance - Built Up Areas	Operating Expenditure		(23,094)	(25,665)	(2,571)	26,431
2120252	ROADM - Consultants	Operating Expenditure		(1,000)	(1,350)	(350)	26,081
2120288	ROADM - Depot Building Operations	Operating Expenditure		(32,000)	(25,718)	6,282	32,363
2120289	ROADM - Depot Building Maintenance	Operating Expenditure		(3,600)	(8,550)	(4,950)	27,413
2120500	LICENSING - Employee Costs	Operating Expenditure		0	(14,000)	(14,000)	13,413
2120665	AERO - Airstrip & Grounds Maintenance/Operations	Operating Expenditure		(4,100)	(4,850)	(750)	12,663
2130200	TOUR - Employee Costs	Operating Expenditure		(94,754)	(18,800)	75,954	88,617
2130240	TOUR - Public Relations & Area Promotion	Operating Expenditure		(22,000)	(15,000)	7,000	95,617
2130241	TOUR - Subscriptions & Memberships	Operating Expenditure		(12,500)	(16,290)	(3,790)	91,827
2130265	TOUR - Maintenance/Operations	Operating Expenditure		(37,333)	(33,858)	3,475	95,302
2130266	TOUR - Caravan Park General Maintenance/Operations	Operating Expenditure		(23,388)	(28,987)	(5,599)	89,703
2130288	TOUR - Building Operations	Operating Expenditure		(115,535)	(131,220)	(15,685)	74,018
2130289	TOUR - Building Maintenance	Operating Expenditure		(15,245)	(12,580)	2,665	76,683
2130889	OTH ECON - Building Maintenance	Operating Expenditure		(2,500)	(2,615)	(115)	76,568
2130900	CRC - Employee Costs	Operating Expenditure		(110,000)	(186,288)	(76,288)	280
2130904	CRC - Training & Development	Operating Expenditure		(3,000)	(6,000)	(3,000)	(2,720)
2130908	CRC - Other Employee Expenses	Operating Expenditure		(1,000)	(500)	500	(2,220)
2130915	CRC - Printing and Stationery	Operating Expenditure		(1,000)	(2,000)	(1,000)	(3,220)
2130916	CRC - Postage and Freight	Operating Expenditure		(100)	(300)	(200)	(3,420)
2130920	CRC - Communication Expenses	Operating Expenditure		(1,500)	(2,600)	(1,100)	(4,520)
2130921	CRC - Information Systems	Operating Expenditure		(5,000)	(9,500)	(4,500)	(9,020)
2130941	CRC - Subscriptions & Memberships	Operating Expenditure		(3,200)	(700)	2,500	(6,520)
2130950	CRC - Contract Services	Operating Expenditure		(2,000)	0	2,000	(4,520)
2130986	CRC - Expensed Minor Asset Purchases	Operating Expenditure		(1,000)	0	1,000	(3,520)
2130987	CRC - Other Expenditure	Operating Expenditure		(5,500)	(9,000)	(3,500)	(7,020)
2130992	CRC - Depreciation	Non Cash	(9,600)	(9,600)	0	9,600	(7,020)
2140187	PRIVATE - Other Expenses	Operating Expenditure		(27,582)	(28,732)	(1,150)	(8,170)
2140200	ADMIN - Employee Costs	Operating Expenditure		(310,251)	(303,944)	6,307	(1,863)
2140205	ADMIN - Recruitment	Operating Expenditure		(22,000)	(9,050)	12,950	11,087
2140208	ADMIN - Other Employee Expenses	Operating Expenditure		(1,000)	(1,210)	(210)	10,877
2140215	ADMIN - Printing and Stationery	Operating Expenditure		(4,000)	(6,500)	(2,500)	8,377
2140221	ADMIN - Information Technology	Operating Expenditure		(112,644)	(121,084)	(8,440)	(63)
2140226	ADMIN - Office Equipment Mtce	Operating Expenditure		(5,500)	(7,300)	(1,800)	(1,863)
2140227	ADMIN - Records Management	Operating Expenditure		(5,000)	0	5,000	3,137
2140252	ADMIN - Consultants	Operating Expenditure		(55,000)	(80,000)	(25,000)	(21,863)
2140288	ADMIN - Building Operations	Operating Expenditure		(31,216)	(30,741)	475	(21,388)
2140289	ADMIN - Building Maintenance	Operating Expenditure		(5,500)	(14,000)	(8,500)	(29,888)

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024

BUDGET AMENDMENTS

2140300	PWO - Employee Costs	Operating Expenditure		(181,339)	(178,059)	3,280	(26,608)
2140304	PWO - Training & Development	Operating Expenditure		(42,236)	(33,801)	8,435	(18,173)
2140307	PWO - Protective Clothing	Operating Expenditure		(8,000)	(6,000)	2,000	(16,173)
2140308	PWO - Other Employee Expenses	Operating Expenditure		(2,004)	(1,000)	1,004	(15,169)
2140323	PWO - Sick Pay	Operating Expenditure		(25,943)	(17,314)	8,629	(6,540)
2140324	PWO - Annual Leave	Operating Expenditure		(63,487)	(66,028)	(2,541)	(9,081)
2140325	PWO - Public Holidays	Operating Expenditure		(26,748)	(19,650)	7,098	(1,983)
2140328	PWO - Supervision	Operating Expenditure		0	(70)	(70)	(2,053)
2140330	PWO - OHS and Toolbox Meetings,	Operating Expenditure		(24,684)	(11,550)	13,134	11,081
2140365	PWO - Maintenance/Operations	Operating Expenditure		(4,996)	(5,146)	(150)	10,931
2140393	PWO - LESS Allocated to Works (PWOs)	Operating Expenditure		561,403	500,900	(60,503)	(49,572)
2140400	POC - Internal Plant Repairs - Wages & O/Head	Operating Expenditure		(9,996)	(10,996)	(1,000)	(50,572)
2140411	POC - External Parts & Repairs	Operating Expenditure		(120,000)	(170,000)	(50,000)	(100,572)
2140412	POC - Fuels and Oils	Operating Expenditure		(70,000)	(115,000)	(45,000)	(145,572)
2140413	POC - Tyres and Tubes	Operating Expenditure		(10,000)	(18,000)	(8,000)	(153,572)
2140494	POC - LESS Plant Operation Costs Allocated to Works	Operating Expenditure		372,788	473,457	100,669	(52,903)
3030122	RATES - Reimbursement of Debt Collection Costs	Operating Income		30,000	20,000	(10,000)	(62,903)
3030210	GEN PUR - Financial Assistance Grant - General	Operating Income		0	44,316	44,316	(18,587)
3030211	GEN PUR - Financial Assistance Grant - Roads	Operating Income		0	34,235	34,235	15,648
3030246	GEN PUR - Interest Earned - Municipal Funds	Operating Income		2,496	31,000	28,504	44,152
3040201	OTH GOV - Reimbursements	Operating Income		0	3,454	3,454	47,606
3050140	FIRE - Fines and Penalties	Operating Income		0	600	600	48,206
3050220	ANIMAL - Pound Fees	Operating Income		504	0	(504)	47,702
3050235	ANIMAL - Other Fees & Charges	Operating Income		504	0	(504)	47,198
3050240	ANIMAL - Fines and Penalties	Operating Income		504	0	(504)	46,694
3070420	HEALTH - Health Regulatory Fees & Charges	Operating Income		2,496	110	(2,386)	44,308
3070421	HEALTH - Health Regulatory Licenses	Operating Income		804	0	(804)	43,504
3090210	OTH HOUSE - Grant Income	Operating Income		0	1,133,465	1,133,465	1,176,969
3110300	REC - Contributions & Donations	Operating Income		504	5,000	4,496	1,181,465
3110301	REC - Reimbursements - Other Recreation	Operating Income		5,508	7,004	1,496	1,182,961
3110310	REC - Grants	Operating Income		237,223	0	(237,223)	945,738
3110320	REC - Fees & Charges	Operating Income		15,000	11,000	(4,000)	941,738
3110710	OTH CUL - Grants - Other Culture	Operating Income		56,264	38,764	(17,500)	924,238
3120111	ROADC - Roads to Recovery Grant	Operating Income		544,750	421,000	(123,750)	800,488
3120113	ROADC - Other Grants - Roads/Streets	Operating Income		2,321,222	1,531,300	(789,922)	10,566
3120390	PLANT - Profit on Disposal of Assets	Non Cash	(11,187)	0	11,187	11,187	10,566
3130935	CRC - Other Income	Operating Income		40,000	125,000	85,000	95,566
3140120	PRIVATE - Private Works Income	Operating Income		40,000	90,000	50,000	145,566
3140235	ADMIN - Other Income Relating to Administration	Operating Income		0	8,100	8,100	153,666
3140290	ADMIN - Profit on Disposal of Assets	Non Cash	1,474	35,122	33,648	(1,474)	153,666
	Buildings	Capital Expenditure		(180,114)	(1,654,438)	(1,474,324)	(1,320,658)
	Purchase plant and equipment	Capital Expenditure		(172,669)	(208,203)	(35,534)	(1,356,192)
	Purchase and construction of infrastructure-roads	Capital Expenditure		(4,410,569)	(3,496,897)	913,672	(442,520)
	Infrastructure -Parks And Ovals	Capital Expenditure		(182,560)	(40,000)	142,560	(299,960)
	Infrastructure - other	Capital Expenditure		(38,200)	(13,200)	25,000	(274,960)
	Proceeds from disposal of assets	Proceeds on Sale		56,000	90,000	34,000	(240,960)
	Transfers to cash backed reserves (restricted assets)	Financing Activities		(398,426)	(616,773)	(218,347)	(459,307)
	Transfers from cash backed reserves (restricted assets)	Financing Activities		218510	677817.09	459,307	0

<i>Operating Income</i>	206,569
<i>Operating Expenditure</i>	(47,874)
<i>Opening Surplus(Deficit)</i>	(5,029)
<i>Proceeds on Sale</i>	34,000
<i>Capital Expenditure</i>	(428,626)
<i>Financing Activities</i>	240,960
Net Change	0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2024**

**Aged & Disabled - Other
Note 15**

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
0806	Aged & Disabled - Other	2	Operating Expenditu	2080600	AGED OTHER - E	279,963	307,795	257,412	3,655	261,067
0806	Aged & Disabled - Other	2	Operating Expenditu	2080603	AGED OTHER - U	2,500	2,500	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditu	2080604	AGED OTHER - T	4,000	4,000	0	409	409
0806	Aged & Disabled - Other	2	Operating Expenditu	2080607	AGED OTHER - P	500	500	1,176	0	1,176
0806	Aged & Disabled - Other	2	Operating Expenditu	2080608	AGED OTHER - C	1,000	1,150	380	0	380
0806	Aged & Disabled - Other	2	Operating Expenditu	2080609	AGED OTHER - T	5,500	5,500	5,865	0	5,865
0806	Aged & Disabled - Other	2	Operating Expenditu	2080610	AGED OTHER - N	9,996	9,996	6,371	0	6,371
0806	Aged & Disabled - Other	2	Operating Expenditu	2080615	AGED OTHER - P	1,000	500	104	176	280
0806	Aged & Disabled - Other	2	Operating Expenditu	2080616	AGED OTHER - P	100	0	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditu	2080621	AGED OTHER - Ir	5,000	2,500	2,591	0	2,591
0806	Aged & Disabled - Other	2	Operating Expenditu	2080640	AGED OTHER - A	1,500	0	886	0	886
0806	Aged & Disabled - Other	2	Operating Expenditu	2080641	AGED OTHER - S	1,000	1,700	0	6,680	6,680
0806	Aged & Disabled - Other	2	Operating Expenditu	2080660	AGED OTHER - C	97,700	113,700	215,103	88,383	303,485
0806	Aged & Disabled - Other	2	Operating Expenditu	2080686	AGED OTHER - E	4,000	4,000	59	0	59
0806	Aged & Disabled - Other	2	Operating Expenditu	2080687	AGED OTHER - C	30,000	30,000	41,334	2,415	43,749
0806	Aged & Disabled - Other	2	Operating Expenditu	2080692	AGED OTHER - D	4,200	4,200	5,159	0	5,159
0806	Aged & Disabled - Other	2	Operating Expenditu	2080699	AGED OTHER - A	54,834	54,834	61,658	0	61,658
Operating Expenditure Total						502,793	542,875	598,099	101,718	699,816
0806	Aged & Disabled - Other	3	Operating Income	3080601	AGED OTHER - R	0	0	(170)	0	(170)
0806	Aged & Disabled - Other	3	Operating Income	3080610	AGED OTHER - G	(226,260)	(226,260)	(31,069)	0	(31,069)
0806	Aged & Disabled - Other	3	Operating Income	3080615	AGED OTHER - G	(404,912)	(404,912)	(542,969)	0	(542,969)
0806	Aged & Disabled - Other	3	Operating Income	3080620	AGED OTHER - F	(15,000)	(15,000)	(8,233)	0	(8,233)
0806	Aged & Disabled - Other	3	Operating Income	3080635	AGED OTHER - C	(1,000)	(1,000)	(977)	0	(977)
Operating Income Total						(647,172)	(647,172)	(583,419)	0	(583,419)
Aged & Disabled - Other Total						Grand Total	(144,379)	(104,297)	14,680	116,398

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					Community Resource Centre					
FOR THE PERIOD ENDED 30 JUNE 2024					Note 16					
SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
1309	Community Resource Centre	2	Operating Expenditu	2130900	CRC - Employee	110,000	73,333	140,776	0	140,776
1309	Community Resource Centre	2	Operating Expenditu	2130903	CRC - Uniforms	1,500	1,500	140	0	140
1309	Community Resource Centre	2	Operating Expenditu	2130904	CRC - Training &	3,000	2,000	3,082	0	3,082
1309	Community Resource Centre	2	Operating Expenditu	2130908	CRC - Other Emp	1,000	500	0	0	0
1309	Community Resource Centre	2	Operating Expenditu	2130915	CRC - Printing ar	1,000	667	1,969	454	2,423
1309	Community Resource Centre	2	Operating Expenditu	2130916	CRC - Postage ar	100	300	277	0	277
1309	Community Resource Centre	2	Operating Expenditu	2130920	CRC - Communic	1,500	1,000	1,818	0	1,818
1309	Community Resource Centre	2	Operating Expenditu	2130921	CRC - Informatio	5,000	3,333	9,449	0	9,449
1309	Community Resource Centre	2	Operating Expenditu	2130929	CRC - Donations	0	0	170	0	170
1309	Community Resource Centre	2	Operating Expenditu	2130930	CRC - Insurance	500	500	368	0	368
1309	Community Resource Centre	2	Operating Expenditu	2130940	CRC - Advertisin	500	500	0	0	0
1309	Community Resource Centre	2	Operating Expenditu	2130941	CRC - Subscripti	3,200	700	897	0	897
1309	Community Resource Centre	2	Operating Expenditu	2130950	CRC - Contract S	2,000	0	0	0	0
1309	Community Resource Centre	2	Operating Expenditu	2130986	CRC - Expensed I	1,000	0	0	0	0
1309	Community Resource Centre	2	Operating Expenditu	2130987	CRC - Other Exp	5,500	3,667	5,109	455	5,564
1309	Community Resource Centre	2	Operating Expenditu	2130988	CRC - Building O	1,000	1,000	162	0	162
1309	Community Resource Centre	2	Operating Expenditu	2130989	CRC - Building M	5,500	5,500	188	0	188
1309	Community Resource Centre	2	Operating Expenditu	2130992	CRC - Depreciati	9,600	0	0	0	0
Operating Expenditure Total						151,900	94,500	164,404	908	165,313
1309	Community Resource Centre	3	Operating Income	3130902	CRC - Commissic	(9,500)	(9,500)	0	0	0
1309	Community Resource Centre	3	Operating Income	3130910	CRC - Grants	(100,970)	(100,970)	(138,356)	0	(138,356)
1309	Community Resource Centre	3	Operating Income	3130911	CRC - Grants (ex	(5,000)	(5,000)	(20,878)	0	(20,878)
1309	Community Resource Centre	3	Operating Income	3130920	CRC - Fees & Chi	(4,000)	(4,000)	(2,991)	0	(2,991)
1309	Community Resource Centre	3	Operating Income	3130935	CRC - Other Inco	(40,000)	(26,667)	(54,258)	0	(54,258)
1309	Community Resource Centre	3	Operating Income	3131000	CRC- Contributic	0	0	(79,021)	0	(79,021)
Operating Income Total						(159,470)	(146,137)	(295,503)	0	(295,503)
Community Resource Centre Total						Grand Total	(7,570)	(51,637)	(131,099)	908
										(130,190)

SHIRE OF DOWERIN
List of Payments for Period Ending
30th June 2024

Last EFT No: 12280

EFT

Chq/EFT	Date	Name	Description	Amount
EFT12281	10/06/2024	Avon Waste	Supply 4 X GW 240L bins for Dowerin Community Club	\$ 440.00
EFT12282	10/06/2024	Ampac Debt Recovery Wa Pty Ltd	Debt recovery May 2024	\$ 178.75
EFT12283	10/06/2024	S & K Avery - FULLY FUNDED	Gravel Supply as per gravel agreement for Moonijin East Road R2R041	\$ 8,981.28
EFT12284	10/06/2024	A Plus Training Solutions Pty Ltd	Supply mulcher / chipper training for a total of x6 staff members as per quote provided.	\$ 2,013.00
EFT12285	10/06/2024	Courtney's Cleaning - FULLY FUNDED	Domestic Assistance	\$ 524.60
EFT12286	10/06/2024	Bear Pantry Cafe	Catering for NEWROC 28/05/2024	\$ 360.00
EFT12287	10/06/2024	Brijarcass Security Pty Ltd - FULLY FUNDED	Provision of cleaning services by contractor	\$ 1,320.00
EFT12288	10/06/2024	Competent Solutions Pty Ltd	Supply safety signage for Shire Depot as per quote	\$ 529.44
EFT12289	10/06/2024	C&F Building Approvals	Building permit, NCC Compliance assessment & Monthly Reporting for April 24	\$ 990.00
EFT12290	10/06/2024	Daves Tree Service	Supply services as per quote for the tree removal at 15 O'Loughlen Street and tree limb pruning at the St Johns and Dowerin Museum	\$ 4,290.00
EFT12291	10/06/2024	Directories Of Australia Pty Ltd	Advertising electronically for ACAT, RAS & other providers of services. Also for community members looking for providers.	\$ 975.00
EFT12292	10/06/2024	Department Of Health And Aged Care - FULLY FUNDED	Recovery of unspent 2022/23 CHSP funds program	\$ 14,673.91
EFT12293	10/06/2024	Dialplan	Fixed wireless internet for SSA, 19 Cottrell St & 4 O'Loughlen	\$ 267.00
EFT12294	10/06/2024	Holberton Earthmoving - FULLY FUNDED	Supply road building services as per tender 2023-05 Variation #2 for the gravel resheeting of Moonijin East Road SLK 0.08-2.68 R2R041	\$ 94,319.00
EFT12295	10/06/2024	Linkedd - FULLY FUNDED	Domestic Assistance	\$ 2,773.02
EFT12296	10/06/2024	Lo-Go Appointments	Supply DCEO WE 25/05/2024 31.30 hrs	\$ 4,019.02
EFT12297	10/06/2024	Marda Property Care - FULLY FUNDED	Provision of a Garden Home Maintenance services for 4 clients	\$ 3,702.88
EFT12298	10/06/2024	Jade Rackham	Parking whilst at Library Training	\$ 18.17
EFT12299	10/06/2024	Newground Water Services Pty Ltd	Supply liquid Fertiliser for town ovals x10 20L NPK & 3.75L Green Pigment	\$ 1,986.35
EFT12300	10/06/2024	5Rivers Plumbing & Gas	Carry out repair works to Stewart St toilets as per quote	\$ 2,674.80
EFT12301	10/06/2024	Rural Infrastructure Services	Supply consultant services as per schedule of rates to assist with Blackspot project planning BS183	\$ 1,010.85
EFT12302	10/06/2024	Rhonda Harriet Ratcliffe	Lock for DoT cupboard	\$ 16.43
EFT12303	10/06/2024	Samantha Di Candilo	Ranger services 27/05, 30/05 & 31/05	\$ 467.01
EFT12304	10/06/2024	Swan Lock Services	Supply padlocks as per quote 0321	\$ 432.00
EFT12305	10/06/2024	Supafit Seat Covers Pty Ltd	Supply seat covers for Shire Bus as per quote 108347	\$ 3,130.05
EFT12307	10/06/2024	Wheatbelt Podiatry - FULLY FUNDED	Health services	\$ 285.00
EFT12308	10/06/2024	Wallis Computer Solutions	Repairing issues with front counter computer and monitors	\$ 2,947.45
EFT12309	18/06/2024	S & K Avery - FULLY FUNDED	Supply Gravel for Booralamming West Road Gravel resheeting R2R040	\$ 1,782.00
EFT12310	18/06/2024	Australia Post	Mailing out Rates Notices/Reminders	\$ 74.17

	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>
EFT12311	18/06/2024	Courtney'S Cleaning - FULLY FUNDED	Respite	\$ 3,619.20
EFT12312	18/06/2024	Boc Limited	Container Rental 28/04/24-28/05/24	\$ 32.77
EFT12313	18/06/2024	Brijarcass Security Pty Ltd	Contract Cleaning - 27/05/24 - 09/06/24	\$ 2,007.50
EFT12314	18/06/2024	Blue Diamond Machinery Pty Ltd	Purchase of 5.8kVa diesel generator for the Dowerin Bush Fire Brigade Shed.	\$ 1,900.00
EFT12315	18/06/2024	Carr'S Mechanical Repairs Pty Ltd	Carry out inspection for licensing Shire Bus	\$ 241.00
EFT12316	18/06/2024	Competent Solutions Pty Ltd	Supply venue and catering for 4 staff members for the forklift training	\$ 220.00
EFT12317	18/06/2024	C&F Building Approvals	BSL & Form 81 May 24	\$ 440.00
EFT12318	18/06/2024	Dun Direct Pty Ltd	Supply & deliver 10,000L diesel	\$ 17,437.97
EFT12319	18/06/2024	Dowerin Tyre & Exhaust	Batteries & tyres for plant	\$ 5,246.00
EFT12320	18/06/2024	Department Of Mines, Industry Regulation & Safety	Building Services Levy Form 81	\$ 113.30
EFT12321	18/06/2024	Susan Dew	Replacement kettle for SSA Kitchen	\$ 25.00
EFT12322	18/06/2024	Dale Stone	Refund cost of Photo for forklift licence	\$ 21.95
EFT12323	18/06/2024	Frontline Fire & Rescue Equipment - FULLY FUNDED	Jacket, Trousers, Goggles, Gloves and Kit Bags for BFB	\$ 13,463.91
EFT12324	18/06/2024	Holberton Earthmoving - FULLY FUNDED	Supply road building service as per tender 2023-05 for the gravel Resheeting of Booralamming West Road R2R040 SLK 12.36-14.86	\$ 89,826.50
EFT12325	18/06/2024	Joelectrics	Install power to split system A/C in bedroom, Install digital aerial to 1/18 Memorial Ave	\$ 1,522.83
EFT12326	18/06/2024	Linkedd - FULLY FUNDED	Domestic Assistance	\$ 840.00
EFT12327	18/06/2024	Lo-Go Appointments	Recruitment Services - CEO June 2024	\$ 11,261.36
EFT12328	18/06/2024	Phillip Lapworth	Reimburse cost of photo for forklift licence	\$ 21.95
EFT12329	18/06/2024	Natural Area Consulting Management Services FULLY FUNDED	Supply services to conduct field visit to support lodgment of clearing referral for upgrade work to Bailey East West Road and Dowerin Kalannie Road Intersection WFN182H	\$ 3,960.00
EFT12330	18/06/2024	Officeworks Midland	CRC Office Supplies	\$ 404.86
EFT12331	18/06/2024	Pattons Panel And Paint	Excess on repairs to D0 - CEO vehicle	\$ 300.00
EFT12332	18/06/2024	Quairading Earthmoving - FULLY FUNDED	Supply dozer as per schedule of rates for gravel pit rehabilitation for gravel pits utilised in the Dowerin Kalannie Road upgrades WFN182G	\$ 16,016.00
EFT12333	18/06/2024	The Rural Movement	1 x Gym Induction May 24	\$ 20.00
EFT12334	18/06/2024	Rhonda Harriet Ratcliffe	Kitchen supplies	\$ 45.65
EFT12335	18/06/2024	Samantha Di Candilo	Ranger services 05/06, 06/06 & 07/06/24	\$ 382.47
EFT12336	18/06/2024	Tough Jobs Done - FULLY FUNDED	HCP4 Provision of a GHM service	\$ 154.00
EFT12337	18/06/2024	Readytech - It Vision	Annual Subscriptions 2024-25	\$ 49,453.28
EFT12338	18/06/2024	Md Windsor	Construct front & gate fence at 1/13 Stacy St	\$ 5,440.46
EFT12339	18/06/2024	Wilma Maureen Geerdink	Refund for replacement Toilet seat	\$ 26.40
EFT12340	18/06/2024	Work Health Professionals	Onsite Audiometric Testing- 30 May 2024- Works x8 Employees	\$ 2,244.00
EFT12341	18/06/2024	Wongan Hills Pharmacy - FULLY FUNDED	Medications	\$ 367.63
EFT12342	19/06/2024	West Australian Newspaper - RECOVERABLE	Advertising - Auction 10 Stacy Street, 36 Goldfields Road	\$ 2,242.00
EFT12343	20/06/2024	Alchemy Technology	Software Support Package - 01/07/2024-30/06/2025	\$ 2,849.55
EFT12344	20/06/2024	Courtney'S Cleaning - FULLY FUNDED	RespiteCare	\$ 1,725.85
EFT12345	20/06/2024	Digga West & Earthparts Wa	Supply: 4 X sets BC-000003-K Wear Strips 12 X FA-000655 1/2 UNC Lock Nut 12 X FA-000656 1/2 x 1 1/2 Cup Bolt "	\$ 428.56
EFT12346	20/06/2024	Felton Industries - FULLY FUNDED	Purchase of Interactive Eco-Trend sheltered park setting for Skate Park in purple	\$ 6,924.50
EFT12347	20/06/2024	Home Chef - FULLY FUNDED	Supply nutritional meals	\$ 260.92

	Date	Name	Description	Amount
EFT12348	20/06/2024	Hawke-View Kennels	Dog Impound Fees for 2 dogs for 8 Days	\$ 325.00
EFT12349	20/06/2024	Lite N' Easy - FULLY FUNDED	HCPL3- Supply meals to help with nutrition for 6 clients	\$ 2,023.16
EFT12350	20/06/2024	Jade Rackham	TAFE Course	\$ 411.60
EFT12351	20/06/2024	Shire Of Merredin	Central Wheatbelt Visitor Centre - Level 1 Membership Prospectus 2023/24	\$ 205.00
EFT12352	20/06/2024	T-Quip	Carry out repairs to Toro MX4275 Mower	\$ 337.10
EFT12353	20/06/2024	Md Windsor - PART FUNDED	Install new TV and assemble photo booth cupboards at the CRC	\$ 550.00
EFT12354	20/06/2024	Goomalling Pharmacy - FULLY FUNDED	HCP4 - mobile shower commode	\$ 2,365.00
EFT12355	20/06/2024	W Emmott & Sons - FULLY FUNDED	Supply of gravel for Booralamming West Road R2R040	\$ 7,947.72
EFT12356	24/06/2024	Avon Waste	Domestic Rubbish collection 21/05/2024	\$ 2,854.41
EFT12357	24/06/2024	Autopro Northam	Supply 2 X 20L Adblue	\$ 323.41
EFT12358	24/06/2024	Boekeman Machinery	Supply RVP-01 205L rotary pump	\$ 310.77
EFT12359	24/06/2024	Bunnings Group Limited	Supply 1 pallet (70 bags) Westbuild General Purpose Mortar - Grey I/N 0760252	\$ 998.30
EFT12360	24/06/2024	Complete Office Supplies	5 x Cartons of Paper & 25 Heavy Duty A3 clear sheet protectors	\$ 135.14
EFT12361	24/06/2024	Corsign Wa	Supply road signage as per quote Q84601	\$ 14,537.60
EFT12362	24/06/2024	Country Copiers	Printer black reading 402599, colour reading 370562 Large colour 14475 - 07/05-04/06/24	\$ 876.69
EFT12363	24/06/2024	Dalwallinu Concrete	Supply & deliver culvert pipes and headwalls as per quote 12157420	\$ 1,909.60
EFT12364	24/06/2024	Department Of Fire And Emergency Services	2023/24 ESLB 4th Quarter contribution	\$ 5,635.00
EFT12365	24/06/2024	Initial Hygiene	Collection of sanitary bins	\$ 485.91
EFT12366	24/06/2024	Jlt Risk Solutions Pty Ltd	Regional Risk Co-Ordinator Fees June 2024	\$ 3,810.04
EFT12367	24/06/2024	Kaos Electrical	Replace faulty power points at SSA caravan bays, replace damaged electrical dome at SSA common grounds	\$ 9,023.56
EFT12368	24/06/2024	Natural Area Consulting Management Services	Supply Long term seed storage for Namelcatchem Reserve RC000	\$ 330.00
EFT12369	24/06/2024	Petchell Mechanical	Repair automatic door motor & carry out 160,000km service Shire Bus, Service D005 Hino, HACC trailer, D013 plus grease cartridges	\$ 12,770.27
EFT12370	24/06/2024	Perth Laundry Equipment	SSA Washing machine and dryer rental Jan 24 - Jun 24	\$ 419.46
EFT12371	24/06/2024	Quairading Earthmoving - FULLY FUNDED	Supply D9 Dozer and Mob/Demob as per schedule of rates for gravel pit rehabilitation for the Koombekine North Road Project RRG003	\$ 15,609.00
EFT12372	24/06/2024	Robert Allier Painting	Carry out painting of interior and eaves of 2/13 Stacy Street	\$ 6,380.00
EFT12373	24/06/2024	Rm Surveys	RM Surveys PRP-1950,the Subdivision - Goldfields Road, Dowerin (Subdivision Application)	\$ 5,998.85
EFT12374	24/06/2024	Seton Australia Pty Ltd	Supply Spill Pallets as per quote 27435681	\$ 616.68
EFT12375	24/06/2024	Smart Office Systems Pty Ltd	Update permissions	\$ 631.13
EFT12376	24/06/2024	Shred-X Pty Ltd	Shredding Apr, May & June 2024	\$ 39.01
EFT12377	24/06/2024	Wallis Computer Solutions	Equipment rental finance #2	\$ 1,001.00
EFT12378	25/06/2024	Area Safe Products Pty Ltd	Supply scooter and bike rack for Skate Park upgrade	\$ 1,820.50
EFT12379	25/06/2024	Brijarcass Security Pty Ltd - FULLY FUNDED	Domestic Assistance	\$ 763.13
EFT12380	25/06/2024	Country Copiers	CRC Printer black meter reading 262768, colour meter 221758 & Large colour reading 898 07/05-04/06/24	\$ 577.32
EFT12381	25/06/2024	Ds Agencies Pty Ltd	Supply seating and table as per quote 506933 revised III	\$ 4,911.50
EFT12382	25/06/2024	Marda Property Care - FULLY FUNDED	Contract Gardening Service	\$ 77.00
EFT12383	25/06/2024	Workwear Supplies	Supply uniform order	\$ 387.32

	Date	Name	Description	Amount
EFT12384	25/06/2024	Wongan Hills Hardware - FULLY FUNDED	Supply Westinghouse 5.5kg Dryer	\$ 489.00
EFT12385	28/06/2024	Avon Waste	Domestic rubbish collection - 04/06/24	\$ 2,828.73
EFT12386	28/06/2024	Courtney'S Cleaning - FULLY FUNDED	Respite care- HCP4C	\$ 1,594.58
EFT12387	28/06/2024	Complete Office Supplies	Stationary Order for the CRC	\$ 630.77
EFT12388	28/06/2024	Contract Aquatic Services	Supply chemicals for swimming pool start up as per quote provided. 30 x 10kg dry cl2 12 x 25kg dry acid 2 x 25kg cna	\$ 12,966.00
EFT12389	28/06/2024	Christine Anne Mitson	Refund of over paid rates A183	\$ 182.46
EFT12390	28/06/2024	Landgate	GRV General revaluation 2023/24	\$ 14,907.60
EFT12391	28/06/2024	Digga West & Earthparts Wa	Supply: 4 X sets BC-000003-K Wear Strips 12 X FA-000655 1/2 UNC Lock Nut 12 X FA-000656 1/2 x 1 1/2 Cup Bolt "	\$ 73.92
EFT12392	28/06/2024	Holberton Earthmoving	Supply services as per Tender 2023-01 Maintenance Grading Works for shoulder grading with x2 graders and x1 multi roller.	\$ 15,526.50
EFT12393	28/06/2024	Jason Signmakers	Supply Amery Refuse signage as per quote 48420	\$ 700.28
EFT12394	28/06/2024	Lgis Wa	Member retained risk payment - applicable to claim	\$ 300.00
EFT12395	28/06/2024	Mortlock Electrical Pty Ltd	Carry out Test & Tag at Shire Depot	\$ 2,372.70
EFT12396	28/06/2024	Petchell Mechanical	Attend breakdown and replace faulty hydraulic couplers on CAT 299D Skid Steer	\$ 7,205.15
EFT12397	28/06/2024	Samantha Di Candilo	Ranger services 11/06, 13/06 & 20/06	\$ 650.43
EFT12398	28/06/2024	Statewide Bearings	Supply & deliver 20M 6.00mm Buna Cord as per quote C189662	\$ 192.50
EFT12399	28/06/2024	Team Global Express	Freight from Willetton to Dowerin 07/05/24	\$ 249.57
EFT12400	28/06/2024	Vestone Capital Pty Limited	Equipment charges 02/04-30/06/24 and 01/07-30/09/24	\$ 1,098.44
EFT12401	28/06/2024	Walkers Diesel Services	Design & manufacture new wear strips for Rotary Axe	\$ 1,194.60
EFT12402	28/06/2024	Lo-Go Appointments	Supply DCEO WE 15/06/2024	\$ 4,483.39
EFT12403	28/06/2024	Local Government Professionals	2024/25 Full Membership to Local Government Professionals	\$ 531.00
EFT12404	28/06/2024	Mills Oakley Lawyers	Review and Amend CEO Employment Contract	\$ 1,100.00
EFT12405	28/06/2024	Sheridan'S	Name plaque for chambers - AWC \$30 plate, \$16 postage + GST	\$ 50.60
EFT12406	28/06/2024	Enviroline Group	Please supply and freight ball valve and actuator for Ranger Sewer Jett as per quote provided	\$ 1,534.58

\$ 574,928.53

DIRECT DEBITS

Chq/EFT	Date	Name	Description	Amount
DD13544.1	06/06/2024	Synergy	Electricity supply - 18/4/24 to 15/5/24	\$ 3,774.85
DD13546.1	03/06/2024	Exetel Pty Ltd	Corporate Internet for June 2024	\$ 560.00
DD13548.1	05/06/2024	Xenex Systems Pty Ltd	VOIP telephone system - June 2024	\$ 467.72
DD13552.1	03/06/2024	Visa Card - PART FUNDED	Vacuum cleaner, conference, advertising, subscriptions	\$ 3,950.51
DD13555.1	12/06/2024	Water Corporation	Water - Usage 25/3/24 - 21/5/24	\$ 822.83
DD13562.1	17/06/2024	Resonline Pty Ltd	Room Manager for May 2024	\$ 242.00
DD13564.1	15/06/2024	Telstra Limited	Telephone - calls and usage charges - 27/4/24 to 26/5/24	\$ 523.93
DD13566.1	17/06/2024	Water Corporation	Water - Usage and service charges	\$ 159.17
DD13573.1	14/06/2024	Synergy	Electricity - Supply and usage - 22/3/24 - 23/5/24	\$ 2,983.39
DD13575.1	13/06/2024	Synergy	Electricity - Supply and usage - 20/3/24 - 22/5/24	\$ 3,776.39
DD13577.1	17/06/2024	Synergy	Electricity - Supply and usage - 22/3/24 - 24/5/24	\$ 2,630.50
DD13602.1	21/06/2024	Gull Motorcharge Limited	Diesel Fuel - Fuel Pod	\$ 1,583.29
DD13606.1	25/06/2024	Synergy	Electricity - supply 25/4/24 - 24/5/24	\$ 2,028.29
DD13608.1	24/06/2024	Synergy	Electricity - Supply 28/4/24 - 27/5/24	\$ 619.55
DD13610.1	20/06/2024	Water Corporation	Water - Usage 8/4/24 - 29/5/24	\$ 91.75
DD13612.1	25/06/2024	Water Corporation	Water - Usage 10/4/24 - 31/5/24	\$ 556.20
DD13614.1	24/06/2024	Water Corporation	Water - Usage and service c harges - 8/4/24 - 6/6/24	\$ 1,125.80
DD13616.1	25/06/2024	Western Australian Treasury Corporation	Loan No. 101 Interest payment - POOL IMPROVEMENTS	\$ 10,971.80
DD13627.1	28/06/2024	Shire of Dowerin	Petty Cash Recoup - Apr-June 24	\$ 168.35
DD13629.1	27/06/2024	Water Corporation	Water - Service charge 1/5/24 - 30/6/24	\$ 7,696.87
DD13631.1	28/06/2024	Water Corporation	Water - Service charges and usage - 8/4/24 - 6/6/24	\$ 5,715.25
DD13644.1	30/06/2024	National Australia Bank	Square Fees for June 2024	\$ 1.43

\$ 50,449.27

Date	Description	Amount
04/06/2024	Payroll	\$ 38,678.86
19/06/2024	Payroll	\$ 41,928.02

\$ 80,606.88

SUPERANNUATION

Date	Description	Amount
04/06/2024	Precision Administration Services Pty Ltd	\$ 5,564.52
18/06/2024	Precision Administration Services Pty Ltd	\$ 5,576.79

\$ 11,141.31

SUMMARY

EFT	12281 - 12406	\$ 574,928.53
DIRECT DEBITS	DD13544.1 - DD13542.1	\$ 50,449.27
PAYROLL	Jun-24	\$ 80,606.88
SUPERANNUATION	Jun-24	\$ 11,141.31

\$ 717,125.99

Assessment	Property Address	3rd Previous	2nd Previous	Previous	Current	Total	Comments
A277		\$ -	\$ 335.05	\$ 360.79	\$ 415.33	\$ 1,111.17	Unable to make contact with owners. Further action to commence. 10.4.24 - SD Contacted Town of Victoria Park, City of Wanneroo and City of Gosnells for contact information. Phone number and email address obtained from City of Wanneroo. Email sent 16.4.24 SD UPDATE 3.7.24 SD contacted current owner. Copy of Rates Notice forwarded as requested.
A564		\$ 202.10	\$ 1,826.38	\$ 1,955.01	\$ 2,174.56	\$ 6,158.05	Multiple emails sent with no response. Further action to commence. SD - house being repaired for sale. 10.4.24 UPDATE - 16.5.24 received confirmation email from owners daughter that she will be responsible for paying off the debt commencing 22.5.24. Updated contact details for future reference. UPDATE 3.7.24 email sent following up payments.
A529		\$ -	\$ 295.40	\$ 1,561.66	\$ 1,701.61	\$ 3,558.67	Multiple emails sent with no response. Further action to commence. SD - spoke to 1 owner who advised she is no longer responsible for the property. Message left on phone for other owner. 10.4.24 SD spoke to 2nd owner and a payment plan was entered into to recover the debt. \$3500.00 paid on 16.4.24 then \$1000.00 per week until the debt is cleared. Update - 7.5.24 no further payments received. SD left message. UPDATE 3.7.24 payment will be made.
A581		\$ -	\$ 908.27	\$ 990.41	\$ 1,108.95	\$ 3,007.63	Unable to make contact with owners. Further action to commence. 10.4.24 both phone numbers not connected SD. 3.7.24 SD checked Landgate no ownership of any other land in WA.
A229		\$ -	\$ 92.15	\$ 2,385.50	\$ 3,744.64	\$ 6,222.29	3 Year Agreement documents signed - 10.4.24 SD to follow up UPDATE need to wait for 24/25 Rates to be raised and due date passed before any further action.
A224		\$ -	\$ 335.05	\$ 2,397.29	\$ 2,937.08	\$ 5,669.42	3 Year Agreement documents signed - 10.4.24 SD to follow up UPDATE proceeding with completion of Forms 2 And 3. This is being done.
A451		\$ 20,235.72	\$ 3,372.77	\$ 4,965.46	\$ 9,237.38	\$ 37,811.33	3 Year Agreement documents signed - 10.4.24 SD to follow up UPDATE Form 5 to be completed to proceed to Auction. This is being done. UPDATE - Auction 20.9.24
A503		\$ 1,758.25	\$ 2,999.61	\$ 4,130.44	\$ 8,716.99	\$ 17,605.29	3 Year Agreement documents signed - 10.4.24 SD to follow up UPDATE Form 5 to be completed to proceed to Auction. This is being done. UPDATE - Auction 20.9.24
TOTALS		\$ 22,196.07	\$ 9,829.63	\$ 18,385.77	\$ 29,621.21	\$ 80,032.68	

POLICY NUMBER	- 5.2
POLICY SUBJECT	- 5.2 Pop Up Shop - Country Collective Policy
DATE ADOPTED	- 28 February 2017 (Item 10.1.8)
RESPONSIBLE OFFICER	- Deputy Chief Executive Officer
REVIEWED	- 26 March 2019 (Item 10.2.2) 20 April 2021 (CMRef: 0410)
RESCINDED	- <u>16 July 2024 (CMRef:XXX)</u>

POLICY NUMBER	- 6.2
POLICY SUBJECT	- 6.2 Second-hand Moveable Buildings Local Planning Policy
DATE ADOPTED	- 20 October 2020 (CMRef 0292)
RESPONSIBLE OFFICER	- Town Planner
REVIEWED	- 20 June 2023 (CMRef 0795) 16 July 2024 (CMRef: XXX)

Objective

The objective of this Policy is to:

1. maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire;
2. ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality;
3. ensure that the moveable buildings established within the Shire do not use materials considered by Council to be unacceptable (i.e. asbestos);
4. avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas; and
5. prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.

Definitions

A **PERMANENT** building is generally not designed to be moved and includes the following:

1. **'Site Built'** structures are built on location as new permanent structures. They are of traditional appearance with pitched or skillion roofs and a typical house layout, designed to accommodate families.
2. **'Relocated'** dwellings are structures that have previously been constructed on a site elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A **MOVEABLE** building is generally any structure capable of being transported from one location to another. There are two basic types as follows:

1. **'Transportable'** structures are those designed and constructed at a location other than where they are intended to be established. For example, dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
2. **'Donga Type'** structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.

Policy

This policy does not refer to new transportable dwellings and will only apply to second-hand buildings. Generally, Council is not in favour of the use of secondhand buildings, especially in the townsites areas, however Council will consider each application on its merits.

The Council shall not permit the establishment, occupation, or erection of **donga type** structures for residential purposes within a Townsite boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement and may justify the use of such structures. In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.

The Council will only permit **donga type** structures for uses *other than* residential uses where it considers the use or establishment of the structure will not ~~be in conflict with~~ conflict with the objectives of this policy.

The Council will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.

Application Requirements

An application for building approval for a secondhand dwelling shall only be considered by Council if it is to be erected on a "residential", "rural residential" or "rural" zoned lot considered acceptable by Council.

The building must be recently (within the last 6 months) certified by a structural engineer and to comply with Building Codes of Australia (BCA) requirements, photographs with date stamps to be provided in its current condition, no less than 3 months old.

All applications to develop a transportable or relocated dwelling within the Shire of Dowerin shall include the following information:

1. An Application for Development Approval and the payment of the required planning fees;
2. Details of where the transported or relocated dwelling is to be removed from;
3. Detailed plans of the subject building and a comprehensive site plan indicating the proposed location of the building;
4. Recent photographs not less than 3 months old of every external elevation of the proposed dwelling which shall clearly indicate the building's current design and condition;
5. Certification from a practicing Structural Engineer stating that the structure is safe and suitable for relocation, appropriate for the condition of the Shire of Dowerin and is structurally sound;
6. Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia;
7. Specification on the works to be undertaken to the building including any modifications and additions to the dwelling and the materials and colours to be used;
8. Details of how it is proposed to transport and re-erect the building; and
9. A detailed timeframe for the relocation of the proposed dwelling and any proposed works.

Minimum Design Requirements

The approval of transported or relocated dwellings will only be considered if the following design standards can be achieved:

1. The dwelling has a minimum floor area of not less than 100m²; in some cases if this is an ancillary dwelling permissible under SPP 3.1 limits ancillary dwellings to a maximum floor area of 70 m².
2. The roof pitch shall be compatible with streetscape.

3. The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be sympathetic to the local environment; and
4. The external finishes, bulk, scale, and design of the house are such that it will not have a detrimental impact upon the amenity of the area or landscape into which it is being relocated.
5. The relocatable dwelling is not to have material containing asbestos

Where any material containing asbestos remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation or for any other purpose, such material shall be removed prior to the building being transported within or into the Shire.

A transported or relocated dwelling will only be approved if certification is received from a practicing Structural Engineer that states the dwelling is structurally sound, is suitable for transport and is appropriate for the conditions of the Shire. This inspection shall occur at the proponent's expense.

Approvals and Bonds

As part of the Development Approval of a transported or relocated dwelling, the Council may impose conditions that require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas etc.

The approval of a transportable or relocated dwelling will require the lodgement of a cash bond to the value of \$15,000 prior to the issue of a building permit. This bond will be used to remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Development Approval or any conditions of the Building Permit as well as providing the surety for the completion of the moveable building to a standard acceptable to the Council.

A signed statutory declaration outlining a bonding agreement is to be entered into by the owner/s prior to issue of a building permit. The agreement is to outline a staged repayment of the performance bond, as follows:

Stage One (Return of 25% of Bond)

1. Dwelling correctly positioned on site, as per approved site plan (setback correct etc.) in accordance with the Development Approval;
2. Dwelling is correctly stumped and site filled, drained and graded satisfactorily, such as it is structurally adequate in accordance with the Engineer's certification; and
3. Dwelling is to lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

Stage Two (Return of second 25% of Bond)

1. All gutters, fascia and downpipe work completed;
2. All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
3. All external surfaces to be painted to a tradesman like standard in accordance with the Development & Building Approvals (including wall, doors, window surrounds, sills etc.).

Stage Three (Return of remaining 50% on Bond)

1. Compliance with all conditions of Development Approval;
2. Approved effluent disposal system installed. System has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
3. Completion and certification of all electrical work;
4. Completion and certification of all plumbing work;
5. All wet area tiling completed in accordance with the Building Code of Australia;
6. Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.); and
7. Building has reached practical completion stage.

Note: The agreement is to clearly state that should Stage One and Two completion ~~not be~~not reached within 120 days of the building’s placement on site or Stage Three completion not reached within 12 months of the issue of a building license, then the bond monies are to be forfeited to the Shire of Dowerin and the building removed from the site.

Amendment & Other Legislation

The provisions of this policy shall not excuse compliance with any other legislation, policy or requirement that may apply to the proposed development.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical, or such variation is warranted in the circumstances of the case.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy.

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015

Related Delegation

~~Nil~~

Document Control	
Policy Number	6.2
Policy Version	2
Policy Owners	Executive & Governance Officer Governance Coordinator
Creation Date	20 October 2020 (CMRef 0292)
Last Review Date	20 June 2023 (CMRef 0795)
Last Review Date	12 June 2024 6 July 2024 (CMRef: XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

COUNCIL MEMBERS

POLICY NUMBER	-	1.1
POLICY SUBJECT	-	1.1 Councillor's Fees, Allowances, Reimbursements & Benefits Policy
DATE ADOPTED	-	24 October 2017 (Item 9.1.3)
RESPONSIBLE OFFICER	-	Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	-	20 December 2022 (CMRef:0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

1. To outline the support and allowances available to Councillors within the provisions of the *Local Government Act 1995* in covering any out-of-pocket expenses that are incurred in carrying out their function as a Councillor.
2. To establish guidelines in respect to Councillors' participation in conferences and training.

Policy

Allowances

Local governments are required to pay Councillors fees and allowances. Those fees and allowances must be in accordance with the rates set by the State Government's Salaries and Allowances Tribunal under Section 7B of the *Salaries and Allowances Act 1975*.

In accordance with this, Councillor meeting attendance fees and the Shire President's and Deputy Shire President's local government allowance are specified each year as part of Council's annual budget process. Allowances and fees are to be paid in two instalments in ~~June and December~~July and January.

Allowance in lieu of reimbursement of telephone expenses

All expenses that have been approved for reimbursement under Regulation 32 of the *Local Government (Administration) Regulations 1996* may be paid as an annual allowance to Councillors in lieu of reimbursement under Section 5.99A of the *Local Government Act 1995*.

Allowance in lieu of reimbursement of information technology expenses

All expenses that have been approved for reimbursement under Regulation 32 of the *Local Government (Administration) Regulations 1996* may be paid as an annual allowance to Councillors in lieu of reimbursement, under Section 5.99A of the *Local Government Act 1995*.

Reimbursements for travelling expenses.

It is noted under Section 5.98(2)(a) and Regulation 31(1)(b) a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed.

The expenses shall be paid on receipt of a Claim for Reimbursement form and calculated on the number of kilometres between the Councillor's principal place of residence, or work if that is where their trip originated from, within the Shire to the meeting venue and return.

All claims are to be entered onto the Shire's register and emailed to the Chief Executive Officer in June and December.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The Governance Coordinator~~Executive & Governance Officer~~ has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
Salaries and Allowances Act 1975

Related Delegation

Nil

Document Control	
Policy Number	1.1
Policy Version	43
Policy Owners	<u>Governance Coordinator</u> Executive & Governance Officer
Creation Date	24 October 2017 (Item 9.1.3)
Last Review Date	17 December 2019 (CMRef 0111)
	20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.2
POLICY SUBJECT	- 1.2 Recognising Council Service Policy
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XX)</u>

Objective

1. To officially recognise the ongoing contribution, dedication, and service of Councillors to Council and the community.
2. To ensure Councillors are acknowledged and recognised for their length of service during their time of service to Council.

Policy

This policy allows for official recognition of the dedication, service, and commitment of Councillors to the community.

Retirement of Councillors – Certificate, Plaque and Gift

Council shall present the following to Councillors who retire either voluntarily or through the election process:

1. 4 years - a framed certificate with appropriate wording listing the Councillor.
2. 8 years - a plaque and gift for Councillors who have completed two terms (8) years of service based on a minimum of \$100 plus \$20 for each additional year of completed service.
3. 12 years - a plaque and gift for Councillors who have completed three terms (12) years of service based on a minimum of \$200 plus \$20 for each additional year of completed service.
4. 20 years - a plaque and gift for Councillors who have completed 20 years of service based on a minimum of \$500 plus \$20 for each additional year of completed service.

Presentation of certificates, plaques, and gifts:

1. Will occur at an ordinary meeting of Council as soon as practical following conclusion of a Councillor’s term;
2. Will be recorded in the minutes of the meeting under the President’s Presentations; and
3. Will be at the discretion of Council who will give due consideration to each occasion on individual merit.

Disqualified Councillors

Any Councillor who is disqualified from office under the *Local Government Act 1995* shall not be eligible for recognition.

Tributes to Councillors in the Event of Illness/Accident or Bereavement

The President is authorised to acknowledge Councillors or their immediate family in the event of hospitalisation, accident, or bereavement (via newspaper notice, card, flowers, chocolates, small gift etc. or if requested in lieu, a donation to a nominated charity).

Value of gift to be up to \$~~75,100~~

Recognition of Significant Achievements

The President is authorised to acknowledge significant achievements by Councillors (via card and flowers or small gift).

Value of gift to be up to \$~~75~~100.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~**Governance Coordinator**

The ~~Executive & Governance Officer~~ Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996

Related Delegation

Nil

Document Control	
Policy Number	1.2
Policy Version	32
Policy Owners	Executive & Governance Officer <u>Governance Coordinator</u>
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.3
POLICY SUBJECT	- 1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance <u>Coordinator-Officer</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To ensure Councillors have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities in providing good governance to the Shire of Dowerin.

Policy

Council supports appropriate training and networking opportunities for Councillors in accordance with the following guidelines, subject to budget allocations:

1. Newly elected Councillors are to complete the Elected Member Essentials Course (five modules) within the first twelve months of their appointment.
2. Priority is given to the attendance of any newly elected Councillors at any induction or training course specifically designed for the benefit of newly elected Councillors.
3. Priority is given to any other course or seminar that is specifically relevant to Councillors, with attendance at such a course or seminar being subject to approval by Council, the Shire President, or Chief Executive Officer.
4. Conference, seminars, courses, or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.
5. When determining costs of a conference, seminar, training course or meetings, all costs including travel, accommodation, meals, and registration will be paid for or be reimbursed by Council. Travel and accommodation expenses shall be paid in accordance with the *Public Service Award 1992* (or as otherwise determined by the State Administrative Tribunal) or upon presentation of receipts. A Claim for Reimbursement form must be submitted by the Councillor to claim this reimbursement.
6. Where the partner/spouse of a Councillor attends a conference or seminar with the Councillor, related expenses will be paid for by the Councillor.
7. Attendance at any conference or event in another State requires the prior approval of Council. A verbal report on the conference or event attended is to be provided to Council during the next Council Workshop, with this report to be in writing if requested by the Shire President.

In relation to attendance at WALGA's Local Government Convention the following shall apply:

1. Subject to appropriate annual budget allocations, all Councillors and the Chief Executive Officer are entitled to attend the Convention.
2. An item will be presented to Council to nominate Council's voting delegates to the WALGA Annual General Meeting.

3. Bookings shall be made as soon as notice is given of the venue/conference in order to avoid problems with accommodation.
4. Should a Councillor require accommodation, this will be available at a specified venue at Council’s expense. Arrangements for these bookings will be made only by Council.
5. Incidentals such as mini bar, telephone calls, dry cleaning etc. will be the Councillor’s responsibility, except if the calls are Council related. A register of these calls must be kept to claim a reimbursement.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance ~~Coordinator Officer~~

The ~~Executive &~~ Governance ~~Coordinator Officer~~ has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	1.3
Policy Version	32
Policy Owners	Governance Coordinator Executive & Governance Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.4
POLICY SUBJECT	- 1.4 Use of Council Chamber
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef: XXX)</u>

Objective

~~To provide direction on the use of Council Chambers by Councillors, staff, and individuals or groups who utilise the facility.~~To provide direction on the use of Council Chambers by Councillors.

Policy

The use of the Council Chamber is limited to Council Meetings, Committee Meetings, and meetings where Councillor or employee representation is present in accordance with the following guidelines:

1. The meeting is related to Council business, or associated with Council involvement, or at the discretion of the CEO;
2. The meeting is not a private function, nor used for political or electoral purposes;
3. Use of the bar is not permitted except in the circumstance that a Councillor or Senior Officer is present and invites representatives to refreshments. The extent of the refreshments provided is to be kept to a minimum (this excludes tea, coffee & water);
4. Bookings for the Council Chamber are to be made via the ~~Executive & Governance Officer~~Governance Coordinator and advised well prior to avoid a duplication of bookings;
- ~~5. The Council Chamber area is a smoke free zone including veranda areas directly adjacent to open doorways.~~The Council Chamber area, including veranda areas directly adjacent to doorways, is designated as a smoke-free zone. This policy extends to the use of vaping devices.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct
Related Delegation
Nil

Document Control	
Policy Number	1.4
Policy Version	32
Policy Owners	Executive & Governance Officer <u>Governance Coordinator</u>
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef: XXX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.5
POLICY SUBJECT	- 1.5 Councillor’s Requests and Works Requests
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
RESCINDED	- 20 December 2022 (CMRef 0712)

POLICY NUMBER	- 1.6
POLICY SUBJECT	- 1.6 Councillor Induction
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712)

Objective

To ensure Councillors are provided with the appropriate orientation to enable them to fulfil their duties of office.

Policy

To provide Councillors with an introduction and information to assist them with their roles of being elected representatives, the following documents will be provided to them, preferably before attending their first Council meeting:

1. Local Laws;
2. Town Planning Scheme;
3. Details of Council and External Committees and membership;
4. Financial Interest information;
5. Policy Manual;
6. Roles of Councillors, President (and Council) and functions of the Chief Executive Officer under the *Local Government Act 1995*;
7. *Local Government Act 1995 & Local Government (Rules of Conduct) Regulations 2007*;
8. Code of Conduct;
9. WALGA Councillors Training Schedule;
10. Annual Budget;
11. Adopted Plans and Strategies (i.e. IPR Suite, Plant & Asset Replacement Plans etc.);
12. Primary and Annual Return Forms and information;
13. Annual Report;
14. Delegations Register;
15. Organisational Structure and Senior Employee's contacts;
16. The previous month's Council minutes;
17. WALGA Councillors Manual;
18. Contact Information Form; and
19. Action Request Form

These documents will be available to Councillors via their ~~allocated IT device~~Shire-owned iPads (or similar device), and in the case of the adopted Annual Budget, in hard copy.

The Chief Executive Officer will conduct a general induction with the new Councillors providing information on the details and administration of being a Councillor, Council Meetings and any other relevant current topics and issues.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~**Governance Coordinator**

The ~~Executive & Governance Officer~~**Governance Coordinator** has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	1.6
Policy Version	32
Policy Owners	Executive & Governance Officer Governance Coordinator
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.7
POLICY SUBJECT	- 1.7 Council Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- <u>16 July 2024 (CMRef:XXX)</u> 16 November 2023 (CMRef 0883)

Objective

To ensure that Council and the community are aware in advance of when Ordinary Meetings of Council will take place.

Policy

Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 2:00pm, where necessary Council will facilitate a Workshop following.

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

Council will not hold a meeting for the month of January, due to low level community and agricultural activity.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
Standing Orders Local Law

Related Delegation

Nil

Document Control	
Policy Number	1.7
Policy Version	43
Policy Owners	Chief Executive Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	21 April 2020 (CMRef 0178) 15 November 2022 (CMRef 0689) 16 November 2023 (CMRef 0883) <u>16 July 2024 (CMRef: XXX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER

POLICY SUBJECT

DATE ADOPTED

RESPONSIBLE OFFICER

RESCINDED

-

1.8

1.8 Annual Christmas Function

17 December 2019 (CMRef 0111)

Executive & Governance Officer

20 December 2022 (CMRef 0712)

POLICY NUMBER

POLICY SUBJECT

DATE ADOPTED

RESPONSIBLE OFFICER

RESCINDED

-

1.9

1.9 Mobile Phone Use During Council and Committee Meetings

17 December 2019 (CMRef 0111)

Executive & Governance Officer

20 December 2022 (CMRef 0712)

POLICY NUMBER	- 1.10
POLICY SUBJECT	- 1.10 Councillor IT Device
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 19 September 2023 (CMRef 0863) <u>16 July 2024 (CMRef:XXX)</u>

Objective

1. To provide clear guidance on the issuing and acceptable use of Shire owned IT device.
2. To ensure the guidelines relating to Shire owned IT devices are applied consistently.

Policy

The Shire of Dowerin will supply laptop (or similar device) that provide sufficient capacity to enable Councillors to fulfil their role.

The device will be provided to each Councillor. The device will be provided to enable the Councillor to access their Council email address, calendar, agendas, minutes, reports, and documents. The device will be preloaded with all applications sufficient for the Councillor to fulfil their role.

Councillors will be provided with the Shire’s Wi-Fi network password for use within the Council Chambers environs on the condition that it is used for Council-related work only. Under no circumstances is the Wi-Fi password to be disclosed to any other person or party.

The Shire retains ownership of all equipment installed under this Policy during the Councillor’s term of office.

Terms and Conditions:

1. The device may be used for private use in terms of accessing emails, downloading music/films/books/apps, utilising the camera feature etc, however this information must be removed at the Councillor’s expense when the equipment is returned to the Shire and all costs associated with having personal information on the device is at the expense of the Councillor.
2. Councillors are entitled to claim reimbursement for communication expenses, should they choose.
3. The devices must not be used to access any information, applications or videos that are deemed inappropriate or illegal.
4. If a device is lost or stolen it must be reported to the Chief Executive Officer immediately in order for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised.
5. If a device is lost or stolen, the Chief Executive Officer may determine that the Councillor is liable for the replacement or repairs.
6. Any queries related to the non-operation or malfunctioning of the device are to be directed to the ~~Executive & Governance Officer~~Governance Coordinator immediately. Under no circumstances is a Councillor to undertake repairs or maintenance to the equipment themselves, without the prior authorisation of the Chief Executive Officer.
7. Unless the need for maintenance arises from the use of an application or document which is not Council related, the Shire will cover the cost of the maintenance and repair. If the costs of maintenance or repair relate to a Councillor’s personal information those costs will be invoiced to the Councillor.

8. The Shire IT provider will be responsible for ensuring the devices are updated as and when required.
9. During the Councillor’s term of office the devices will be covered under the Shire’s insurance policies.
10. Upon retirement or resignation, the device is to be returned to the Shire so it can be used for incoming Councillors.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	1.10
Policy Version	43
Policy Owners	Executive & Governance Officer Governance Coordinator
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	19 September 2023 (CMRef 0863) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.11
POLICY SUBJECT	- 1.11 Corporate Apparel
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To encourage and assist Councillors to wear a corporate uniform.

Policy

Upon commencement of their term new Councillors will be issued with:

- 1. One name badge bearing the Shire of Dowerin logo;
- 2. One collared shirt bearing the Shire of Dowerin logo; and
- 3. One polo shirt bearing the Shire of Dowerin logo.

Depending on the dress standard applicable, it is preferable that the above apparel be worn to all Council and Committee meetings, official functions and events attended by the Councillor in their capacity as a representative of Council.

The apparel is not to be worn by a Councillor when they are not acting in an official capacity as a representative of Council.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation
Nil

Document Control	
Policy Number	1.11
Policy Version	32
Policy Owners	Executive & Governance Officer <u>Governance Coordinator</u>
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.12
POLICY SUBJECT	- 1.12 Communications & Use of Social Media
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To establish protocols for the Shire of Dowerin’s official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy

This policy applies to:

- 1. Communications initiated or responded to by the Shire with our community; and
- 2. Councillors when making comment in either an official or personal capacity.

Official Communications

The purposes of the Shire’s official communications include:

- 1. Sharing information required by law to be publicly available;
- 2. Sharing information that is of interest and benefit to the community;
- 3. Promoting Shire events and services;
- 4. Promoting public notices and community consultation / engagement opportunities.
- 5. Answering questions and responding to requests for information relevant to the role of the Shire; and
- 6. Receiving and responding to community feedback, ideas, comments, compliments, and complaints.

The Shire’s official communications will be consistent with relevant legislation, policies, standards, and the positions adopted by Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- 1. The Shire’s website;
- 2. Advertising and promotional materials;
- 3. Media releases prepared for the Shire President to promote specific Shire positions;
- 4. Social media; and
- 5. Community newsletters, letter drops, and other modes of communications undertaken by the Shire’s Administration at the discretion of the Chief Executive Officer.

Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire and may represent the Shire in official communications, including speeches, comment, print, electronic and social media.
[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. *[s.2.9 and s.5.34 of the Local Government Act 1995]*

The Chief Executive Officer may speak on behalf of the Shire, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the Chief Executive Officer if authorised, may speak on behalf of the local government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Councillors, whether undertaken in an authorised official capacity or as a personal communication, must not:

1. Bring the Shire into disrepute;
2. Compromise the person's effectiveness in their role with the Shire;
3. Imply the Shire's endorsement of personal views;
4. Imply the Councillor is speaking on behalf of the Shire, unless authorised to do so; or
5. Disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Councillor communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the media for an official Shire comment, whether made to an individual Councillor, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer. Information will be coordinated to support the Shire President or Chief Executive Officer (where authorised) to make an official response on behalf of the Shire.

Councillors may make comments to the media in a personal capacity.

Website

The Shire will maintain an official website, as our community's on-line resource to access the Shire's official communications.

Social Media

The Shire uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire maintains the following Social Media accounts:

1. Social media sharing networks including Facebook and Instagram; and
2. Apps such as Snap Send Solve.

The Shire may also post and contribute to social media hosted by others to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions, and feedback from our community however we expect participants to behave in a respectful manner. The Shire will moderate its social media accounts to address, and where necessary delete, content deemed to be:

1. Offensive, abusive, defamatory, objectionable, inaccurate, false, or misleading;
2. Promotional, soliciting, or commercial in nature;
3. Unlawful or incites others to break the law;

4. Information which may compromise individual or community safety or security;
5. Repetitive material copied and pasted or duplicated;
6. Content that promotes or opposes any person campaigning for election to Council, appointment to official office, or any ballot;
7. Content that violates intellectual property rights or the legal ownership of interests or another party; and
8. Any other inappropriate content or comments at the discretion of the Shire.

Where a third-party contributor to the Shire's social media account is identified as posting content, which is deleted in accordance with the above, the Shire may, at its complete discretion, block that contributor for a specific period of time or permanently.

Use of Social Media in Emergency Management and Response

The Shire will use its SMS service (primarily used for harvest ban notifications) to distribute emergency management and response information to the community, particularly in relation to fires.

Where applicable and available, the Shire will also use its Facebook page to update the community on longer term emergency management, response, and recovery operations.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's social media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Councillor communications that relate to their role as a Councillor are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Councillors are responsible for transferring these records to the Shire's Administration. Councillor records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately in conversation, written, recorded, emailed, texted, or posted in personal social media have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct, and the *Local Government (Rules of Conduct) Regulations 2007*.

Councillor Statements on Shire Matters

A Councillor may choose to make a personal statement publicly on a matter related to the business of the Shire.

Any public statement made by a Councillor, whether made in a personal capacity or in their local government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of copyright, defamation, discrimination, or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the Shire;
6. Not reflect adversely on a decision of Council;
7. Not reflect adversely on the character or actions of another Councillor or employee; and
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, employee, or community member.

A Councillor who is approached by the media for a personal statement may request the assistance of the Chief Executive Officer.

Comments which become public, and which breach this policy, the Code of Conduct, or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~**Governance Coordinator**

The ~~Executive & Governance Officer~~**Governance Coordinator** has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations
Freedom of Information Act 1992
State Records Act 2000
Code of Conduct

Related Delegation

Nil

Document Control	
Policy Number	1.12
Policy Version	31
Policy Owners	Executive & Governance Officer Governance Coordinator
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	-	1.13
POLICY SUBJECT	-	1.13 Legal Representation for Councillors
DATE ADOPTED	-	2007
RESPONSIBLE OFFICER	-	Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	-	20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

1. To protect the interests of Councillors (including past Councillors) where they become involved in legal proceedings because of their official functions. In these situations, the Shire of Dowerin may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
2. To ensure security, equity, and consistency for Councillors to work for the good government of the district.

Policy

Explanation of Key Terms

~~A~~**approved lawyer** is to be:

1. a ‘legal practitioner’ under the *Legal Profession Act 2008*;
2. from a law firm on the Shire’s panel of legal service providers, if relevant, unless the Council or Chief Executive Officer considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. approved in writing by the Council or the Chief Executive Officer under delegated authority.

Councillor means a current or former elected member of the Shire.

~~L~~**legal proceedings** may be civil, criminal, or investigative.

~~L~~**legal representation** is the provision of legal services, to or on behalf of a Councillor, by an approved lawyer that are in respect of:

1. a matter or matters arising from the performance of the functions of the Councillor; and
2. legal proceedings involving the Councillor that have been, or may be, commenced.

~~L~~**legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

~~L~~**legal services** includes advice, representation or documentation that is provided by an approved lawyer.

~~P~~**payment** by the Shire of legal representation costs may be either by:

1. a direct payment to the approved lawyer (or the relevant firm); or
2. a reimbursement to the Councillor.

Policy

1. Payment Criteria

There are four major criteria for determining whether the Shire will pay the legal representation costs of a Councillor. These are:

1. the legal representation costs must relate to a matter that arises from the performance by the Councillor of his or her functions;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
3. in performing his or her functions, to which the legal representation relates, the Councillor must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

2.1 If the criteria in clause 1 of this policy are satisfied, Council may approve the payment of legal representation costs:

1. where proceedings are brought against a Councillor in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Councillor; or
2. to enable proceedings to be commenced and/or maintained by a Councillor to permit him or her to carry out his or her functions – for example where a Councillor seeks to take action to obtain a restraining order against a person using threatening behaviour to the Councillor; or
3. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Councillors.

2.2 Council will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Councillor.

3. Application for payment

3.1 A Councillor who seeks assistance under this policy is to make an application(s), in writing, to Council or the Chief Executive Officer.

3.2 The written application for payment of legal representation costs is to give details of:

1. the matter for which legal representation is sought;
2. how that matter relates to the functions of the Councillor making the application;
3. the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
4. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
5. an estimated cost of the legal representation; and
6. why it is in the interests of Council for payment to be made.

3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

3.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.

3.5 The application is to be accompanied by a signed Statutory Declaration by the applicant that he or she:

1. has read, and understands, the terms of this Policy;
2. acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
3. undertakes to repay to the Shire any legal representation costs in accordance with the provisions of clause 7.

3.6 In relation to clause 3.5(1), when a person is to be in receipt of such monies the person should sign a Statutory Declaration which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.

3.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer. The report will contain an assessment of the request, together with a recommendation.

3.8 A Councillor requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

4. Legal representation costs – Limit

4.1 Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.

4.2 A Councillor may make a further application to Council in respect of the same matter.

5. Council's powers

5.1 Council may:

1. refuse;
2. grant; or
3. grant subject to conditions, an application for payment of legal representation costs.

5.2 Conditions under clause 5.1 will include, but are not restricted to:

1. a financial limit; and
2. a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

5.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Shire's insurance policy or its equivalent.

5.4 Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

5.5 Council may, subject to clause 5.6, determine that a Councillor whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:

1. not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
2. given false or misleading information in respect of the application.

5.6 A determination under clause 5.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal, or inquiry.

5.7 Where Council makes a determination under clause 5.5:

1. assistance will be immediately withdrawn; and
2. the legal representation costs paid by the Shire are to be repaid by the Councillor in accordance with clause 7.

6. Delegation to Chief Executive Officer

6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of Council, any of the powers of Council under clause 5.1 and 5.2, to a maximum of \$5,000 in respect of each application.

6.2 An application approved by the Chief Executive Officer under clause 6.1, is to be submitted to the next Ordinary Meeting of Council (Behind Closed Doors). Council may exercise any of its powers under this Policy, including its powers under clause 5.4.

7. Repayment of legal representation costs

7.1 A Councillor whose legal representation costs have been paid by the Shire is to repay the Shire:

1. all or part of those costs – in accordance with a determination by Council under clause 5.7;
2. as much of those costs as are available to be paid by way of set-off – where the Councillor receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.

7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure
Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007
Local Government (Administration) Regulations
Code of Conduct

Related Delegation
Nil

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Policy Number	1.13
Policy Version	43
Policy Owners	Executive & Governance Officer Governance Coordinator
Creation Date	2007
Last Review Date	17 December 2019 (CMRef 0111) 20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.14
POLICY SUBJECT	- 1.14 Honorary Freeperson of the Shire of Dowerin
DATE ADOPTED	- 2007
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To ensure consistency in the appointment of an Honorary Freeperson of the Shire and uphold the honour of the position.

Policy

Guidelines and Criteria

1. The award of Freeperson is intended to recognise outstanding community service over a significant period of time and in a diversity of activities within the Shire, so would not usually be presented for excellent service in only one activity.
2. Nominees should have lived within the Shire of Dowerin for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire.
3. The award is intended to recognise service within the local community that goes beyond the particular local government concerns (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. The nominee(s) must have made an outstanding contribution to the Shire of Dowerin such that the nominee(s) contribution can be seen to stand above the contributions made by most other people.
4. The award of Freeperson is to be seen as independent of any other award.
5. The award is to be recognised as the highest honour that the local community, through its elected Council, can confer on one of its citizens. It therefore follows that the award will be conferred sparingly.
6. For the award to have the desired standing within the community, it should only be conferred where there is a great assurance of public approval.
7. It is suggested that the Minister for Local Government be consulted with regard to each candidate prior to Council's formal resolution conferring the award.
8. It is not considered desirable that the award of Freeperson be presented to a sitting member of Council.
9. The award should not be awarded posthumously.

Nomination Procedure

1. Nominations must be made in the strictest confidence without the nominee(s) knowledge.
2. Any resident or elector of the Shire of Dowerin may make a nomination; however it must be sponsored by a current Councillor.

3. Nominations must be made in writing to the Chief Executive Officer. On receipt of a nomination, the nomination shall be circulated to all Councillors for a confidential discussion. If a Councillor expresses an objection to the nomination, that Councillor must give valid reasons for the objection. If no objections are raised, it shall be assumed that all Councillors agree to the nomination.
4. If Council agrees that the nominee should be made an Honorary Freeperson of the Shire of Dowerin, the nomination shall be put before Council (Behind Closed Doors) for an absolute majority decision.
5. The award shall be made at a ceremony decided by the President.

Entitlements

Any person declared an Honorary Freeperson of the Shire of Dowerin:

1. May designate themselves as 'Honorary Freeperson of the Shire of Dowerin;'
2. Will be invited to all civic events and functions, at the discretion of the President, and be acknowledged as a dignitary;
3. Will have their photograph hung in the Shire Administration; and
4. Will be provided with a badge and certificate or plaque to commemorate receipt of their award.

Personal Conduct

Any person who has been conferred with the award of Honorary Freeperson of the Shire of Dowerin shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire of Dowerin into disrepute.

Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. Any such decision shall be by an absolute majority decision of Council.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation
Nil

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Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.15
POLICY SUBJECT	- 1.15 - Councillor Training & Continuing Professional Development Policy
DATE ADOPTED	- 21 April 2020 (CMRef 0182)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

Section 5.126(1) of the *Local Government Act 1995* and Part 10 of the *Local Government (Administration) Regulations 1996* requires all Councillors to undertake mandatory training within 12 months of being elected. The Shire of Dowerin is required under the *Local Government Act 1995* to adopt a policy and report on mandatory training and continuing professional development undertaken by Councillors.

This Policy provides clear guidelines to Councillors with regards to completing the mandatory training and accessing training and development programs which may enhance and improve the skills necessary for Councillors to perform their role and function as a Council Member.

Scope

This Policy is applicable to all Councillors for their term of office.

Policy

As the public face of Council and as community representatives, Councillors play an integral leadership role in the processes for the development, communication and representation of Council’s Integrated Strategic Plan, policies, strategies, and programs.

Training and professional development for Councillors contributes towards a positive presentation of Council for the betterment of the organisation and the community and provides the necessary skills and knowledge for Councillors to effectively perform their role and function in compliance with legislative requirements.

This Policy consists of four main parts which each have distinct obligations:

Compulsory Elected Member Training (CEMT) sets out the legislative requirements that newly elected Councillors must undertake, being the Council Member Essentials course. Newly elected Councillors who complete the CEMT are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

Continuing Professional Development (CPD) requires Councillors to undertake CPD in accordance with this Policy. This applies to all Councillors, however, newly elected Councillors who undertake the CEMT are deemed to have met their CPD requirements for the first two years of their term.

Reporting sets out the reporting requirements under the *Local Government Act 1995*.

General Conditions outlines the parameters applicable to all training and professional development opportunities, whether it be CEMT or CPD.

Compulsory Elected Member Training

Councillors have significant and complex roles that require a diverse skillset.

All Councillors are required to complete the Council Member Essentials Course (the Course) unless they meet certain exemptions. The training is valid for five years meaning a Councillor is only required to undertake the training at every second election. The Course must be completed within 12 months of appointment to Council.

The Course consists of the following five modules:

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

A Councillor is exempt from the requirement in Section 5.126(1) of the *Local Government Act 1995* if:

- ~~1. The Councillor passed either of the following courses within the period of five years ending immediately before the day on which the Councillor is elected: The Councillor passed any of the following courses within the period of 5 years immediately before the election:~~
 - a. Council Member Essentials;
 - b. Diploma of Local Government - Elected Member (52756WA); or
 - c. Diploma of Local Government (LGA50220)
- ~~1. The Councillor passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Councillor is elected.~~

Continuing Professional Development

Councillors are encouraged to identify individual, and group personal development needs to enhance their effectiveness. As the needs of individual Councillors may vary, each Councillor is encouraged to seek the assistance of the President and/or Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars, and training to meet those needs.

CPD opportunities will be in line with the Shire's strategic direction as identified in the Integrated Strategic Plan covering:

1. Our Community;
2. Our Economy;
3. Our Infrastructure;
4. Our Natural Environment; and
5. Our Organisation.

In addition to the above it is important to recognise the following categories as potential opportunities:

1. General Leadership; and
2. Professional Skill Development.

In considering other CPD opportunities it is important that the course or development opportunity:

1. Is relevant to the role and functions of a Councillor;
2. Provides scope for the Councillor to acquire skills relevant and beneficial to their role;
3. Provides information on a contemporary issue so that Council can contribute to discussion or debate;
4. Meets community expectations that attendance is necessary for the benefit of the community; or
5. Provides improvements to the built, social, economic, and natural well-being of the community.

The type of CPD opportunities that Councillors attend are to be related to a particular function or activity in which Council is involved, rather than individual or personal development.

Conferences, seminars, or courses held by organisations of which Council is a member, or has an interest in, would usually be attended by Council's appointed representatives to those organisations.

Applications from Councillors to attend CPD will be considered in consultation with the President, Deputy President, and Chief Executive Officer, with regard given to the applicability of the training and development as it relates to the Shire of Dowerin, the individual Councillor's functions (e.g. committee membership) and where attendance can be accommodated within annual budget allocations.

Councillors are required to provide a brief summary and any information or documentation of particular importance to Council following attendance at approved conferences or seminars. The summary should detail the knowledge and skills gained, benefits of attendance for the Shire, Council and community, and any relevant recommendations. The Councillor CPD Summary Report form has been developed for this purpose.

Reporting

The Shire is required to report annually on completed training. Completed training must be published on the Shire's website within one month after the end of the financial year and in the Annual Report for that financial year. This will include the Council Member Essentials Course and any CPD undertaken by Councillors.

General Conditions

Council will allocate appropriate funds for Conference Expenses, Training Expenses and Travel and Accommodation Expenses in its Annual Budget to enable Councillors to attend CEMT and CPD.

Where a partner/spouse accompanies a Councillor while they attend either CEMT or CPD all expenses incurred by the partner/spouse are to be paid by the Councillor or partner/spouse, including meals, registration fees (where applicable) and any other costs or incidentals.

All travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer.

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Depending on the commencement time of the CEMT or CPD bookings will include accommodation the night before. Except in extenuating circumstances, accommodation will not generally be provided the night following the CEMT or CPD. Such instances will require the approval of the President and/or Chief Executive Officer.

If a Councillor attending CEMT or CPD extends the period of time away or deviates from the travel arrangements for private purposes the Councillor will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.

Attendance by Councillors at interstate or international training and professional development opportunities that incurs any cost to the Shire requires a resolution of Council.

No more than two Councillors may attend the same interstate training and development opportunity unless the training is mandatory or universal to the functions of a Councillor.

Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of a Councillor's current term of office.

Nothing in this Policy prevents Council from approving additional funding for Councillor Training & Continuing Professional Development, subject to a resolution of Council.

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event the Councillor and the Chief Executive Officer cannot reach an agreement the matter will be presented to Council for a resolution.

Roles & Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Councillor CPD Summary Report Form

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996

Related Delegation

Nil

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Creation Date	21 April 2020 (CMRef 0182)
Last Review Date	20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.16
POLICY SUBJECT	- 1.16 Attendance at Events and Functions Policy
DATE ADOPTED	- 16 June 2020 (CMRef 0211)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- 20 December 2022 (CMRef 0712) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where Councillors and the Chief Executive Officer are invited free of charge, whether as part of their official duties as Council or Shire representatives or not.

Policy

Purpose

This policy addresses attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Councillors and the Chief Executive Officer.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Key Issues to Consider

In considering whether a benefit such as an invitation to an event or hospitality given is a gift as defined and for the purposes of the *Local Government Act 1995* (the Act) and Regulations, the key issues include:

1. Who is a donor i.e. the person who is offering or giving the benefit?
2. What is the value of the benefit?
3. Does the recipient receiving the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
4. If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

Receipt of Gifts

In accordance with Sections 5.87A and 5.87C of the Act, Councillors and the Chief Executive officer are required to disclose gifts that are received in their official capacity and:

1. are valued over \$300; or
2. are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

Disclosure of a gift is to be made in writing to the CEO within 10 days of receipt. All gift declarations are to be included in the Register and published on the local government's website.

Commercial Entertainment Events

Any tickets accepted by a Councillor without payment for any commercial entertainment event for which a member of the public is required to pay, whether sponsored by the Shire or not, will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or their representative attends the event in an official capacity to perform a civic or Presidential function (for example, officially opening the event, providing a keynote speech, or presenting prizes/awards).

Where there is a commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire for one or more Councillors to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant Councillor(s) by the Shire at full cost.

Other Commercial (Non-entertainment) Events

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire for one or more Councillors to attend (such as for their professional development or to undertake a function as a Councillor), then one or more registrations or other benefits for that event will be purchased for the Councillor by the Shire at full cost to enable attendance.

If the Shire does not pay for the event, free registration or any other benefit (such as hospitality) given to a Councillor would be classified as a 'gift' unless the contribution of the Councillor to the event (for example, by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Councillor.

Community/Local Business Events

Acceptance of reasonable and modest hospitality by a Councillor at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Councillor to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where a Councillor attends the event in their official capacity as a Councillor - preferably where the attendance has been specifically authorised by Council - but otherwise where the person is performing their function(s) as a Councillor.

Perceived or Actual Conflict

Event attendance may create a perceived or actual conflict, which may preclude Councillors participating at a future Council or Committee Meeting.

If the amount of an event ticket (gift) is less than \$300, and relates to a matter before Council, under Section 5.68 of the Act, Council may allow the disclosing Councillor to participate on the condition that the interest, Council's decision, and the reasons for that decision are recorded in the minutes.

If the gift amount is above \$300, Council or the CEO must apply to the Minister for Local Government for permission to allow the Councillor(s) to participate.

Provision of Tickets to Events

Invitations

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Shire of Dowerin.

Any invitation or offer of tickets not addressed to the Shire of Dowerin is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A list of events and attendees authorised by the Shire of Dowerin in advance of the event is at Attachment A.

Approval of attendance

In making a decision on attendance at an event, Council will consider:

1. who is providing the invitation or ticket to the event;
2. the location of the event in relation to the local government (within the district or out of the district);
3. the role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. whether the event is sponsored by the local government;
5. the benefit of local government representation at the event;
6. the number of invitations/tickets received; and
7. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority.

Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determines attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, Council will determine whether it is in the best interests of the Shire for a Councillor, the CEO, or another officer to attend on behalf of Council.

If Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by Council.

Exclusions

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

1. WALGA (but not LGIS);
2. Local Government Professionals Australia (WA);
3. Australian Local Government Association;
4. A department of the public service;
5. A government department of another State, a Territory, or the Commonwealth; OR
6. A local government or regional local government.

However, in these circumstances, the gift is still required to be recorded on the "gift register."

Dowerin Field Days

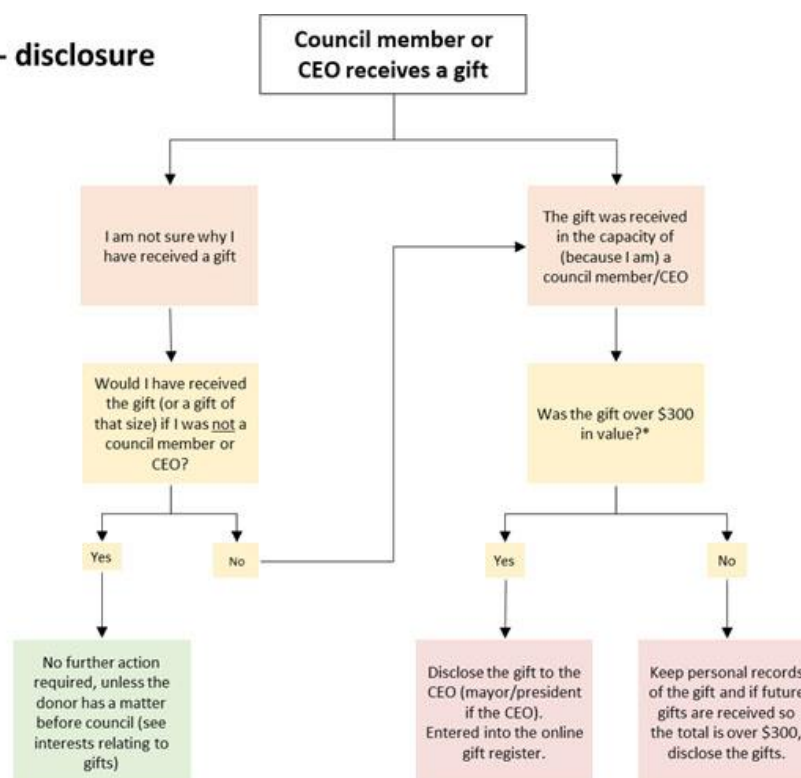
The Dowerin Field Days is a significant annual event both in terms of the Dowerin community and the wider agricultural sector. Historically, Councillors and the CEO have been provided free tickets to attend the event. The total value of the tickets is approximately \$50-60 per person. As this is below the threshold specified under the Act, Regulations, and this policy, accepting the tickets and attending the event does not constitute a gift, nor does it create a conflict of interest. It is noted that in some instances

Councillors attend the Field Days in a volunteer capacity which it is acknowledged is as a community member as opposed to being an official function of their role as a Councillor.

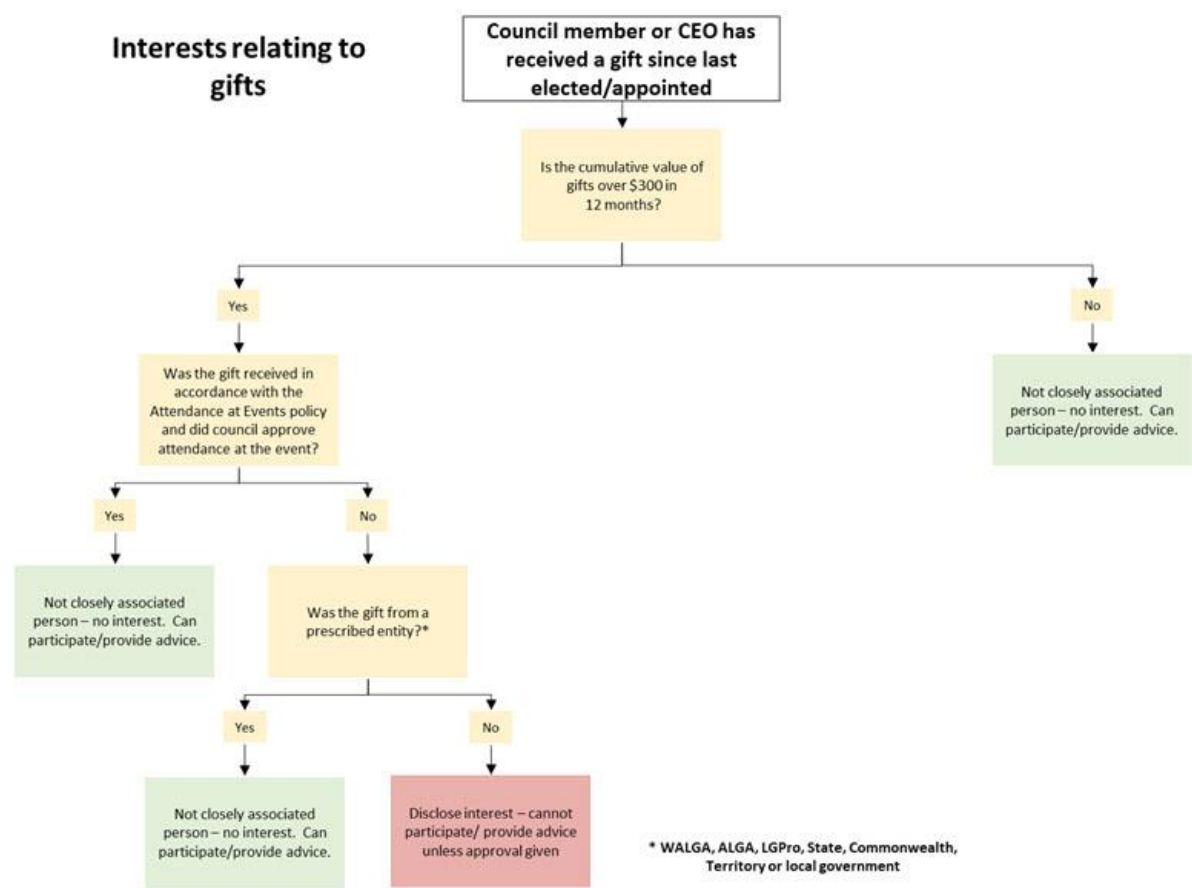
It is also noted that it is historical practice for the Shire Offices to close on the Wednesday of the Field Days enabling staff the option to volunteer their time assisting in the operation of the event. While this may include the CEO, it is understood this volunteering is undertaken in the capacity of a community member as opposed to being an official function of their role as CEO of the organisation. Hence, it will not generally be classified as a gift for the purposes of this policy.

The following flowcharts are provided for guidance purposes:

Gift framework - disclosure



* Or a series of gifts from that person in a 12 month period was over \$300 in value



Attachment A

Events Authorised in Advance

Event		Date of Event	Approved Attendees	Approval Council Contribution to Cost	Date of Council Resolution for Approved Attendance
Dowerin Field Days		Last Wednesday & Thursday in August annually	President, Councillors & the CEO (Partners excluded)	Nil	16 June 2020 (CMRef 0211)
Dowerin District High School Awards		Annually to present Award	President (Partners excluded)	Sponsorship of Award	16 June 2020 (CMRef 0211)

Roles & Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Department of Local Government, Sport, and Cultural Industries - Circular No. 11-2019 - New Gifts Framework
Department of Local Government, Sport, and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Rules of Conduct) Regulations 2007

Related Delegation

Nil

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Creation Date	16 June 2020 (CMRef 0211)
Last Review Date	20 December 2022 (CMRef 0712) 16 July 2024 (CMRef:XXX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.17
POLICY SUBJECT	- 1.17 Recognising Council Service (Staff) Policy
DATE ADOPTED	- 20 December 2016
RESPONSIBLE OFFICER	- Manager Corporate & Community Services <u>Deputy Chief Executive Officer</u>
REVIEWED	- 24 October 2017
REVIEWED	- 15 September 2020 (CMRef 0275)
REVIEWED	- 16 February 2021 (CMRef 0371) <u>16 July 2024 (CMRef:XXX)</u>

Objective

To promote and encourage a loyal and committed workforce; and to officially recognise the ongoing contribution, dedication, and service of staff to Council and the community.

Policy

To ensure that employees are acknowledged and recognised for their commitment and service to the Shire of Dowerin during their employment.

This Policy recognises the importance of employee retention to establish an effective and efficient workplace. The contribution made by such individuals to the ongoing operation of the Shire of Dowerin and the community is significant and worthy of recognition.

During Employment

In order to recognise long serving employees, at 30 March each year, a report will be prepared by the ~~Manager Corporate & Community Services~~Deputy Chief Executive Officer listing all employees who have attained or will attain 10, 15, 20, 25 or 30 years of continuous service with the Shire of Dowerin. Employees who work in excess of 30 years will continue to be recognised on a five yearly basis.

Each commemorative year of service will be marked by a voucher equal to the value of \$20 per full year worked i.e.:

Service	Gift
10 Years	Voucher to value of \$200
15 Years	Voucher to value of \$300
20 Years	Voucher to value of \$400
25 Years	Voucher to value of \$500
30 Years	Voucher to value of \$600

The voucher will be presented to the employee by the President or Chief Executive Officer at the Ordinary Council Meeting held the ~~May-month~~ after the March report, or as otherwise determined by the Chief Executive Officer.

Employee Resignation or Retirement

Upon the resignation or retirement of an employee, a gift voucher equal to an amount of up to \$50 per year of service shall be presented to the employee. The total amount of the voucher on each occasion will be at the discretion of the Chief Executive Officer.

In addition to the above, the Shire may recognise employees on resignation or retirement, by way of a suitable function, at the discretion of the Chief Executive Officer.

Tributes to Employees in the Event of Illness/Accident or Bereavement

The Chief Executive Officer is authorised to acknowledge staff members in the event of hospitalisation, an accident or bereavement via card, flowers, chocolates, small gift etc or if requested in lieu, a donation to a nominated charity.

Value of gift to be up to \$100.

Recognition of Significant Occasions

The Chief Executive Officer is authorised to acknowledge significant achievements by staff members e.g. birth of a child via card and flowers or a small gift.

The value of these tributes, gifts or donation referred to above is to be up to \$100.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for the application of this policy.

~~Manager Corporate & Community Services~~Deputy Chief Executive Officer

The ~~Manager Corporate & Community Services~~Deputy Chief Executive Officer will administer this policy.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Related Delegation

<u>Document Control</u>	
<u>Policy Number</u>	<u>1.17</u>
<u>Policy Version</u>	<u>5</u>
<u>Policy Owners</u>	<u>Governance Coordinator</u>
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<u>Last Review Date</u>	<u>20 December 2022 (CMRef 0712)</u> <u>16 July 2024 (CMRef:XXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	- 1.18
POLICY SUBJECT	- 1.18 Council Workshop Procedures Policy
DATE ADOPTED	- 21 March 2023 (CMRef 0756)
RESPONSIBLE OFFICER	- Executive & Governance Officer <u>Governance Coordinator</u>
REVIEWED	- <u>16 July 2024 (CMRef:XXX)</u>

Objective

The objective of this Policy is to provide guidance with respect to the manner in which Council Workshops will be conducted.

Policy

Workshops are intended to provide Councillors and staff with the opportunity to propose, discuss and formulate philosophies, ideas, strategies, and concepts for the development of the local government and the district that may be presented to Council for consideration in the future. Such discussions often involve projects that are in the early planning stage and some time away from being presented to Council for decision.

Workshops provide staff with an opportunity to seek guidance and input from Councillors when researching and formulating proposals for possible future Council consideration.

Council Workshops are not recognised in the *Local Government Act 1995*, and therefore the Act and its supporting regulations do not provide any guidance with respect to how such forums will be conducted. Neither are Workshops recognised by the Shire of Dowerin Standing Orders Local Law.

The following guidelines shall apply to Workshops:

1. The Shire President shall preside at all Workshops.
2. In the Shire President’s absence, the Deputy Shire President shall preside.
3. In the absence of both the Shire President and Deputy Shire President, Councillors shall appoint a Councillor to preside.
4. In order to assist Workshop discussions an agenda will be produced for each Workshop. The CEO is responsible for the preparation and distribution of the Workshop Agenda; however issues can be presented verbally if deemed appropriate.

To ensure both Councillors and the Administration can contribute to the strategic work undertaken at Workshops, Councillors are able to advise the CEO of items they wish to be included on a future Workshop Agenda. Matters which Councillors wish to have included should be advised to the CEO no later than five working days prior to the distribution of the agenda. This will ensure appropriate time for the CEO to consider and collate advice on information that may assist Council in considering the matter at a Workshop. If the matter is complex further time may be required and, if this is the case, the matter will be presented to the next following Workshop.

5. Workshops are generally closed to the public. However, Council may decide to open a particular Workshop, or a portion of a particular Workshop, to the public when an issue is being discussed that Council believes would benefit from public awareness and debate.

Where a Workshop or a portion of a Workshop is opened to the public, including relevant community, advisory, project or reference groups of the Shire and other such stakeholders, they shall be personally invited by either the President or the CEO.

It is preferable that any supplementary information provided by members of the public at Workshops (i.e. reports, brochures, PowerPoint presentations etc) is made available and distributed to Councillors at the same time as the distribution of the Workshop agenda to enable enough time for Councillors to appropriately consider the information.

6. Workshops provide an opportunity for informal discussions by Councillors and the Administration. Workshops are NOT decision-making forums but instead provide the opportunity for Council to form a consensus view as to whether an idea or project is worthy of further development, or feedback to staff to assist in progressing a specific matter which assists the Administration in preparing reports for Council's future consideration.

Matters and proposals raised by individual Councillors will not be further investigated unless consensus support of Council is evidenced.

Additionally, a portion of the Workshops may be used for presentations by external consultants or organisations to assist in providing information to Council and to raise or increase its awareness or a particular topic or issue.

7. Councillors and staff shall adhere to the provisions of the *Local Government (Model Code of Conduct) Regulations 2021* and the Shire of Dowerin Model Code of Conduct – Council, Committee Members and Candidates in relation to their conduct at all Workshops.
8. Workshops will be subject to the disclosure rules applying to Council meetings constituted under Sections 5.59 – 5.90 of the *Local Government Act 1995* and Regulation 22 of the *Local Government (Model Code of Conduct) Regulations 2021*. Councillors, staff, consultants, and other participants must disclose any financial, proximity or impartiality interests that relate to a matter discussed at a Workshop. Any person who has disclosed a financial or proximity interest will leave the Workshop for the duration of discussions in relation to that matter.
9. Given the flexible nature of Workshop discussions, it is possible that discussions may occur with respect to an issue or issues not specifically included on the agenda. This means that participants may not necessarily be aware prior to the discussion taking place that they will need to disclose an interest on that particular matter. Under these circumstances, a person with an interest in a matter raised “ad hoc” during a Workshop must disclose that interest at the time discussion commences on that issue and follow the necessary protocols in relation to attendance during discussion of the matter.
10. Notes will be kept of information exchanged at a Workshop, including any presentations and disclosures of interest with appropriate departures/returns being recorded. These notes will be distributed to all Councillors following each Workshop. The Workshop notes will not be publicly available.
11. In the interests of supporting open and honest discussion, all information presented to a Workshop and the discussions relating to that information are considered to be confidential in nature, unless advised otherwise.
12. Unless otherwise determined between the President and CEO, Workshops will generally be held on the first Tuesday of each month following the Ordinary Council Meeting, held on the third Tuesday of the month. The usual venue will be Council Chambers; however Workshops may be held in other locations as required.
13. The Workshop Agenda will generally be issued at least three working days prior to the Workshop date unless prevented by unforeseen circumstances. Where a Workshop is required for an urgent matter, the agenda and scheduling will be provided as soon as is practicable in the circumstance.

Roles & Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Councillors recognise that attending and contributing to Workshops is an important part of the Councillor’s role in providing strategic leadership to the local government and the community.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented and the preparing and distribution of the Workshop agendas and associated documentation.

~~Executive & Governance Officer~~Governance Coordinator

The ~~Executive & Governance Officer~~Governance Coordinator has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Department of Local Government, Sport, and Cultural Industries – Guideline No. 5 – Council Forums

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Model Code of Conduct) Regulations 2007
Shire of Dowerin Model Code of Conduct – Council, Committee Members and Candidates

Related Delegation

Nil

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