



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held at the Dowerin Community Club
35 East Street, Dowerin WA 6461
Tuesday 16 March 2021



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Shire of Dowerin
Ordinary Council Meeting
Tuesday 16 March 2021



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 2.02pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Councillor Holberton declared an Financial Interest in Item 13.1.

5. Applications for Leave of Absence

Councillor Metcalf requested Leave of Absence for April and May Council and Committee Meetings.

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Hagboom

- 0383** That, in accordance with Section 2.25 of the *Local Government Act 1995*, Council grants Leave of Absence to Councillor Metcalf for April and May Council and Committee Meetings.

CARRIED 7/0

6. Petitions and Presentations

Nil

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

- 7.1 Ordinary Council Meeting held on 16 February 2021

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

- 0384** That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 16 February 2021, as presented in Attachment 7.1A, is a true and correct record of proceedings.

CARRIED 7/0

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

- 8.1 Local Emergency Management Committee Meeting held on 9 March 2021

[Attachment 8.1A](#)

- 8.1 Audit & Risk Committee Meeting held on 15 March 2021

[Attachment 8.1B](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

- 0385** That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Local Emergency Management Committee Meeting (unconfirmed) held on 9 March 2021, as presented in Attachment 8.1A, and the Audit and Risk Committee Meeting (unconfirmed) held on 15 March 2021, as tabled as Attachment 8.1B.

CARRIED 7/0

9. Recommendations from Committee Meetings for Council Consideration

- 9.1 Audit & Risk Committee Meeting held on 15 March 2021

Voting Requirements



Simple Majority



Absolute Majority

7.1	Appointment of External Member
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Committee's Recommendation/Council Resolution

Moved: Cr Trepp **Seconded:** Cr Hagboom

0386 That, in accordance with the Audit and Risk Committee's Terms of Reference, Council:

1. Rejects the nomination received for consideration as an external representative, as presented to the Audit and Risk Committee as Confidential Attachment 7.1A; and
2. Re-advertises for expressions of interest from suitably qualified and skilled persons to be appointed as an external representative to the Shire of Dowerin Audit and Risk Committee.

CARRIED 7/0

7.2	Risk Dashboard Quarterly Report - March 2021
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Committee's Recommendation/Council Resolution

Moved: Cr Ward **Seconded:** Cr Trepp

0387 That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the Risk Dashboard Quarterly Report - March 2021, as presented to the Audit and Risk Committee as Attachment 7.2A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 7/0

7.3	2020 Compliance Audit Return
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Committee's Recommendation/Council Resolution

Moved: Cr Trepp **Seconded:** Cr Ward

0388 That, in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, Council:

1. Adopts the 2020 Compliance Audit Return, as presented to the Audit and Risk Committee as Attachment 7.3B, noting the remedial action taken to address the three areas of partial non-compliance; and
2. Submits it to the Department of Local Government, Sport and Cultural Industries prior to 31 March 2021.

CARRIED BY ABSOLUTE MAJORITY 7/0

7.4	Review of Business Continuity Plan
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Committee's Recommendation/Council Resolution

Moved: Cr Trepp **Seconded:** Cr Ward

0389 That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the Business Continuity Plan, as presented to the Audit and Risk Committee as Attachment 7.4A.


CARRIED 7/0

10.	Announcements by the President Without Discussion
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Nil

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<div>Corporate & Community Services</div>		
Date:	5 March 2021	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Statement of Financial Activity to Council for the period ending 28 February 2021.

Background

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

Regulations 34 & 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 to provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial information is included in the Attachment.

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

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 - Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Holberton

0390

That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 28 February 2021, as presented in Attachment 11.1A.

CARRIED 7/0

11.2 List of Accounts Paid

Corporate & Community Services



Date:	5 March 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – List of Accounts Paid

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for February 2021.

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the MCCS.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Jasmine Pietrocola, Accounts 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 Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

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

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

Financial Implications

Funds expended are in accordance with Council's adopted 2020/21 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0391

That, in accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid – February 2021	
EFT8425 to EFT8495	\$365,421.15
Cheque 10889 to 10895	\$33,961.03
DD11211; NAB Credit Card; January 2021	\$1,492.23
DD11220; Puma Energy Fuel; January 2021	\$439.25
DD11202 & DD11216; Superannuation	\$12,441.24
130876; Bank Fees	\$242.37
Net Payroll; PPE 03 February 2021	\$44,552.34
Net Payroll; PPE 17 February 2021	\$47,886.80
TOTAL	\$506,436.41

CARRIED 7/0

11.3 Recalcitrant Rates Debtors

Corporate & Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 March 2021	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Sheldon Cox, Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.3A – Recalcitrant Rates Debtors Confidential Attachment 11.3B – Update on Debt Recovery Progress	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for February 2021 details non-pensioner 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% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments holding large debts.

Comment

Currently there is 15 properties with three or more years owing on rates debts totaling \$118,607.33. Of these, three have been approved to proceed with the Three-Year Rule following Council's February 2021 Meeting (CMRef 0363).

A property with a debt of nearly \$3,500 has been sold, with the amount to be paid at settlement, whilst another property is pending sale with the ESL to be paid and the remaining rates written off, as approved by Council at its November 2020 Meeting (CMRef 0308).

Following this, it is estimated approximately \$75,000 will be cleared from the amount above, leaving a balance of approximately \$45,000. It is hoped that with the help of legal action, PSSO or auction this amount can also be cleared within the next few years.

There will also be another few coming up for approval in the following months once some prior legal action has taken place.

There is a legislative requirement on local governments to recover rates. Therefore, taking no action may be in breach of Section 6.57 of the *Local Government Act 1995* which states:

“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.”

Staff have been focusing on reducing all recalcitrant rates debtors, with a status update included as a Confidential Attachment, as it contains details of the personal affairs of any person. It is predicted most of the outstanding debts should be significantly reduced within the next three years.

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

Damian Barr, Director, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

Local Government Act 1995; Local Government (Financial Management) Regulations 1996

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

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 the risk description and the Shire's long-term outstanding debts are now over \$64,000.

The signed, audited Annual Financial Report for 2019/20 required a provision to be created for doubtful rates debt to the value of \$64,422 due to this amount being considered unrecoverable. As the debt increases, the impact on Council's revenue stream increases.

This provision does not stop or delay legal action, nor does it stop the increasing debt. It simply means that these funds are now reflected as a liability rather than an asset in the Shire's financials.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Holberton

Seconded: Cr Trepp

0392 That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A and notes the actions taken to date as part of the debt recovery process.

CARRIED 7/0

11.4 Tender T2021-02 – Contract Management of Dowerin Memorial Swimming Pool

Corporate & Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 March 2021	
Location:	A portion of Lot 35 Memorial Avenue (cornered with Maisey Street), Dowerin	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Corporate Management/Tendering	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 11.4A – Tender Evaluation Confidential Attachment 11.4B – Tender Submissions	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to appoint a contractor for the day to day management and operation of the Dowerin Memorial Swimming Pool to Council for consideration and, if satisfactory, approval.

Background

Tender 02/2016 was conducted in 2016 for the Contract Management of the Dowerin Memorial Swimming Pool, from which Contract Aquatic Services was selected as the successful tenderer. The resulting contract was for a three-year period with the option for two one-year extensions. The first extension was endorsed by Council at its May 2019 meeting (Item 13.1.2), with the second extension authorised by the CEO under Delegation 4.2 – Tenders for Goods & Services in August 2020.

As all contract extensions had been exhausted, tenders were required to be called for the next contract for the management and operation of the Pool in future years. The CEO again used the delegation allowed under Delegation 4.2 to determine the evaluation criteria/tender specifications and tenders were advertised from 6 February 2021. Tenders closed on Friday 26 February 2021.

The tender was advertised for a three-year period effective from the 2021/22 pool season with the possibility of two further one-year extensions.

Comment

At the close of tenders, two submissions had been received. Both submissions were evaluated against the criteria detailed in the tender specifications with the evaluation provided as a Confidential Attachment for Council's information.

There is a prerequisite under the tender specifications that the contract will be awarded to an organisation whose tender is assessed as being the most advantageous and offering the best value for money outcome for the Shire of Dowerin.

Tenders are evaluated using a point scoring system with scores being awarded based on an approved selection criteria. Each benchmark is weighted to reflect its relative importance and scores are then combined to yield a total.

Consultation

State-wide Public Notice 6 February 2021

Senior Management Team

Policy Implications

Policy 3.11 – Purchasing Policy and Policy 3.15 – Regional Price Preference Policy are applicable.

Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

“3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.”*

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$50,001 - \$200,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)

Key Controls (in place)	Annual Budget
Action (Treatment)	Develop Standardised Contracts, Document Financial Controls
Risk Rating (after treatment)	Adequate

Financial Implications

Financial consideration of the contract management of the Dowerin Memorial Swimming Pool will form part of annual budget deliberations in accordance with the successful tender submission.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Hagboom

0393

That, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 3 of the *Local Government (Functions and General) Regulations 1996*, Council:

- 1. Accepts the tender submitted by Contract Aquatic Services, as presented in Confidential Attachment 11.4B, as the most advantageous tender to form a contract;**
- 2. Authorises the Chief Executive Officer to enter into a contract with Contract Aquatic Services for the contract management of the Dowerin Memorial Swimming Pool for an initial three-year period, subject to any variations (of a minor nature) prior to entry to the contract; and**
- 3. Authorises the Chief Executive Officer to exercise the two one-year extension options available in accordance with the tender specifications and resultant contract as mentioned at point 2 above.**

CARRIED 7/0

11.5 Dowerin Do Over – Request for Unbudgeted Expenditure

Corporate & Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 March 2021	
Location:	Various	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995;</i>	
Sharepoint Reference:	Community/Community Development/Events	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.5A – Dowerin Do Over Program Attachment 11.5B – Concept Design	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to allocate funding towards the Dowerin Do Over to be held in April 2021 to Council for consideration and, if satisfactory, approval.

Background

Recent community consultation identified the need to focus on the promotion of Dowerin and economic development. This initiative would assist in working towards actioning these key objectives and provides an opportunity to showcase Dowerin.

Town Teams Movement is seeking to establish a WA Civic Recovery Network with Lotterywest and local governments in the South West, Great Southern and Wheatbelt regions. The Network would act as an important platform for social connection and uniting businesses and community members through the recovery from the COVID-19 pandemic. Many local governments have identified key actions to support the social and human services which included the delivery of community-led recovery efforts. Town Teams and other volunteer based 'community activation' groups are a key component of this recovery.

The Civic Recovery Network will be pivotal in ensuring successful recovery of communities and these vital civic groups by providing benefits for these regions by establishing a network of community leaders to learn from and inspire each other as aspiring civic contributors. The benefits of the network within these regions include:

1. Encourage participation in community-led activation and placemaking;
2. Opportunity to volunteer which is an important part of a healthy society through improved mental health, sense of belonging and skill development;
3. New ideas and ways of activating our town centres; bringing our community together is valuable and this network would expand our community's knowledge of what is possible;
4. Peer to peer learning, mentoring and connecting is most effective for community-driven projects;

5. Solidifying, building on and promoting each town's individual 'story' and identity; and
6. Sustainability of Town Teams and their projects through securement of grant funding, access to Town Team's resource hub and ongoing engagement by a dedicated, on ground human resource, termed a "Town Teams Community Builder".

Through NEWROC and the Wheatbelt Business Network (WBN) the Shire of Dowerin was approached to host a Dowerin Do Over in April 2021.

The 'Dowerin Do Over' will be a showcase event demonstrating to government and community what can be achieved when government steps back and communities step up. Part conference, part hands-on placemaking the day will include a range of activities along Stewart Street including pop-up activations, presentations, demonstrations, fun-shops, community interventions, public space and amenity improvements, knowledge sharing activities and more. A copy of the Do Over Program is included as an Attachment.

The Town Teams Movement, WBN, Shire of Dowerin and various Community Resource Centres (CRCs) will assist interested Dowerin locals and surrounding community members in main-street activation, using Dowerin as the real-life example. There will be two keys parts to the day including a traditional conference element of learning about how to enable placemaking and community led activity. The second part will be a "community do-over" or makeover of the Dowerin main street, demonstrating what can happen when community steps up and positively takes over the public realm. When the conference session is finished, attendees will be able to walk down the main street of Dowerin experiencing new creative spaces, a pop-up cafe and enjoy a shandy or two post event in front of the pub.

Speakers and presenters confirmed to attend include:

- Patrick Walker - Executive General Manager - RAC
- Kali Norman - Senior Manager Spacecubed
- Jenny Garroun - CEO Wheatbelt Arts and York Festival
- Caroline Robinson - CEO WBN & Narembeen Progress Association
- David Snyder, Dean Cracknell - Town Teams Movement

The civic conference will be open to local government practitioners, CRC's, community groups, business and progress associations and business owners.

Comment

In the lead up to the event a number of meetings have been held with Town Teams Movement, WBN and the Dowerin CRC to identify potential projects which could be conducted during the Do Over. Some of the suggested projects include:

1. Tin Dog sculpture on roof of general store;
2. Dowerin CRC - moving the Library from front to rear to allow for the creation of a visitors centre area for tourists;
3. High School Project;
4. Dowerin Business Association Project;
5. Council Projects ie: painting of benches etc;
6. 'Do Over' of the entrance to the CRC; and
7. 'Do Over' of the vacant space next to Butcher where billboard is.

Another proposed project includes commissioning an artist to paint a mural in front of the Tin Dog General Store. A copy of the proposal is included as an Attachment.

The funds for this project are not able to be covered as part of the Do Over's budget hence a request has been made for Council to fund the works.

There are no funds allocated in the 2020/21 Budget for this purpose hence a decision of Council is required to allocate funds to the proposal (should it proceed as part of the Do Over).

It should be noted that none of the above projects have been confirmed and this will occur as part of the Do Over event, in consultation with attendees and community members. The request for the allocation to be made in being done in the instance that it eventuates as part of the event.

Consultation

Council Workshop 15 December 2020

Senior Management Team
NEWROC
Business Owners

Policy Implications

Nil

Statutory Implications

Section 6.8 of the *Local Government Act 1995* is applicable and states:

“6.8. Expenditure from municipal fund not included in annual budget

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

- (1a) *In subsection (1) –*

additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

- (2) *Where expenditure has been incurred by a local government –*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Lifestyle

Objective: A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations

Outcome: 1, 3

Reference: C1, C4, C5

Community Priority: Our Infrastructure

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

Outcome: 1, 3

Reference: I1, I2, E5, E6

Asset Management Plan

If the proposal goes ahead, its ongoing maintenance and renewal will need to be included in the AMP.

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Asset Management Plan
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

A suggested cost for the mural is approximately \$10,410 which includes concept designs, travel, accommodation, installation of the mural and materials.

At its February 2021 meeting NEWROC resolved to sponsor the Town Team Movement for the Dowerin Do Over to the value of \$10,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, in accordance with Section 6.8 of the *Local Government Act 1995* Council allocates up to \$10,500 towards the proposal for an artist to be commissioned to create a mural outside the Tin Dog General Store, as presented in Attachment 11.5B, as part of the Dowerin Do Over event to be held on 30 April 2021, with the GL Account Code to be determined as part of the 2020/21 Budget Review process.

Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0394 That the proposal for an artist to be commissioned to create a mural outside the Tin Dog General Store at a cost of up to \$10,500 be rejected.

CARRIED 7/0

Reason

Feedback from the property owner was not supportive of the proposal if it was to be funded from Council's own resources as opposed to grant funding. Council were not supportive of spending significant funds for such a project which would require ongoing maintenance and asset renewal.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Review – Financial Hardship Policy for Water Services

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 March 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Water Services Act 2012; Water Services Regulations 2016; Water Services Code of Conduct (Customer Service Standards) 2018</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	<u>Attachment 12.1A</u> – Financial Hardship Policy for Water Services	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed Financial Hardship Policy for Water Services to Council for consideration and, if satisfactory, adoption.

Background

The Shire operates and maintains a sewerage and non-potable water service to residents in Dowerin.

The licence to operate the service is issued under the *Water Services Act 2012* and the *Water Services Code of Conduct (Customer Service Standards) 2018*, with the management and oversight of the licencing regime being the responsibility of the Economic Regulation Authority (ERA), a division of the State Government.

Licensees are required to adopt a financial hardship policy and review that policy at least once every five years.

In recently renewing the licence for the Shire of Dowerin, the ERA reminded the Shire of its responsibility to review its Financial Hardship Policy for Water Services.

Comment

Management were not aware of the existence of the Financial Hardship Policy for Water Services. A copy of the policy approved by the ERA in 2014 was provided and is based on the guidelines developed by the ERA. Other samples were also sourced from other local governments.

Some minor changes were required due to changes in the name and year of the legislation and other factors which can contribute to financial hardship, such as domestic violence. The required amendments have been made to the policy and a copy is attached.

Following Council's adoption of the Policy, a copy must be forwarded to the ERA for approval.

It should be noted that the Financial Hardship Policy for Water Services is only applicable to the water services section of a rate notice and is separate to Policy 3.16 – COVID-19 Financial Hardship Policy.

Consultation

Senior Management Team

Policy Implications

The Policy will be updated accordingly, should Council resolve to adopt the Officer's Recommendation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Clause 29 of the *Water Services Code of Conduct (Customer Service Standards) 2018* is applicable and states:

"29. Financial hardship policy

- (1) A licensee must have a written policy in relation to financial hardship.
- (2) A licensee's financial hardship policy does not have effect unless it is approved by the Authority.
- (3) Unless the Authority approves otherwise, a licensee's financial hardship policy must comply with the Authority's guidelines (if any) in relation to financial hardship policies.
- (4) Subclauses (2) and (3) also apply to amendments to a licensee's financial hardship policy.
- (5) A licensee's financial hardship policy must be in effect before the end of the 6 month period starting on the day of the grant of the licensee's licence.
- (6) The financial hardship policy must be publicly available.
- (7) A licensee must review its financial hardship policy at least once in every 5 year period.
- (8) In addition to any review under subclause (7), a licensee must review its financial hardship policy if directed to do so by the Authority.
- (9) When formulating or reviewing its financial hardship policy, a licensee must consult with relevant consumer organisations."

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

There will be financial implications to Council should a ratepayer require the implementation of the policy and a payment plan, however these will vary in each case, depending on the individual circumstances of the claim for financial hardship. Therefore, a dollar value cannot be known at this time.

Staff are not aware of a situation where the policy has had to be implemented.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Ward

0395

That, in accordance with Clause 29 of the *Water Services Code of Conduct (Customer Service Standards) 2018*, Council adopts the Financial Hardship Policy for Water Services, as presented in Attachment 12.1A, and submits the policy to the Economic Regulation Authority for approval.

CARRIED 7/0

12.2 Model Code of Conduct for Council Members, Committee Members and Candidates

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 March 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Model Code of Conduct) Regulations 2021</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A – Model Code of Conduct	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Model Code of Conduct for Council Members, Committee Members and Candidates (Model CoC) to Council for consideration and, if satisfactory, adoption.

Background

The *Local Government (Model Code of Conduct) Regulations 2021* (the New Regulations) was gazetted on 2 February 2021 and took effect on 3 February 2021.

The Shire is required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model CoC within three months, in accordance with the new Section 5.104 of the *Local Government Act 1995* (the Act).

The Department of Local Government Sporting and Cultural Industries (DLGSC) recognises the speed with which these changes were made, providing an implementation timeframe of up to three months for local governments to operationalise the New Regulations.

Local governments were required to take specific initial actions within three weeks of the New Regulations taking effect (by 24 February 2021). Subsequently, Council considered the appointment of an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with Clause 11(3) of the Model CoC, and approved a complaint form in accordance with Clause 11(2)(a) at its February 2021 meeting (CMRef 0372).

It is further expected that local governments adopt the Model CoC and any other procedures and processes required for implementation within three months from the New Regulations taking effect (by 3 May 2021).

Comment

On 2 February 2021 the following remaining parts of the *Local Government Legislation Amendment Act 2019* (Amendment Act) were gazetted and took effect from 3 February 2021:

1. *Local Government (Administration) Amendment Regulations 2021*;
2. *Local Government (Model Code of Conduct) Regulations 2021*; and

3. *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021.*

The New Regulations bring into effect Sections 48-51 of the Amendment Act by introducing a mandatory code of conduct for council members, committee members and candidates.

The Model CoC provide for:

1. Overarching principles to guide behaviour;
2. Behaviours which are managed by local governments; and
3. Rules of conduct breaches which are considered by the Standards Panel.

The purpose of the Model CoC is to guide decisions, actions and behaviours. It also recognises that there is a need for a separate code for council members, committee members and candidates to clearly reflect community expectations of behaviour and ensure consistency between local governments. It also provides for a process to deal with complaints to ensure a consistent approach across the sector.

If a council member does not comply with any action required by the local government following a breach of the Model CoC, the local government may refer the matter to the Standards Panel as an alleged contravention of a rule of conduct. The Standards Panel has the authority to make binding decisions to resolve minor breaches.

While local governments may not amend Division 2 (Principles) or Division 4 (Rules of Conduct), of the Model CoC, additional behaviour requirements can be included in Division 3 (Behaviours) if deemed appropriate by the local government. Any additions must be consistent with the Model CoC in accordance with Section 5.104(3) of the Act.

Council considered whether, or not, to include any additional behaviours into its Model CoC at its February 2021 Workshop. The general consensus from that discussion indicated that the standard Model CoC as presented in the New Regulations would be sufficient for the use of the Shire of Dowerin, without the need for additional behaviours to be included. Therefore, the Model CoC in its base form has been formatted to suit the Shire's style guide with a copy provided as an Attachment.

The CEO must publish the Model CoC on the local government's official website as required by Section 5.104(7) of the Act.

Neither the New Regulations nor the guidelines produced by the DLGSC provide any clear procedure or template policy for the investigation of complaints. WALGA has advised that it will continue to advocate to the DLGSC to produce a template policy and more detailed guidelines for the development of a complaints handling process to deal with complaints alleging breaches of behavioural provisions. It is recommended that development of a complaints handling policy be deferred pending this advocacy.

The CEO will be required to develop a separate code of conduct for employees.

Consultation

Council Workshop 16 February 2021

Senior Management Team

Policy Implications

The Model CoC has been updated accordingly.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.104 of the *Local Government Act 1995* is applicable and states:

“5.104. Adoption of model code of conduct

- (1) *Within 3 months after the day on which regulations prescribing the model code come into operation, a local government must prepare and adopt* a code of conduct to be observed by council members, committee members and candidates that incorporates the model code.*
* Absolute majority required.
- (2) *Within 3 months after the day on which regulations amending the model code come into operation, the local government must amend* the adopted code of conduct to incorporate the amendments made to the model code.*
* Absolute majority required.
- (3) *A local government may include in the adopted code of conduct requirements in addition to the requirements referred to in section 5.103(2)(b), but any additional requirements —*
 - (a) *can only be expressed to apply to council members or committee members; and*
 - (b) *are of no effect to the extent that they are inconsistent with the model code.*
- (4) *A local government cannot include in the adopted code of conduct provisions in addition to the principles referred to in section 5.103(2)(a) or the rules of conduct.*
- (5) *The model code is taken to be a local government's adopted code of conduct until the local government adopts a code of conduct.*
- (6) *An alleged breach of a local government's adopted code of conduct by a candidate cannot be dealt with under this Division or the adopted code of conduct unless the candidate has been elected as a council member.*
- (7) *The CEO must publish an up-to-date version of a local government's adopted code of conduct on the local government's official website.”*

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

There are no financial implications for the adoption of the Model CoC. However, should a breach be reported there may be financial implications in investigating and resolving the complaint.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0396

That, in accordance with Section 5.104(3) of the *Local Government Act 1995* and Schedule 1 of the *Local Government (Model Code of Conduct) Regulations 2021*, Council adopts the Model Code of Conduct for Council Members, Committee Members and Candidates, as presented in Attachment 12.2A.

CARRIED BY ABSOLUTE MAJORITY 7/0

12.3 Model Standards for CEO Recruitment, Performance and Termination

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 March 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.3A – Model CEO Standards	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Model Standards for CEO Recruitment, Performance and Termination (Model CEO Standards) to Council for consideration and, if satisfactory, adoption.

Background

On 3 February 2021, the *Local Government (Administration) Amendment Regulations 2021* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government CEOs. The aim of the Model CEO Standards is to provide a consistent and equitable framework process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

Key features of the Regulation amendments include the requirement to:

1. Establish a selection panel comprised of council members and at least one independent person to conduct the recruitment and selection process for the position of CEO;
2. Establish a performance review process by agreement between the local government and the CEO; and
3. Conduct a recruitment and selection process where an incumbent CEO has held the position for a period of ten or more consecutive years on expiry of the CEO's contract.

In addition, requirements for advertising vacant CEO positions have been updated to align with amendments to state-wide public notice provisions.

It is a requirement that local governments prepare and adopt the Model CEO Standards within three months of the Standards coming into operation (by 3 May 2021).

Comment

As with the Model Code of Conduct, local governments may introduce additional standards where appropriate, however any additional standards must be consistent with the Model Standards as detailed in the Regulations.

Council considered whether, or not, to include any additional behaviours into its Model CEO Standards at its February 2021 Workshop. The general consensus from that discussion indicated that the Model CEO Standards as presented in the Regulations would be sufficient for the use of the Shire of Dowerin, without the need for additional standards or behaviours to be included. Therefore, the Model CEO Standards in its base form has been formatted to suit the Shire's style guide with a copy provided as an Attachment.

The CEO must publish the Model CEO Standards on the local government's official website as required by Section 5.39B(6) of the *Local Government Act 1995*.

Consultation

Council Workshop 16 February 2021

Mr John Phillips, JCP Consulting

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Sections 5.39A and 5.39B of the *Local Government Act 1995* are applicable and state:

"5.39A. Model standards for CEO recruitment, performance and termination

- (1) *Regulations must prescribe model standards for local governments in relation to the following –*
 - (a) *the recruitment of CEOs;*
 - (b) *the review of the performance of CEOs;*
 - (c) *the termination of the employment of CEOs.*
- (2) *Regulations may amend the model standards.*

5.39B. Adoption of model standards

- (1) *In this section –*
model standards *means the model standards prescribed under section 5.39A(1).*
- (2) *Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt* standards to be observed by the local government that incorporate the model standards.*
** Absolute majority required.*
- (3) *Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend* the adopted standards to incorporate the amendments made to the model standards.*

* Absolute majority required.

- (4) *A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.*
- (5) *The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.*
- (6) *The CEO must publish an up-to-date version of the adopted standards on the local government's official website.*
- (7) *Regulations may provide for –*
 - (a) *the monitoring of compliance with adopted standards; and*
 - (b) *the way in which contraventions of adopted standards are to be dealt with."*

Regulation 18FA of the *Local Government (Administration) Regulations 1996* is applicable and states:

"18FA. Model standards for CEO recruitment, performance and termination (Act s. 5.39A(1))

Schedule 2 sets out model standards for local governments in relation to the following –

- (a) *the recruitment of CEOs;*
- (b) *the review of the performance of CEOs;*
- (c) *the termination of the employment of CEOs."*

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

There will be financial implications to Council which will need to be included in future budgets for the recruitment, performance management and termination of the CEO, particularly in relation to the appointment of an independent person to the Committee responsible for conducting a recruitment and selection process.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp


Seconded: Cr Metcalf

0397

That, in accordance with Section 5.39B(2) of the *Local Government Act 1995* and Regulation 18FA and Schedule 2 of the *Local Government (Administration) Regulations 1996*, Council adopts the Model Standards for CEO Recruitment, Performance and Termination, as presented in Attachment 12.3A.

CARRIED BY ABSOLUTE MAJORITY 7/0

12.4 Integrated Planning and Reporting - Corporate Business Plan - Quarterly Monitoring Review - January 2021

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 March 2021	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, CEO	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.4A - Corporate Business Plan - Quarterly Monitoring Review - January 2021	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Planning & Reporting (IPR) Corporate Business Plan Quarterly Monitoring Review for January 2021 to Council for consideration and, if satisfactory, adoption.

Background

In 2013 the Shire of Dowerin prepared three components of its first suite of plans to meet the requirements of Western Australia's IPR framework.

Council has the responsibility to make strategic decisions, set policy and direction, provide oversight, and monitoring to ensure the adopted plans are achieved on behalf of its community. The CEO and the Administration's IPR responsibilities are to support Council through:

1. The design of the planning and monitoring processes;
2. Providing Council with the best available information to make decisions;
3. Following through to implement plans with the allocated resources; and
4. Tracking performance and reporting progress to Council.

The IPR planning and monitoring cycle is continuous. The planning cycle requires all local governments to undertake a major strategic review every four years. This meant the Shire of Dowerin's first Strategic Review was undertaken in 2017/18. Council's IPR Suite of Plans includes:

Name of Plan	Month Adopted
Reviewed Strategic Community Plan	Adopted March 2018
Asset Management Plan	Adopted May 2018
Long Term Financial Plan	Adopted May 2018

Reviewed Corporate Business Plan	Adopted March 2019
Reviewed Workforce Plan	Adopted May 2019

Comment

With the implementation of the IPR Suite of Plans, monitoring is undertaken through the IPR Framework Process Plan outlining Dowerin's Baseline Report to include:

1. Theme;
2. Objective;
3. Outcome;
4. Strategy; and
5. Key Actions.

The Corporate Business Plan Quarterly Monitoring Review – January 2021 is presented to Council for its perusal.

In this review a check box for January 2021 has been included and the Comment has been updated. Council should refer to this for the up-to-date status.

Consultation

Nil

Policy Implications

Nil

Statutory Implications

Section 5.56(1) of the *Local Government Act 1995* requires all local governments to produce plans for the future. The IPR Framework was introduced in Western Australia as part of the State Government's Local Government Reform Program.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L6.2

Asset Management Plan

Identified strategies and key actions will impact on the Asset Management Plan. Annual reviews of the Asset Management Plan will accommodate aligned strategies and key actions.

Long Term Financial Plan

Identified strategies and key actions will impact on the Long Term Financial Plan. Annual reviews of the Long Term Financial Plan will accommodate aligned strategies and key actions.

Risk Implications

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

Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

There are financial implications to Council in relation to this item as the IPR Suite of Plans recognise outcomes. Identified outcomes from the IPR Suite of Plans are factored into the Council's Strategic Resource Plan 2018-2028.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Sewell

0398

That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Corporate Business Plan - Quarterly Monitoring Review - January 2021, as presented in Attachment 12.4A.

CARRIED 7/0

13. OFFICER'S REPORTS - WORKS AND ASSETS

Councillor Holberton declared a Financial Interest in this Item and left the meeting at 2.50pm.

13.1 Tender T2021-01 - Flood Damage Repair for AGRN903, EPAR Works

<div>Works & Assets</div> <div>  </div>	
Date:	10 March 2021
Location:	Various flood damaged roads in the Shire of Dowerin
Responsible Officer:	Les Vidovich, Manager Works & Assets
Author:	Antoinette Krause, GHD; Les Vidovich, Manager Works & Assets
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996; Disaster Recovery Funding Arrangements WA</i>
Sharepoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	Confidential Attachment 13.1A - Tender Evaluation Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to appoint a contractor to undertake flood damage repair works to Council for consideration and, if satisfactory, approval.

Background

The Shire of Dowerin sustained significant damage to roads and drainage infrastructure as a result of heavy rainfalls in the first quarter of 2020. Funding has been secured for the restoration of damaged infrastructure under the Disaster Recovery Funding Arrangements WA (DRFAWA) funding program. Emergency and Immediate works as defined by DRFAWA have already been completed. Tender T2021-01 is for Essential Public Asset Reconstruction (EPAR) works.

Tender documentation was prepared by GHD and advertised in accordance with State-wide Public Notice from 30 January 2021.

The purpose of the Tender Evaluation Report is to provide Council with an overview of the tender process, details of the tenders received and a comparison of the tenders received.

The [DRFAWA](#) are arrangements between the Commonwealth and the State that determines the terms and conditions that must be met to claim financial assistance from the Commonwealth for the purposes of disaster relief and recovery.

The DRFAWA came into effect from 1 November 2018, replacing the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

Department of Fire & Emergency Services Disaster Recovery Funding Officers are the State's administrators of DRFAWA and WANDRRA.

Comment

The tender submission closed on 26 February 2021, with a total of 4 tenders received.

The successful contractor will be responsible for supplying all equipment and labour and undertaking all repair works associated with the flood damage. The works will be under the direction of the Flood Damage Site Supervisor who shall manage the execution of the works as specified, generally comprising the following:

1. Reform and re-sheeting of unsealed roads;
2. Repair, cleaning and restoration of surface drains;
3. Repair, cleaning and restoration of drainage structures;
4. Reinstatement and restoration of floodways;
5. Traffic management;
6. Borrow pit rehabilitation; and
7. Record keeping in accordance with DRFAWA requirements.

Consultation

Statewide Public Notice from 30 January 2021

Antoinette Krause, Manager – Mid West Region, Senior Civil Engineer, GHD

Rebecca McCall, Chief Executive Officer

Les, Vidovich, Manager Works & Assets

Policy Implications

Policy 3.11 – Purchasing Policy and Policy 3.15 – Regional Price Preference Policy are applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

“3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.”*

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	Exceeds project budget by 5%
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Financial Management Framework
Action (Treatment)	Develop Standardised Contracts; Develop Centralised Contract Management System
Risk Rating (after treatment)	Adequate

Financial Implications

Local governments contribute 25% of the cost of the restoration or replacement of essential public assets, up to the Local Government Contribution limit.

DRFAWA has approved a Cost Estimate (refer Section 3.3 of the Tender Evaluation Report). Funds spent on the project in accordance with the DRFAWA requirements are fully recoverable other than the local government's contribution described above.

There may however be a delay in funding acquittal, as experienced in the past. To mitigate this as much as possible the Shire of Dowerin applied for the DRFAWA Asset Repair Capital. This is an advance payment to support local governments to cover the upfront costs of repairs to damaged essential public assets. The advance payment offered is 20% of the estimated cost of repair works. It is based on the verified estimate to repair the damaged asset.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Hagboom

0399 That, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 3 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Considers appointing Holberton Earthmoving as the successful contractor to undertake flood damage repair works ARGN903, EPAR Works in accordance with Tender T2021-01, subject to clarification of the following:
 - a. The contractual agreement between Holberton Earthmoving and Alltrack WA;
 - b. Holberton Earthmoving providing current insurance certificates and maintaining the required level of insurances during the term of the Contract; and
 - c. Where items were not priced, Holberton Earthmoving providing the construction methodology or alternative arrangements prior to awarding the Contract.
2. Authorises the Chief Executive Officer to undertake discussions with Holberton Earthmoving to clarify the above information to the satisfaction of the Chief Executive Officer and, once satisfied, enter into a Contract with Holberton

Earthmoving to undertake flood damage repair works ARGN903, EPAR Works in accordance with Tender T2021-01.

Note: Should the above information not be clarified to the satisfaction of the Chief Executive Officer, the matter is to be presented to Council for re-consideration.

CARRIED 6/0

Councillor Holberton entered the meeting at 2.59pm.

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

15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

17.	Closure
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There being no further business the President thanked those in attendance and declared the meeting closed at 3.00pm.



MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 16 February 2021



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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16.1	Staff – Chief Executive Officer – Contract Renewal
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 19 January 2021



1. Official Opening / Obituaries

The President welcomed those in attendance and declared the meeting open at 2.06pm. In opening the meeting, the President and Councillors acknowledged the passing of Mrs Meredith Emmott with a minute's silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr BA Ward	Deputy President
Cr LH Holberton	
Cr AJ Metcalf	
Cr JC Sewell	
Cr RI Trepp	

Staff:

Ms R McCall	Chief Executive Officer
Mr L Vidovich	Manager Works & Assets (until 4.20pm)
Ms A Banks	Community Development Officer (until 4.20pm)
Ms S Cox	Rates Officer (until 3:09pm)
Ms C Delmage	Manager of Corporate & Community Services (via phone until 3:09pm)

Members of the Public: Mr D Barr (until 3:09pm)

Apologies: Cr LG Hagboom, Ms V Green

Approved Leave of Absence: Cr DP Hudson (CMRef 0322) – although Cr Hudson had been granted Leave of Absence, he was in attendance.

3. Public Question Time

Nil

4. Disclosure of Interest

Councillor Holberton declared an Interest Affecting Impartiality in Item 13.1.
Ms McCall declared a Financial Interest in Item 16.1.

5. Applications for Leave of Absence

Nil

6. Voting Requirements



Simple Majority



Absolute Majority

Resolution

Moved: Cr Trepp

Seconded: Cr Sewell

0362 That, in accordance with Clause 3.2(1) of the Shire of Dowerin Standing Orders Local Law, Item 11.4 (Sale of Land for Unpaid Rates in Excess of Three Years) be bought forward to enable the matter to be considered at this juncture.

6/0 CARRIED

Although Item 11.4 was bought forward it has been recorded in the numerical order of the Agenda. Refer to [Page 17](#) for the resolution of this Item.

6. Petitions and Presentations

Mr Damian Barr, AMPAC's Director Local Government Services addressed Council in relation to [Item 11.4](#).

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

7.1 Ordinary Council Meeting held on 19 January 2021

[Attachment 7.1A](#)

7.2 Annual Electors Meeting held on 3 February 2021

[Attachment 7.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Trepp

0364 That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 19 January 2021, as presented in Attachment 7.1A, and the Annual Electors Meeting held on 3 February 2021, as presented in Attachment 7.2A, are a true and correct record of proceedings.

6/0 CARRIED

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<div>Corporate & Community Services</div>		
Date:	11 February 2021	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - January Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Statement of Financial Activity to Council for the period ending 31 January 2021.

Background

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

Regulations 34 & 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 to provide Council with a synopsis of the Shire of Dowerin's overall financial performance on a year to date basis, the following financial information is included in the Attachment.

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

The Statements of Financial Activity provide details of the Shire's operating revenues and expenditures on a year to date basis. The reports further include details of non-cash adjustments and capital revenues and expenditures, to identify the Shire's net current position.

Note 1 - Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 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 & Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Timely preparation of the monthly financial statements within statutory guidelines is vital to good financial management. Failure to submit compliant reports within statutory time limits will lead to non-compliance with the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0365

That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 31 January 2021, as presented in Attachment 11.1A.

6/0 CARRIED

11.2 List of Accounts Paid

Corporate & Community Services



Date:	10 February 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – List of Accounts Paid

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for January 2021.

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the MCCS.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Jasmine Pietrocola, Accounts 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 Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996* requires that a separate list be prepared each month for adoption by Council showing creditors paid under delegated authority.

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

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

Financial Implications

Funds expended are in accordance with Council's adopted 2020/21 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0366

That, in accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid – January 2021	
EFT8342 to EFT8424	\$157,153.69
Cheque 10877 to 10888	\$26,318.68
DD11173; NAB Credit Card; December 2020	\$3,402.29
DD11180; Puma Energy Fuel; December 2020	\$483.14
DD11164 & DD11185; Superannuation	\$11,998.65
130875; Bank Fees	\$101.35
Direct Debit 11207: WATC Government Guarantee Fees	\$4,876.48
Net Payroll; PPE 06 January 2021	\$44,435.89
Net Payroll; Interim Pay 19 January 2021	\$6,832.13
Net Payroll; PPE 20 January 2021	\$44,965.62
TOTAL	\$300,567.92

6/0 CARRIED

11.3 Recalcitrant Rates Debtors

<div>Corporate & Community Services</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	1 February 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for January 2021 details non-pensioner 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% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments holding large debts.

Comment

The Administration have previously advised Council of several large debts that are owed. There has been no success regarding debt recovery, as the property owners have not responded to any communications from either the Shire or the Shire's debt collection agency (AMPAC).

The Shire finds itself in a difficult and unusual situation where the outstanding rating debts exceed the value of the land. At other local governments, invoking the three-year rule often results in debt recovery as there is a land value benefit to the property owner.

Prior to the appointment of the current Administration, there was minimal to nil debt recovery collection being actioned which has resulted in the significant arrears.

The Administration is seeking a clear direction from Council as to how it wishes to proceed, before providing directives to AMPAC.

Debt recovery action is costly and is likely to result in a financial loss to the Shire. However, inaction will simply cause outstanding debts to increase.

There is a legislative requirement on local governments to recover rates. Therefore, taking no action may be in breach of Section 6.57 of the *Local Government Act 1995* which states:

“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.”

The Administration has provided Council with a detailed history of debt recovery actions to date and provided options on how to proceed.

If no direction is provided, staff will continue to follow the appropriate debt recovery process until such time as the properties in question are sold. There is simply no avenue for the Shire to recover the majority of outstanding debts which is why the Administration would like to invoke the three-year rule and sell those properties which hold debts considered unrecoverable.

Council is requested to provide approval to invoke the three-year rule on Assessments A380, A512 and A1016. Because insufficient equity exists on these assessments it will mean the properties will revert to Council's name. All debts will then need to be written off. Council must retain the property for twelve months, after which time Council can choose to sell the property.

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

Damian Barr, Director, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

Local Government Act 1995; Local Government (Financial Management) Regulations 1996

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

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 the risk description and the Shire's long-term outstanding debts are now over \$64,000.

The signed, audited Annual Financial Report for 2019/20 required a provision to be created for doubtful rates debt to the value of \$64,422 due to this amount being considered unrecoverable. As the debt increases, the impact on Council's revenue stream increases.

This provision does not stop or delay legal action, nor does it stop the increasing debt. It simply means that these funds are now reflected as a liability rather than an asset in the Shire's financials.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council Receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A.

Resolution

Moved: Cr Metcalf

Seconded: Cr Sewell

0367 That Council:

1. **Receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A; and**
2. **Requests the CEO to provide additional information for Recalcitrant Rate Debtors recovery.**

6/0 CARRIED

Reason

Information pertaining to rate debt recovery highlighted during Mr Damian Barr's address to Council provided optional services which are available in the process of rate debt recovery.

In accordance with Council Resolution CMRef 0362, Item 11.4 was bought forward, however has been recorded in the numerical order of the Agenda.

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

Corporate & Community Services



Date:	1 February 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Sheldon Cox, Rates Officer; Vanessa Green, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
Sharepoint Reference:	Organisation/Rates & Valuations/Debt Recovery
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to proceed with the sale of properties whose rates and charges have been in arrears for three years or more to Council for consideration and, if satisfactory, endorsement.

Background

At its May 2020 Meeting Council considered the matter of debt recovery action and resolved (CMRef 0204):

“That the matter of debt recovery action lay on the table while further investigation occurs into other options which may be available”.

Staff subsequently conducted further investigations and presented the matter to Council again at its December 2020 meeting where Council resolved (CMRef 0328):

“That the matter of debt recovery action on A512, A380 and A1016 lay on the table and be referred back to staff to identify further information relating to the properties.”

The additional information requested included what, if any, infrastructure was located on the properties and other details relating to the services provided, with this information subsequently provided to Council via email. As the Administration are unable to provide any more information or recommendations to Council, as all avenues for possible action have been exhausted, the matter is presented to Council again.

Payment of rates is the obligation of all property owners. Revenue collected from rates and charges is used to provide the services and facilities in the town, and without it, the Shire would not be able to function or meet the requirements of the community.

The properties have had large debts outstanding for some time as most debt recovery action in previous years was not managed or undertaken appropriately.

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

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

In order to take possession of the property and proceed with its sale, the local government must cause notice requiring the payment of rates in accordance with Schedule 6.3 of the Act. The notice is also to be served on any party with an interest in the land, such as the Mortgagees and is also to be posted on the local government's official website for a period of not less than 35 days. If at the expiration of three months from the date of issue of the notice the rates remain unpaid, the local government can proceed with selling the land by public auction, with such an auction to occur not more than twelve months from the date of the notice. A copy of an example from the Shire of Merredin of such a notice was provided as an Attachment to Council at its December 2020 meeting.

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

Comment

As mentioned above, staff have exhausted all avenues of action in accordance with relevant legislative requirements relating to collection of the outstanding rates on the properties. A decision of Council on how to proceed is now required.

Council has the option of accepting the Officer's Recommendation thus enabling staff to take further action to recover the outstanding debts, or alternatively, can resolve to not progress with any further action on the properties. However, in taking the latter action Council must accept that an allocation covering the full amount of the unrecoverable debt as it increases each year will need to be made in all future budgets.

With each of these debts remaining outstanding, the liability on the Shire's cash position is increased, resulting in a reduction of funds to utilise for community projects and works.

In choosing not to progress further with appropriate debt collection activity in this instance, a precedent may be set which may encourage other ratepayers to not pay their rates as, ultimately, Council does not show a willingness to follow through with debt collection.

At its January 2021 Meeting, Council resolved to initiate the three year rule (CMRef 0352):

"That, in accordance with Part 6 Division 6 and Schedule 6.3 of the Local Government Act 1995, Council authorises the Chief Executive Officer to:

- 1. Initiate the necessary actions to invoke the three-year rule on those properties on which the debt is considered unrecoverable with any incurred costs to be allocated to GL: RATES - Debt Collection Expenses; and***
- 2. Inform Council monthly of the processes followed, status and costs of actions taken to date."***

However, the word "approve" is required in order for the Administration to take the next steps. Therefore, the matter is presented to Council again with the Officer's Recommendation amended requesting that further action be approved to be taken.

Consultation

Sheldon Cox, Rates Officer

Louise Sequerah, Acting Rates Officer

Cherie Delmage, Manager Corporate & Community Services

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Director Local Government Services – AMPAC Debt Recovery

Association of Rates Officers

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

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L2, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

The sale of the properties at the sale or seizure level in debt recovery would decrease the outstanding rates by approximately \$54,000. Daily interest accruing at 11% per annum would cease.

The outstanding rates and service charges may not be fully recovered from the sale of the property, or the cost of any legal action/s. In the event the price realised at sale is less than the balance of the rates and charges, Section 6.12(1) c of the *Local Government Act 1995* provides that any shortfall following sale shall be written off.

The audited 2019/20 Annual Financial Report has allowed for a liability of \$64,000 being for the Provision of Rates Doubtful Debts.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

1. That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$24,081.96. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:

Assessment	A512
Type/Zoning	Residential
Last Payment	28/08/2013 - \$577.73

2. That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$22,318.33. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:

Assessment	A380
Type/Zoning	Residential Vacant
Last Payment	No payment found since 2001/02 rates raised

3. That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$8,237.51. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:

Assessment	A1016
Type/Zoning	Rural Broadacre
Last Payment	01/04/2015 - \$1,146.13

Resolution

Moved: Cr Trepp

Seconded:

Cr Ward

0363

1. **That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$24,081.96. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:**

Assessment	A512
Type/Zoning	Residential
Last Payment	28/08/2013 - \$577.73

2. That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$22,318.33. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:

Assessment	A380
Type/Zoning	Residential Vacant
Last Payment	No payment found since 2001/02 rates raised

3. That, in accordance with Schedule 6.64 of the *Local Government Act 1995*, Council approves the Administration proceeding to sell the property listed hereunder which has rates in arrears for three or more years and recover from the proceeds of sale the outstanding balance which totals \$8,237.51. Any incurred costs are to be allocated to GL: RATES Debt Collection Expenses:

Assessment	A1016
Type/Zoning	Rural Broadacre
Last Payment	01/04/2015 - \$1,146.13

4. The CEO provides Council with an updated status of the debt recovery process on a quarterly basis.

6/0 CARRIED

Reason

Council requested to be kept informed of the recovery progress.

3:09pm – C Delmage, S Cox & D Barr left the meeting and did not return.

11.5 13 Anderson Street, Dowerin - Application for the Keeping of Three Dogs

Corporate & Community Services



Date:	8 February 2021
Location:	13 Anderson Street, Dowerin
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	As above
Legislation:	<i>Dog Act 1976</i> ; Shire of Dowerin Dogs Local Law 2008
Sharepoint Reference:	Compliance/Ranger/Animal Registrations
Disclosure of Interest:	Nil
Attachments:	Attachment 11.5A - Ranger's Report

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

An application has been received to keep three dogs at 13 Anderson Street, Dowerin. Any person wishing to keep more than two dogs within prescribed areas is required to get Council approval.

Comment

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

All dogs have been microchipped, registered and are between the ages of five months to 14 years.

Consultation

Gloria Robinson - Rural Ranger Services

Policy Implications

Nil

Statutory Implications

The Shire of Dowerin Dogs Local Law 2008 and Part 26 of the *Dog Act 1976* are applicable.

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Lifestyle

Objective: A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations

Outcome: 3

Reference: C4

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Trepp

0368

That, in accordance with Section 26(2) of the *Dog Act 1976*, Council approves the application to house three dogs at 13 Anderson Street, Dowerin in accordance with the application dated 15 January 2021, subject to strict compliance with all relevant provisions of the *Dog Act 1976* and other relevant legislation including the Shire of Dowerin Dogs Local Law 2008.

6/0 CARRIED

11.6 Dowerin Short Stay Accommodation Expansion – Building Better Regions Fund Round 5

Corporate & Community Services



Date:	10 February 2021
Location:	Portion of Lot 192 Memorial Avenue, Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Grants & Subsidies/Grant Applications
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents a proposal to submit a grant application to the Building Better Regions Fund (BBRF) Round 5 for funding towards the expansion of the Dowerin Short Stay Accommodation (SSA) to Council for consideration and, if satisfactory, endorsement.

Background

A staged plan for the Dowerin SSA facility was approved by Council in 2016. The first stage has been completed and was opened in August 2017 to include caravan sites, camping area, studio units, one-bedroom units, amenities building and recreation space. An additional five caravan sites are due to be completed by the end of 2020/21. To further diversify accommodation options, the next stage of the larger program of works is to construct three 2-bedroom units and a Caretaker's Cottage.

The BBRF is a competitive funding program provided by the Federal Government. Round 5 officially opened on 12 January 2021 and closes on 5 March 2021. The funding supports investment ready projects that provide economic and social benefits for regional and remote areas. As the project location is classified as "Outer Regional", a matching contribution is required to be committed.

Comment

The establishment of the Dowerin SSA precinct has shown positive statistics, even during the middle of a pandemic. More visitors, particularly intrastate visitors, are travelling to regional areas due to other travel restrictions. There is currently no other similar type of accommodation in Dowerin, illustrating an opportunity for further tourism growth. As part of the initial works, services are already available at the sites of the proposed two-bedroom units. Given the popularity of the precinct and the proposed additional units, it is appropriate to include the construction of a Caretaker's Cottage to alleviate the Shire's resources and have a more suitable operating model. The expansion of Dowerin SSA is considered an appropriate project to seek funding from the

Federal Government for. Site plans, floor plans, design concepts, specifications and a cost estimate have been received from Stallion Homes.

Due to the amount of work required to compile the necessary documentation for inclusion with the grant application and the funding round opening and submission deadline, the proposal to submit a BBRF Round 5 grant application was discussed informally with Council at its January 2021 Workshop. The general consensus of that discussion was there could be benefits to Dowerin should the grant application be successful. Therefore, since the Workshop the CEO has been working towards obtaining the necessary information for a grant application. This Item seeks Council's formal endorsement to submit the grant application. The application must be submitted prior to 5 March 2021.

Consultation

Council Workshop January 2021

Tammy King, Grants Empire

Michael Campbell, Lucid Economics

Mandy Walker, RDA Wheatbelt

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Statutory Implications

Section 6.2 of the *Local Government Act 1995* details the requirements of the annual budget and states:

"6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of –*
- (a) the expenditure by the local government; and*
 - (b) the revenue and income, independent of general rates, of the local government; and*
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate –*
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including –*
 - (i) the amount it is estimated will be yielded by the general rate; and*
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;**and*
 - (c) the fees and charges proposed to be imposed by the local government; and*

- (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
- (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
- (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
- (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for –*
 - (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.”*

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Community Priority: Our Economy

Objective: A strong and growing local economy supported by new industry development aligned to identified economic opportunity.

Outcome: 2

Reference: E3

Asset Management Plan

Relevant allocations to manage the additional assets will need to be included in the AMP.

Long Term Financial Plan

Relevant allocations to manage the additional assets will need to be included in the LTFP.

Risk Implications

Risk Profiling Theme	Project/Change Management
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	\$200,001 - \$500,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Project Management Methodology and Framework
Action (Treatment)	Develop Project Management Methodology and Framework

Risk Rating (after treatment)	Not Rated
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Financial Implications

The Dowerin SSA Expansion is currently estimated at \$919,100 (excluding GST) as per the costs received from Stallion Homes and 740 Designs. The amount of funding sought under the BBRF is determined by the level of remoteness of the project location. This Project's location is classified as 'Outer Regional' and therefore a \$1 for \$1 matching contribution is required.

The following table details the project budget:

Item	Amount (ex GST)	Shire of Dowerin	BBRF
Caretaker's Cottage (3x2 unit)	\$268,800	\$134,400	\$134,400
Three Self Contained Units (2x2 units)	\$508,800	\$193,200	\$315,600
Trenching for service connection	\$8,000	\$8,000	\$0
Paving crossover	\$6,000	\$6,000	\$0
Fixed fitout of all units	\$65,000	\$65,000	\$0
Fencing	\$5,000	\$5,000	\$0
Landscaping	\$9,000	\$9,000	\$0
Contingency 5%	\$47,500	\$47,500	\$0
Audit	\$1,000	\$1,000	\$0
Total (ex GST)	\$919,100	\$469,100	\$450,000
<i>Percentage</i>		<i>51%</i>	<i>49%</i>

It is suggested that Council direct the Chief Executive Officer to apply to the BBRF Round 5 for 50% of the funding towards the Dowerin SSA Expansion Project. The remaining 50% will be met by the Shire of Dowerin cash funds in 2021/22. Community and commercial cash contributions will be actively sought and underwritten by the Shire of Dowerin. In the event of a successful BBRF grant application, the Shire's contribution will be reduced accordingly.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Holberton

0369 That, in accordance with Section 6.2 of the *Local Government Act 1995*, Council:

1. Endorses the submission of a grant application for Round 5 of the Building Better Regions Fund for the Dowerin Short Stay Accommodation Expansion Project; and
2. Endorses the financial commitment of \$469,100 (excluding GST) in the 2021/22 financial year, being the Shire of Dowerin's matching contribution.

6/0 CARRIED

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Staff Policies

<h1 style="color: red;">Governance & Compliance</h1>		 SHIRE OF DOWERIN <small>TIN DOG TERRITORY</small>
Date:	18 January 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – Staff Policies	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents numerous staff policies to Council for formal rescission.

Background

The Policy Manual contained numerous policies addressing matters relating to the management supervision and direction of employees. Following attendance at a recent WALGA training course relating to policy development, staff identified that Council did not have legislative authority over those policies as a result of Section 5.41 of the *Local Government Act 1995*.

While Section 5.41 has always stated that the CEO is responsible for the day to day operations of the local government and for the employment, management supervision, direction and dismissal of employees, clearly defining and identifying the separate roles and responsibilities of Council, Councillors and the CEO has become more prevalent across the sector in recent times. This is likely a result of the ongoing Local Government Act Review process, as well as the findings of some recent inquiries into local governments highlighting the issues associated with Council/Councillors' involvement in administrative matters.

Upon subsequent return to the office staff updated the Policy Manual, separating staff policies from those policies which can be considered Council policies and renumbering the policies accordingly. Council were advised of the update via email on 3 December 2020, with the updated Policy Manual published on the Shire's website.

It has since been queried whether a formal resolution of Council is required to 'officially' rescind the staff related policies.

Advice was sought from the Department of Local Government, Sport & Cultural Industries' (DLGSC) Local Government Advice Line, with the response provided below:

"The legislation is silent on the matter of rescinding council policies. However, the Department's view is that it would be best practice if the old policies were rescinded by council. This would provide an

audit trail and transparency about the decision. The officer's report can outline the reasons for rescission."

In accordance with the DLGSC's advice, this Item presents those policies relating to staff matters for a formal resolution of rescission, thus aligning with best practice and providing the necessary audit trail and transparency.

Comment

The applicable policies include:

Policy 7.1 - Employee Housing Policy (rescinded April 2020 CMRef 0186);

Policy 7.2 - Use of Shire Property by Employees Policy (rescinded April 2020 CMRef 0186);

Policy 7.3 - Safety Bonus Scheme Policy (rescinded April 2020 CMRef 0186);

Policy 7.4 - Employee Health and Well Being Policy;

Policy 7.5 - Grievances, Investigations and Resolution Policy;

Policy 7.6 - Disciplinary Policy;

Policy 7.7 - Discrimination, Bullying and Harassment Policy;

Policy 7.8 - Equal Opportunity Employment Policy;

Policy 7.9 - Occupational Safety, Health and Environmental Policy;

Policy 7.10 - Drug and Alcohol Policy;

Policy 7.11 - Social Media Policy;

Policy 7.12 - Recruitment and Selection Policy (rescinded October 2020 CMRef 0288);

Policy 7.13 - Recognising Council Service Policy (Refer [Item 12.2](#))

Policy 7.14 - Uniforms Staff Policy;

Policy 7.15 - Education and Assistance Policy;

Policy 7.16 - Prescription Safety Glasses Policy; and

Policy 7.17 - Employee Housing Policy.

It should be noted that where an above policy is listed as rescinded it has been included solely for the purposes of showing numerical continuity.

There are some exemptions providing Council the ability to have legislative authority over policy matters which relate to staff. This is where the requirement to have a policy is dictated in the legislation. Once such example relates to the policy stipulated by Section 5.50 of the *Local Government Act 1995* requiring a local government to prepare a policy in relation to employees whose employment with the local government is finishing, setting out:

1. the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and
2. the manner of assessment of the additional amount.

In the instances where the policy is mandated by legislation it will still be considered a Council policy, thus presented to Council for review and adoption as necessary.

Consultation

Marina Sucur, LG Advice Line, Department of Local Government, Sport & Cultural Industries

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officer's Recommendation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7(2)(b) of the *Local Government Act 1995* relates to Council's role in relation to policies and states:

“2.7. Role of council

- (1) *The council –*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to –*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.”*

However, Section 5.41(d) and (g) of the *Local Government Act 1995* is applicable and states:

“5.41. Functions of CEO

The CEO's functions are to –

- (a) *advise the council in relation to the functions of a local government under this Act and other written laws; and*
- (b) *ensure that advice and information is available to the council so that informed decisions can be made; and*
- (c) *cause council decisions to be implemented; and*
- (d) *manage the day to day operations of the local government; and*
- (e) *liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and*
- (f) *speak on behalf of the local government if the mayor or president agrees; and*
- (g) *be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and*
- (h) *ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and*
- (i) *perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.”*

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, in accordance with Section 5.41(d) and (g) of the *Local Government Act 1995*, Council endorses the rescission of the following staff related policies from the Council Policy Manual and they are to remain in the Staff Policy Manual.

1. Policy 7.4 - Employee Health and Well Being Policy;
2. Policy 7.5 - Grievances, Investigations and Resolution Policy;
3. Policy 7.6 - Disciplinary Policy;
4. Policy 7.7 - Discrimination, Bullying and Harassment Policy;
5. Policy 7.8 - Equal Opportunity Employment Policy;
6. Policy 7.9 - Occupational Safety, Health and Environmental Policy;
7. Policy 7.10 - Drug and Alcohol Policy;
8. Policy 7.11 - Social Media Policy;
9. Policy 7.14 - Uniforms Staff Policy;
10. Policy 7.15 - Education and Assistance Policy;
11. Policy 7.16 - Prescription Safety Glasses Policy; and
12. Policy 7.17 - Employee Housing Policy.

Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0370

1. **That, in accordance with Section 5.41(d) and (g) of the *Local Government Act 1995*, Council endorses the rescission of the following staff related policies from the Council Policy Manual and they are to remain in the Staff Policy Manual:**

- a. **Policy 7.4 - Employee Health and Well Being Policy;**
 - b. **Policy 7.5 - Grievances, Investigations and Resolution Policy;**
 - c. **Policy 7.6 - Disciplinary Policy;**
 - d. **Policy 7.7 - Discrimination, Bullying and Harassment Policy;**
 - e. **Policy 7.8 - Equal Opportunity Employment Policy;**
 - f. **Policy 7.9 - Occupational Safety, Health and Environmental Policy;**
 - g. **Policy 7.10 - Drug and Alcohol Policy;**
 - h. **Policy 7.11 - Social Media Policy;**
 - i. **Policy 7.14 - Uniforms Staff Policy;**
 - j. **Policy 7.15 - Education and Assistance Policy;**
 - k. **Policy 7.16 - Prescription Safety Glasses Policy; and**
 - l. **Policy 7.17 - Employee Housing Policy.**
2. **That the CEO ensures all the above Policies are regularly reviewed, maintained and complied with.**

5/1 CARRIED

Reason

Council requested that a regular internal audit of staff policies is undertaken to ensure compliance and relevance. Council requested any of the above policies with a financial implication be presented to Council as part of budget deliberations.

12.2 Policy Manual Review – Recognising Council Service (Staff) Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 February 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A – Reviewed Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a review of Policy 7.13 – Recognising Council Service Policy (to be renumbered) to Council for consideration and, if satisfactory, adoption.

Background

As part of the Local Government Act Review process, changes have been made to Section 5.50 of the *Local Government Act 1995* meaning that local governments must have a policy setting out the circumstances in which payments or gifts will be made to employees whose employment is being terminated (ie by resignation or retirement).

The Shire of Dowerin has such a policy (currently Policy 7.13 – Recognising Council Service Policy) however the changes stipulate that payment/gifts cannot be provided outside the parameters of the policy except when local public notice of that payment is provided. Local public notice requires publication on the local government's official website as well as in at least three other ways as prescribed. For Dowerin this would mostly be publication in the Despatch, posting on social media and displaying on local notice boards.

The current policy does not allow for gifts to be made to employees upon leaving the Shire of Dowerin. To avoid the need for providing local public notice, which may cause unnecessary embarrassment to some people, it is suggested that the policy be amended. Hence the policy has been reviewed and a tracked changes version of the policy is included as an Attachment.

Comment

The amendment of the policy enables a gift to be provided as a token of appreciation to an employee when they leave the Shire of Dowerin. Farewell gifts of this nature are not uncommon both in the local government or corporate sectors.

The amount of up to \$50 per year of service is considered suitable in today's society. To that end, as a further amendment to the policy the amount of the gift to be provided in the event of illness, accident, bereavement or a significant occasion has been slightly increased to \$100 as it is expected that, for example, a bouquet of flowers and chocolates would not cost much less than that.

The text relating to the Christmas function has been removed as it is covered separately under Policy 1.8 – Annual Christmas Function.

The policy is currently numbered 7.13, with policies commencing with the number 7 denoting staff policies, however as the policy mandated by the legislation it is proposed to renumber the policy as Policy 1.17 – Recognising Council Service (Staff) Policy, to be determined by Council at each review.

Consultation

Marina Sucur, LG Advice Line, Department of Local Government, Sport & Cultural Industries

WALGA Governance Team

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Vanessa Green, Executive & Governance Officer

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officer's Recommendation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable and states:

“2.7. Role of council

- (1) *The council –*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to –*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.”*

Section 5.50 of the *Local Government Act 1995* is also applicable and states:

“5.50. Payments to employees in addition to contract or award

- (1) *A local government is to prepare a policy in relation to employees whose employment with the local government is finishing, setting out –*
 - (a) *the circumstances in which the local government will pay an employee an amount in addition to any amount to which the employee is entitled under a contract of employment or award relating to the employee; and*

- (b) the manner of assessment of the additional amount.
- (1a) A local government must not make any payment of the kind described in subsection (1)(a) unless the local government has adopted a policy prepared under subsection (1).
- (2) A local government may make a payment –
- (a) to an employee whose employment with the local government is finishing; and
- (b) that is more than the additional amount set out in the policy prepared under subsection (1) and adopted by the local government,
- but local public notice is to be given in relation to the payment made.
- (3) The value of a payment or payments made to a person under this section is not to exceed such amount as is prescribed or provided for by regulations.
- (4) In this section a reference to a payment to a person includes a reference to the disposition of property in favour of, or the conferral of any other financial benefit on, the person.
- (5) The CEO must publish the policy prepared under subsection (1) and adopted by the local government on the local government's official website."

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

The proposed changes will have a budget impact however it is believed will be manageable within current budget allocations as nowadays most staff remain with an organisation between 1-5 years, which would total \$250. It would be a rare occasion for a gift to be provided over and above this amount.

For information, the amount prescribed by Section 5.50(3) cannot exceed the value of the person's final annual remuneration, or \$5,000.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution


Moved: Cr Ward

Seconded: Cr Holberton

0371 That, in accordance with Sections 2.7(2)(b) and 5.50(1) of the *Local Government Act 1995*, Council adopts Policy 1.17 – Recognising Council Service (Staff) Policy, as presented in Attachment 12.2A.

6/0 CARRIED

12.3 Appointment of Complaints Officer and Approval of Complaints Form

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	9 February 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	Nil	
SharePoint Reference:	Organisation/Governance	
Disclosure of Interest:	Nil	
Attachments:	<p>Attachment 12.3A - Model Code of Conduct Regulations, Explanatory Notes and Complaint Form Template</p> <p>Attachment 12.3B - Shire of Dowerin Complaint Form</p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to authorise the Chief Executive Officer as an officer for the purposes of receiving complaints and withdrawals of complaints in accordance with new legislative requirements to Council, and the written form for such complaints, for consideration and, if satisfactory, authorisation.

Background

The *Local Government (Model Code of Conduct) Regulations 2021*, *Local Government (Administration) Amendment Regulations 2021* and *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021* were gazetted on Tuesday 2 February 2021 and took effect on 3 February 2021. New sections of the *Local Government Act 1995* (the Act) that provided for the new Regulations were proclaimed concurrently and are also now in effect.

In relation to the *Local Government (Model Code of Conduct) Regulations 2021*, the Model Code of Conduct repeals and replaces the *Local Government (Rules of Conduct) Regulations 2007*. In addition to redrafted versions of the previous Rules of Conduct, the Model Code of Conduct includes general principles and behaviours. Complaints of alleged breaches of behavioural requirements must be dealt with by the Local Government.

A copy of the *Local Government (Model Code of Conduct) Regulations 2021*, the Department of Local Government, Sport & Cultural Industries' (DLGSC) Explanatory Notes and Complaint Form are included as an Attachment.

Comment

Local governments are required to adopt a Code of Conduct for Council Members, Committee Members and Candidates that incorporates the Model Code of Conduct within three months of gazettal, in accordance with the new Section 5.104 of the Act. Until that time, the Model Code of Conduct will be taken to be the local government's adopted Code of Conduct relating to Council Members, Committee Members and Candidates.

Local governments have the option to include additional behavioural requirements which are not inconsistent with the Model Code of Conduct. These will be discussed with Council at future Workshops prior to adoption of the final Code of Conduct.

In addition, the CEO will be required to develop a separate Code of Conduct for Employees in accordance with the *Local Government Regulations Amendment (Employee Code of Conduct) Regulations 2021*.

The DLGSC has advised that by 24 February 2021 local governments are to authorise an officer for the purposes of receiving complaints and withdrawals of complaints, in accordance with clause 11(3) of the Model Code of Conduct. Local governments must also approve a complaint form in accordance with clause 11(2)(a). The DLGSC template may be used for this purpose.

In the past the CEO has been designated as the Shire's Complaints Officer. It is proposed that this continue to be the case. It is also proposed that the DLGSC template, formatted to the Shire of Dowerin style guide, be used as the Shire's Complaint Form. The formatted Form is included as an Attachment.

Council may also wish to consider delegating the power of appointment of the officer for the purposes of receiving complaints and withdrawals of complaints to the CEO. It is proposed to consider this further as part of developing the Model Code of Conduct.

Consultation

Rebecca McCall, Chief Executive Officer

Policy Implications

There may be amendments necessary to policies as a result of these new Regulations. Any amendments will be worked through whilst developing the Shire's Codes of Conduct for both Council Members, Committee Members and Candidates, and Employees.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Clauses 11(2)(a) and (3) of the *Local Government (Model Code of Conduct) Regulations 2021* are applicable and state:

"11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made –
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints."

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 Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton

Seconded: Cr Ward

0372

That, in accordance with Clauses 11(2)(a) and (3) of the *Local Government (Model Code of Conduct) Regulations 2021*, Council:


- 1. Authorises the Chief Executive Officer as the person to receive complaints and withdrawals of complaints; and**
- 2. Approves the Complaint Form, as presented in Attachment 12.3B, as the written form approved by the local government to receive complaints.**

6/0 CARRIED

13. OFFICER'S REPORTS - WORKS AND ASSETS

Councillor Holberton declared an Interest Affecting Impartiality in this Item and left the meeting at 4:07pm.

13.1 Tender T2020-02 - Pre-qualified Supplier Panel for Wet and Dry Hire of Plant and Equipment

<div>Works & Assets</div> <div>  <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p> </div>	
Date:	8 February 2021
Location:	Not applicable
Responsible Officer:	Les Vidovich, Manager Works & Assets
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>
Sharepoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	Confidential Attachment 13.1A - Tender Assessment Documents

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to appoint suppliers to a panel for the Wet and Dry Hire of Plant and Equipment to Council for consideration and, if satisfactory, approval.

Background

At its November 2020 Meeting Council considered the tender specifications for the selection of a pre-qualified supplier panel for wet and dry hire of plant and equipment and resolved (CMRef 0313):

"That, in accordance with Section 3.57 of the Local Government Act 1995 and Division 3 of the Local Government (Functions and General) Regulations 1996, Council:

- 1. Endorses the Tender Specifications for the establishment of a Pre-qualified Panel of Suppliers for Wet and Dry Hire of Plant and Equipment, as presented in Confidential Attachment 13.1A, subject to amending the plant, equipment and vehicle insurance requirements of clause 3.1(3);***
- 2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;***
- 3. Endorses advertising of the Tender Specifications for the establishment of a Pre-qualified Panel of Suppliers for Wet and Dry Hire of Plant and Equipment; and***
- 4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process."***

Tender T2020-02 Pre-qualified Supplier Panel for Wet and Dry Hire of Plant and Equipment was advertised on the Shire of Dowerin website, social media account, Dowerin Despatch and the West Australian newspaper on Saturday 21 November 2020.

A total of eighteen prospective tenderers requested the tender documentation prior to the closing date and when tenders closed at 4.00pm on Thursday 14 January 2021, nine submissions had been received.

The panel tender was advertised for a two-year period with a possible twelve-month extension. The existing panel arrangement expires on 5 March 2021 and no provision was included to allow for either renewal or extension.

By establishing a Pre-qualified Panel of Contractors for the supply of wet and dry hire of plant and equipment Officers will be able to obtain services from a Council approved list of suppliers without the need to undertake the time-consuming procurement process of obtaining three quotes as currently stands in Council Policy 3.11 - Purchasing Policy.

Work will be awarded based on a ranking system. Staff will invite the highest ranked panel member to accept the offer of work. Should the offer be declined, an invitation to the next ranked panel member is to be made and so forth until one is appointed.

Comment

All companies that submitted tenders can provide wet or dry hire equipment to the satisfaction of the Works & Assets Department. All tenderer reference checks have been completed.

There is a prerequisite under the tender document that the contract will be awarded to an organisation whose tenders are assessed as offering the best value for money outcome for the Shire of Dowerin.

Tenders are evaluated using a point scoring system with scores being awarded based on an approved selection criteria. Each benchmark is weighted to reflect its relative importance and scores are then combined to yield a total. A higher score indicates a more favourable pricing structure for Council. Confidential Attachment 13.1A contains a copy of the tenderers' costs, selection criteria and staff assessment scores on which each tender is assessed.

The Shire of Dowerin's plant hire requirements are relatively low when hiring in plant for the construction and maintenance of its roads. Therefore, it is recommended that Council place all the tenderers on the panel.

Consultation

Senior Management Team

Policy Implications

Policy 3.11 – Purchasing Policy and Policy 3.15 – Regional Price Preference Policy are applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 3.57 of the *Local Government Act 1995* is applicable and states:

“3.57. Tenders for providing goods or services

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.”*

Division 2 of the *Local Government (Functions & General) Regulations 1996* is applicable for the conduct of a tender process.

Division 3 of the *Local Government (Functions & General) Regulations 1996* is applicable for the establishment of panels of pre-qualified supplier and states:

“Division 3 — Panels of pre-qualified suppliers

24AA. Terms used

In this Division —

panel of pre-qualified suppliers means a panel of pre-qualified suppliers of goods or services established in accordance with this Division;

pre-qualified supplier, of particular goods or services, means a person who is part of a panel of pre-qualified suppliers for the supply of those goods or services.

24AB. Local government may establish panels of pre-qualified suppliers

A local government may establish a panel of pre-qualified suppliers to supply particular goods or services to the local government in accordance with this Division.

24AC. Requirements before establishing panels of pre-qualified suppliers

- (1) *A local government must not establish a panel of pre-qualified suppliers unless —*
 - (a) *it has a written policy that makes provision in respect of the matters set out in subregulation (2); and*
 - (b) *the local government is satisfied that there is, or will be, a continuing need for the particular goods or services to be supplied by pre-qualified suppliers.*
- (2) *The matters referred to in subregulation (1)(a) are —*
 - (a) *how the local government will procure goods or services from pre-qualified suppliers, including any process for obtaining quotations from them; and*
 - (b) *how the local government will ensure that each pre-qualified supplier on a panel of pre-qualified suppliers will be invited to quote for the supply of the goods or services that the pre-qualified suppliers will be expected to supply; and*
 - (c) *how the local government will ensure clear, consistent and regular communication between the local government and pre-qualified suppliers; and*
 - (d) *any factors that the local government will take into account when distributing work among pre-qualified suppliers; and*
 - (e) *the recording and retention of written information, or documents, in respect of —*
 - (i) *all quotations received from pre-qualified suppliers; and*
 - (ii) *all purchases made from pre-qualified suppliers.*

24AD. Requirements when inviting persons to apply to join panel of pre-qualified suppliers

- (1) *If a local government decides to establish a panel of pre-qualified suppliers of particular goods or services, persons are to be publicly invited to apply to join the panel.*
- (2) *Statewide public notice of the invitation to apply to join a panel of pre-qualified suppliers is to be given.*
- (3) *The local government must, before applications to join a panel of pre-qualified suppliers for particular goods or services are publicly invited, determine in writing the criteria for deciding which applications should be accepted.*
- (4) *A notice under subregulation (2) is to include —*

- (a) a brief description of the goods or services that persons on the panel of pre-qualified suppliers will be expected to supply; and
 - (b) particulars identifying a person from whom more detailed information about the proposed panel of pre-qualified suppliers of particular goods or services may be obtained; and
 - (c) information as to where and how applications to join the panel of pre-qualified suppliers may be submitted; and
 - (d) the date and time after which applications to join the panel of pre-qualified suppliers cannot be submitted.
- (5) In subregulation (4)(b) a reference to detailed information about a proposed panel of pre-qualified suppliers of particular goods or services includes a reference to –
- (a) the local government's written policy referred to in regulation 24AC(1)(a); and
 - (b) such information as the local government decides should be disclosed to those interested in applying to join the panel; and
 - (c) detailed specifications of the goods or services that pre-qualified suppliers on the panel will be expected to supply; and
 - (d) the criteria for deciding which applications to join the panel should be accepted; and
 - (e) an explanation of how the panel will operate; and
 - (f) whether or not the local government intends to purchase the goods or services exclusively from pre-qualified suppliers on the panel; and
 - (g) a statement to the effect that there is no guarantee that the local government will purchase goods or services from pre-qualified suppliers on the panel; and
 - (h) the period for which the panel will be established; and
 - (i) the number of pre-qualified suppliers the local government intends to put on the panel.
- (6) After a notice has been given under subregulation (2), a local government may vary the information referred to in subregulations (4) and (5) by taking reasonable steps to give each person who has sought detailed information about the proposed panel or each person who has submitted an application, as the case may be, notice of the variation.

24AE. Minimum time to be allowed for submitting application to join panel of pre-qualified suppliers

If notice under regulation 24AD(2) is given, the date and time referred to in regulation 24AD(4)(d) has to be at least 14 days after the notice is –

- (a) published on the local government's official website; and
- (b) published in at least 3 of the ways prescribed in the Local Government (Administration) Regulations 1996 regulation 3A(2).

24AF. Procedure for receiving and opening applications

Regulation 16 applies to the receiving and opening of applications to join a panel of pre-qualified suppliers as if a reference in that regulation to a tender were a reference to an application to join a panel of pre-qualified suppliers.

24AG. Information about panels of pre-qualified suppliers to be included in tenders register

- (1) The tenders register kept under these regulations must include, for each invitation to apply to join a panel of pre-qualified suppliers –
- (a) a brief description of the goods or services persons on the panel will be expected to supply; and
 - (b) a copy of the notice of the invitation to apply to join the panel; and
 - (c) the name of each applicant whose application has been opened; and
 - (d) the name of any successful applicant.

- (2) *The tenders register is to include for each invitation to apply to join a panel of pre-qualified suppliers the pricing schedule, or a summary of the amount of the consideration sought, in the applications accepted by the local government.*

24AH. Rejecting and accepting applications to join panel of pre-qualified suppliers

- (1) *An application to join a panel of pre-qualified suppliers (an **application**) is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for applications to join the panel.*
- (2) *An application that is submitted at a place, and within the time, specified in the invitation but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the application.*
- (3) *Applications that have not been rejected under subregulation (1) or (2) are to be assessed by the local government by means of a written evaluation of the extent to which each application satisfies the criteria for deciding which applications to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
- (4) *To assist the local government in deciding whether an application would be advantageous to it to accept, the person who submitted the application may be requested to clarify the information provided in it.*
- (5) *The local government may decline to accept any application.*

24AI. Applicants to be notified of outcome

After the local government has decided under regulation 24AH which applications (if any) it will accept, the CEO is to give each person who submitted an application notice in writing advising —

- (a) *that the person's application was accepted and that the person is, for the period specified in the notice, to be part of a panel of pre-qualified suppliers of the particular goods or services; or*
- (b) *that the person's application was not accepted.*

24AJ. Contracts with pre-qualified suppliers

- (1) *The local government may enter into a contract, or contracts, for the supply of goods or services with a pre-qualified supplier who is part of a panel of pre-qualified suppliers for the supply of those particular goods or services.*
- (2) *A contract referred to in subregulation (1) must not —*
- (a) *be for a term exceeding 12 months; or*
- (b) *contain an option to renew or extend its term."*

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$50,001 - \$200,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Annual Budget
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls
Risk Rating (after treatment)	Adequate

Financial Implications

Financial consideration of the approved Panel of Wet and Dry Hire of Plant and Equipment will form part of annual budget deliberations and be included in the relevant construction and operational budgets for the provision of the Shire's Works & Assets Department.

4.09pm – Ms R McCall left the meeting.

4.11pm – Ms R McCall returned to the meeting.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Ward


0373 That, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 3 of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Includes all compliant submitted tenderers on the Pre-qualified Supplier Panel for Wet and Dry Hire of Plant and Equipment as per the confidential Tender Assessment documents, as presented in Confidential Attachment 13.1A;
2. Authorises the Chief Executive Officer to enter into contract agreements with the approved tenderers identified in point 1 above; and
3. Authorises the Chief Executive Officer to source hire from panel members in accordance with staff recommendations contained in the confidential Tender Comparison and Additional Plant Assessment Spreadsheets, as presented in Confidential Attachment 13.1A, when the relevant wet or dry hire of plant or equipment is required.

5/0 CARRIED

4.13pm – Councillor Holberton returned to the meeting.

13.2 Policy Manual Review – Policy 4.3 – Restricted Access Vehicle Policy

<h1>Works & Assets</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 February 2021	
Location:	Various Restricted Access Vehicle Roads	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Land Administration Act 1997; Road Traffic Act 1974; Road Traffic (Vehicles) Act 2012; Road Traffic (Vehicles) Regulations 2014</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.2A – Policy 4.3 – Restricted Access Vehicle Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a reviewed Policy to Council for consideration and, if satisfactory, approval.

Background

This policy was last reviewed by Council at its September 2018 meeting (Item 10.1.4).

Comment

Policy 4.3 – Restricted Access Vehicle Policy has been reviewed and amended to provide clarity for all parties regarding requests and access to roads under the care, control and management of the Shire of Dowerin.

The existing Policy does not include the legislative right of a local government to close certain thoroughfares to vehicles in accordance with the *Local Government Act 1995*, specifically Sections 3.50 and 3.50A.

Minor immaterial typographical amendments have also been made.

Consultation

Senior Management Team

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the Officers recommendation.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable to Council's role in relation to policies and states:

"2.7. Role of council

- (1) *The council –*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to –*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies."*

Sections 3.50 and 3.50A of the *Local Government Act 1995* are applicable to the closing of roads and states:

"3.50. Closing certain thoroughfares to vehicles

- (1) *A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.*
- (1a) *A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.*
- (2) *The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.*
- [(3) *deleted*]
- (4) *Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to –*
 - (a) *give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and*
 - (b) *give written notice to each person who –*
 - (i) *is prescribed for the purposes of this section; or*
 - (ii) *owns land that is prescribed for the purposes of this section;*
 - and*
 - (c) *allow a reasonable time for submissions to be made and consider any submissions made.*
- (5) *The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).*

- (6) *An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.*
- [(7) *deleted*]
- (8) *If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.*
- (9) *The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.*

3.50A. Partial closure of thoroughfare for repairs or maintenance

Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —

- (a) *is for the purpose of carrying out repairs or maintenance; and*
- (b) *is unlikely to have a significant adverse effect on users of the thoroughfare.”*

Section 3.53(2) of the *Local Government Act 1995* is also applicable and states:

“3.53. Control of certain unvested facilities

- (1) *In this section —*

former section 300 means section 300 of the *Local Government Act 1960* ⁴ as in force before the commencement of this Act;

otherwise unvested facility means a thoroughfare, bridge, jetty, drain, or watercourse belonging to the Crown, the responsibility for controlling or managing which is not vested in any person other than under this section.

- (2) *A local government is responsible for controlling and managing every otherwise unvested facility within its district unless subsection (5) states that this section does not apply.*
- (3) *If the facility is partially within each of 2 or more districts, it is to be controlled and managed as the local governments for the districts concerned agree or, if they do not agree, as the Minister directs.*
- (4) *An agreement or direction under subsection (3) has effect according to its terms.*
- (5) *This section does not apply if any person was, immediately before the commencement of this Act, responsible for controlling or managing the facility unless —*
- (a) *the responsibility arose under the former section 300; or*
- (b) *the Governor, by order, declares that the facility is to be controlled and managed under this section.”*

The following legislation is also applicable:

Land Administration Act 1997, Section 55(2) – ‘Property in and management etc of roads’

Road Traffic Act 1974

Road Traffic (Vehicles) Act 2012

Road Traffic (Vehicles) Regulations 2014

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Budget
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)	Road Asset Management Program
Action (Treatment)	Review Road Asset Management Program
Risk Rating (after treatment)	Adequate

Financial Implications

There are no financial implications for this report, however, it should be noted that increased heavy vehicle use of Shire roads may result in additional budgeting requirements for road maintenance, renewal and upgrades.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Trepp

0374

That, in accordance with Sections 2.7(2)(b), 3.50, 3.50A and 3.53(2) of the *Local Government Act 1995*, Section 55(2) of the *Land Administration Act 1997*, the *Road Traffic (Vehicles) Act 2012* and the *Road Traffic (Vehicles) Regulations 2014*, Council adopts the amended Policy 4.3 – Restricted Access Vehicle Policy, as presented in Attachment 13.2A.

6/0 CARRIED

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

16.1 Staff – Chief Executive Officer – Contract Renewal

The CEO declared a Financial Interest in this Item.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Holberton

0375 That, in accordance with Section 5.23(2)(a) of the *Local Government Act 1995*, Council go Behind Closed Doors to discuss a matter affecting an employee.

6/0 CARRIED

4:20pm – Council went Behind Closed Doors.

4:20pm – L Vidovich and A Banks left the meeting and did not return.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Trepp

0376 That, in accordance with Section 5.23 of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

6/0 CARRIED

4:30pm Council came out from Behind Closed Doors.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr Metcalf

0377 That, in accordance with Sections 5.39(1), (2), (3) and (4) of the *Local Government Act 1995*, Council:

- 1. Endorses a further contract of employment with Ms Rebecca McCall to the position of Chief Executive Officer with the Shire of Dowerin for a period of five (5) years commencing on 27 August 2021 and concluding on 26 August 2026;**
- 2. Is satisfied with the provisions of the proposed employment contract, as presented in Confidential Attachment 16.1A, to be entered into with Ms McCall**


with a total reward package of \$199,183 per annum (and with a base salary of \$153,000 per annum); and,

- 3. Authorises the Shire President to execute the contract of employment, as presented in Confidential Attachment 16.1A, under the Common Seal of the Shire of Dowerin; and**
- 4. Schedules commencement of the process to consider any further contract of employment in accordance with Clause 3.3 (Further Contract) of the adopted contract by no later than 27 August 2025.**

6/0 CARRIED BY ABSOLUTE MAJORITY

17.	Closure
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There being no further business the President thanked those in attendance and declared the meeting closed at 4:32pm.

 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>	<p>Local Emergency Management Committee Dowerin</p> <p>Minutes</p> <p>Tuesday 9 March 2021</p> <p>St John Ambulance Building, Dowerin</p>
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ABBREVIATIONS

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

1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Hudson, welcomed those in attendance and declared the meeting open at 11.00am.

In Attendance:

Darrel Hudson	SoD - Shire President (Chair)
Rebecca McCall	SoD - CEO
Paul Millstead	DBFB - Chief Bush Fire Control Officer
Natalia Osmetti	SJA - Community Paramedic
Jo Spadaccini	DC - District Emergency Service Officer Wheatbelt
Daniel Hendriksen	DFES Northam - Area Officer Upper Wheatbelt
Yvette Grigg	DFES - District Emergency Management Advisor
Barb Garner	DDHS - Principal
Darren Gillis	WAP - Officer

Apologies:

Vanessa Green	SoD - Executive & Governance Officer
Phil Pickering	DBFB - Deputy Chief Bush Fire Control Officer
Kezia Metcalf	DCRC - Chair
Nadine McMorran	Dowerin Event Management
Adrian Bailey	WAP - Officer in Charge

2. CONFIRMATION OF MINUTES

Moved: R McCall

Seconded: D Hudson

That the minutes of the Local Emergency Management Committee meeting held on 4 August 2020 be confirmed as a true and correct record of proceedings.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

- 3.1 State Risk Workshop – this joint project between the Shires of Dowerin, Dalwallinu, Victoria Plains & Wongan-Ballidu was scheduled to be conducted in May 2020 at the Wongan Hills Community Resource Centre. It has previously been recommended that this be postponed until after the State of Emergency has been lifted.

Following the decision of the Shire of Dalwallinu to conduct a workshop individually, and with the Shire of Victoria Plains not in a position to conduct a workshop at the moment, the

Committee considered whether to conduct a workshop jointly with the Shire of Wongan-Ballidu (should that be an option for them) or to conduct it individually.

The decision of the Committee was to conduct a workshop individually to be held in conjunction with a future LEMC meeting focusing on three main risk areas, being earthquake, fire and storm. The workshop/meeting would be held on 4 June 2021 from 10.00am to 1.30pm at the Dowerin Community Club. A calendar invite would be sent to members to 'save the date'.

4. STANDING ITEMS

4.1 Agency Updates

- | | |
|------|--|
| CC | • Nil |
| DC | • Focusing on COVID-19 |
| | • Department is focusing on finalising the review of the Welfare Guidelines to include how Crisis Centres are activated |
| | • Distribution of PPE in the event of a crisis – mask and goggles are two recommended items to include |
| | • Will be facilitating exercises on 17 March 2021 in Wongan Hills between 9am-11.30 and in Cunderdin from 1.30pm-4.00pm. The scenario will be setting up an evacuation centre and evaluating the response using trainee doctors |
| DFES | • Busy with fires (not in our district), with supported provided by this district |
| SEMC | • Busy with fires and storms |
| | • Exercise Planning Handbook will be released soon, which has been condensed as a more useable resource for rural LEMCs. Resource has templates available to assist with future drills and exercises |
| | • First focused meeting between SEMC and Telstra to discuss stand-alone systems that do not rely on power. The main issue is cost |
| DBFB | • Working with DFES and Shire on annual grant |
| | • Minnivale due for a new truck |
| | • Grant to request upgrade of Dowerin Shed and new Shed for Minnivale (to fit new truck) |
| | • AGM scheduled 31 March |
| DCRC | • Nil |
| DDHS | • Highlighted concern on the availability of police with a recent critical incident at DDHS where police assistance may have been necessary. When WAP were contacted the closest support available was based in Merredin. In the case of an emergency WAP could act, however it appears that resources are not available for preventative action |

Action: Bec to liaise with Barb to prepare correspondence to be sent to local political members, and for the matter to potentially be raised with WALGA GECZ

- | | |
|------|---|
| DEM | • Nil |
| DJSA | • Focusing on training |
| SJA | • Focusing on training |
| SoD | • Nil |
| WAP | • Due to lack of personnel within WAP, officers continue to be deployed to support other stations. Deployment to Lancelin relinquished, however additional resources are required in Kalgoorlie so support is provided. |
| | • Darren is on light duties and then on leave, with support being provided by Goomalling and Wongan Hills. Day-to-day support between Dowerin, Goomalling and Wongan Hills continues |
| | • Still tidying up jobs from COVID-19 |

4.2 Contacts & Resources Register Update

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

Natalie, SJC, advised of the need to update/include her details. This would be done and an updated Register distributed to members.

Members are reminded the document is confidential and not for public distribution.

5. GENERAL BUSINESS

- 5.1** LEMC Drill/Exercise – the Committee had considered conducting a desktop exercise in October 2020 however it was previously decided that this occur after the State of Emergency has been lifted.

In considering the matter the Committee chose to conduct a drill/exercise at the same time as the risk project discussed at Item 3.1.

- 5.2** COVID-19 Working Group – the Working Group, consisting of the Shire, Police, CRC and DDHS, meet bi-monthly, however the direction of the group has changed from responding to the pandemic, which is no longer the focus, to becoming more of a consultation opportunity to ensure each stakeholder is aware of community issues and what is occurring at a local level.

- 5.3** NEWROC Exercise Report – a copy of the report on the exercise conducted on 28 October 2020 was provided for the Committee's information.

Now Dowerin is a member the LEMC is keen to participate in joint exercises with NEWROC.

- 5.4** WALGA's Involvement in an Emergency – correspondence from WALGA was distributed to Committee Members explaining WALGA's involvement during an emergency and how it may seek local government input into those processes. The information was provided to the Committee should there be a need to utilise the consultation and engagement processes available.

- 5.5** Dowerin Crisis Coordinator/Counsellor – Carol McDonald took over the duties of this role from Norma Metcalf however Carol has since had to resign from the position. The Committee were requested to identify member(s) of the community who may be able to undertake the role as a Committee representative, should it be required.

Shirley Hagboom was suggested as a possible candidate. It should be noted that the role is not a formal position of the LEMC and is unique to Dowerin. It is proposed to change the title to Crisis Community Representative as the person will identify the need and be the link on the ground to connect the community to professional services as required.

Action: Barb to contact Shirley

- 5.6** 2019 Capability Summary for Dowerin – the Summary was provided for the Committee's information. The Survey is conducted and reported on every three years.

The CEO will review the Summary more closely and present recommendations to the LEMC meeting after June 2021.

- 5.7** Any Other Business - Nil

6. NEXT MEETING

To be held at 10am on 14 June 2021 at the Dowerin Community Club.

7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 11.58am.



MINUTES

Audit & Risk Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Monday 15 March 2021



ABN: 35 939 977 194

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Shire of Dowerin
Audit & Risk Committee Meeting
Monday 15 March 2021



1. Official Opening

The Chair welcomed those in attendance and declared the meeting open at 4.05pm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr DP Hudson	President & Chair
Cr BA Ward	Deputy President
Cr RI Trepp	

Staff:

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

Apologies/Approved Leave of Absence:

Nil

Members of the Public:

Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Audit & Risk Committee Meeting held on 19 January 2021

[Attachment 5.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0378 That, in accordance with Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Audit and Risk Committee Meeting held on 19 January 2021, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.


CARRIED 3/0

6. PRESENTATIONS

Nil

7. OFFICER'S REPORTS

7.1 Appointment of External Member

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 March 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Governance/Committees	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 7.1A – Application	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the nominations for an external member to the Audit & Risk Committee (the Committee) for consideration and, if satisfactory, recommendation to Council for endorsement.

Background

On Wednesday 6 January 2020 Mr Whiteaker emailed the Shire President to advise that, with regret, he had decided to resign from the Committee. The reasons provided included Mr Whiteaker's current workload and the resultant inability to attend some meetings. Mr Whiteaker believed he was no longer able to contribute to the Committee at the level he would expect and therefore felt it was in both his and Council's best interests that he resign.

In accordance with the Committee's Terms of Reference (ToR), a new external representative was required to be identified and appointed – see below:

"The CEO is not to be a member of the Committee and may not nominate a person to be a member of the Committee, or have a person represent the CEO as a member of the Committee. Similarly, an employee is not to be a member of the Committee."

As a minimum, the Shire's Committee will consist of 4 members, being 3 Councillors and 1 external representative. The terms of the appointment should be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected members.

All members will have full voting rights. In the event of a tie the Chairperson will have the casting vote.

The appointment of external members shall be based on the following criteria:

1. *A suitably experienced professional who can demonstrate a high level of expertise and knowledge in financial management, risk management, governance and audit (internal and external);*

2. *Have an understanding of the duties and responsibilities of the position, ideally with respect to local government financial reporting and auditing requirements;*
3. *Have strong communication skills;*
4. *Have relevant skills and experience in providing independent audit advice; and*
5. *Be a person with no operating responsibilities with the Shire nor provide paid services to the Shire either directly or indirectly.*

The appointment and re-appointment of external members shall be made by Council by way of invitation and be for a period of up to 4 years. External members will not be appointed for more than three consecutive terms.

External members will be required to confirm they will operate in accordance with the Shire's Code of Conduct and will be required to follow Council's policies pertaining to the Committee operations.

Council may, by resolution, terminate the appointment of any external member prior to the expiry of their term if:

1. *The Committee, by majority decision, determines the member is not making a positive contribution to the Committee; or*
2. *The member is found to be in breach of the Shire's Code of Conduct or a serious contravention of the Local Government Act 1995; or*
3. *A member's conduct, action or comments brings the Shire into disrepute.*

The Chairperson of the Committee is to be appointed by majority vote of the Committee. The Chairperson can be a Councillor or an external member.

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Shire. At least 1 member of the Committee will have accounting or related financial and/or risk management experience.

Reimbursement of approved expenses may be paid to an external member in accordance with Section 5.100 of the Local Government Act 1995.

The CEO, Manager Corporate & Community Services and/or their nominee is to attend meetings to provide advice and guidance to the Committee.

The Shire shall provide secretarial and administrative support to the Committee.

A quorum will be a majority of members.

New members will receive relevant information and briefings on their appointment to assist them meet their Committee responsibilities."

The Committee considered the matter at its January 2021 meeting where it resolved (CMRef 0343):

"That, in accordance with the Audit and Risk Committee Terms of Reference, the Audit and Risk Committee recommends to Council that it:

1. ***Notes the resignation of Mr Jason Whiteaker as the external member of the Shire of Dowerin Audit and Risk Committee;***
2. ***Conducts an advertising process calling for expressions of interest from suitably qualified and skilled persons to be appointed as an external representative to the Shire of Dowerin Audit and Risk Committee; and***
3. ***Provides formal acknowledgement in appreciation to Mr Jason Whiteaker for his advice and support provided during his tenure as the external member of the Shire of Dowerin Audit and Risk Committee."***

Council endorsed this recommendation at its January 2021 meeting (CMRef 0348) and Local Public Notice was provided on 20 January 2021 and published in the Dowerin Despatch on Thursday 11 February 2021. Nominations closed on Friday 26 February 2021.

To address point 3 of the resolution, written notice of acknowledgement and appreciation was provided to Mr Whiteaker on 20 January 2021.

Comment

At the close of nominations one application had been received. As the nomination contains personal information, in accordance with Section 5.23(2)(b) of the *Local Government Act 1995*, it is provided as a Confidential Attachment.

The Committee are expected to discuss the application and may decide to go Behind Closed Doors for that to occur.

The Committee has a number of options:

1. Accept the nomination and recommend to Council that it be endorsed;
2. Reject the nomination and re-advertise for an external representative; or
3. Reject the nomination and review its ToR to remove the requirement for an external representative.

The Officer's Recommendation is based on an assumption that the Committee may wish to revisit the advertising process in the hope of attracting some local interest.

Should the re-advertising process not result in a suitably qualified and skilled person being appointed as the Committee's external representative, the Committee could then consider reviewing its ToR.

Consultation

Local Public Notice provided on 20 January 2021 with publication in the Despatch on 11 February 2021

Rebecca McCall, Chief Executive Officer

Vanessa Green, Executive & Governance Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.10 of the *Local Government Act 1995* is applicable and states:

"5.10. Committee members, appointment of

(1) *A committee is to have as its members —*

(a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

(2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*

- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish –*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,**the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee."*

Regulation 4 of the *Local Government (Administration) Regulations 1996* is applicable and states:

"4. Committee members, resignation of

A committee member may resign from membership of the committee by giving the CEO or the committee's presiding member written notice of the resignation."

Regulation 16 of the *Local Government (Audit) Regulations 1996* is applicable to the functions of an audit committee and states:

"16. Functions of audit committee

An audit committee has the following functions –

- (a) *to guide and assist the local government in carrying out –*
 - (i) *its functions under Part 6 of the Act; and*
 - (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the CEO's report) and is to –*
 - (i) *report to the council the results of that review; and*
 - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under –*
 - (i) *regulation 17(1); and*
 - (ii) *the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government –*
 - (i) *is required to take by section 7.12A(3); and*
 - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
 - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
 - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*

(g) to perform any other function conferred on the audit committee by these regulations or another written law.”

Risk Implications

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

Financial Implications

Expenses associated with advertising the expression of interest were minimal and allocated to advertising at GL: 2040240 OTH GOV – Advertising & Promotion.

Section 5.100(1) of the *Local Government Act 1995* prohibits a person who is a committee member but who is not a council member or an employee to be paid a fee for attending any committee meeting. However, subject to an appropriate resolution of Council, upon submission of receipts, reimbursement of reasonable expenses in accordance with Section 5.100(2) of the *Local Government Act 1995* may be provided to the external representative.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0379 That, in accordance with the Audit and Risk Committee's Terms of Reference, the Audit and Risk Committee recommends to Council that it:

1. Rejects the nomination received for consideration as an external representative, as presented in Confidential Attachment 7.1A; and
2. Re-advertises for expressions of interest from suitably qualified and skilled persons to be appointed as an external representative to the Shire of Dowerin Audit and Risk Committee.

CARRIED 3/0

7.2 Risk Dashboard Quarterly Report - March 2021

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 March 2021	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Compliance/Risk Management/Reporting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.2A - Risk Dashboard Quarterly Report - March 2021	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible. During the quarterly reporting process, Management are required to review any risks within their area and follow up controls and treatments/actions that are mitigating those risks.

Comment

The reviewed Risk Dashboard is included as an Attachment for the Audit & Risk Committee's perusal and comment.

The review included amending the tolerance levels for the Key Performance Indicators, as discussed at Council's February 2021 Workshop. In addition, the following comments against current actions are noted:

Asset Management

Action: Implement New Fuel Stock Control System

Comment: Partially completed; purchasing of pods to be included in 2020/21 Budget Review for consideration

Business Disruption

Action: Review of Business Continuity Plan

Comment: Review completed (Refer [Item 11.4](#))

Employment Practices

Action: Review of Staff Induction process

Comment: Completion of the Review has been deferred to June 2021 to introduce a new online induction developed in consultation with LG Professionals WA and the local government sector

Action: Annual Drivers Licenses (completed checks)

Comment: 2021 check to be undertaken in March

Supplier/Contract Management

Action: Develop Appropriate Financial Reporting Tools

Comment: This action is ongoing, with the latest update being the "go live" of the Altus Payroll System effective from February 2021

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Les Vidovich, Manager Works & Assets

Policy Implications

Council Policy 2.2 – Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0380 That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. **Receives the Risk Dashboard Quarterly Report - March 2021, as presented in Attachment 7.2A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin; and**
2. **Recommends to Council that it adopts the Risk Dashboard Quarterly Report - March 2021.**

CARRIED 3/0

7.3 2020 Compliance Audit Return

<h2>Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 March 2021	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Vanessa Green, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Committees/2021 March Audit & Risk Committee Meeting Organisation/Corporate Management/Reporting/2020 Compliance Audit Return	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.3A – Consultant’s Report Attachment 7.3B – 2020 Compliance Audit Return	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the 2020 Compliance Audit Return to the Audit & Risk Committee (the Committee) for consideration and, if satisfactory, recommendation to Council for adoption.

Background

Each year every local government is required to carry out a compliance audit in relation to the period 1 January to 31 December against the requirements of the CAR.

After the CAR has been reviewed by the Committee and presented to Council, a copy certified by the President and CEO along with the relevant section of the minutes and any additional information explaining or qualifying the CAR, is to be submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) by 31 March.

The CAR is one of the tools available to the Committee and Council in its governance monitoring role. The CAR also forms part of the DLGSC’s monitoring program. The 2020 CAR once again places emphasis on the need for the Committee and Council to be aware of and acknowledge instances of non-compliance or where full compliance was not achieved. In addition, the CAR requires Council to endorse details of remedial action either taken or proposed to be taken to prevent future like occurrences.

The 2020 CAR contains questions relating to:

1. Commercial Enterprises by Local Governments (5 questions);
2. Delegation of Power/Duty (13 questions);
3. Disclosure of Interest (21 questions);
4. Disposal of Property (2 questions);
5. Elections (Gift Register) (3 questions);
6. Finance (11 questions);
7. Integrated, Planning and Reporting (3 questions);

8. Local Government Employees (6 questions);
9. Optional Questions (10 questions); and
10. Tenders for Providing Goods and Services (24 questions).

The 2020 CAR was completed by on-site an external consultant during 27-28 January 2021 in accordance with the recommendation at the Committee's October 2020 Meeting (CMRef 0298) which was endorsed by Council at its November 2020 Meeting (CMRef 0304). The visit involved collection of documents, verification of compliance and, where useful and applicable, recommendations in relation to improve any systems and processes that the Shire may have in place.

The CAR for the period 1 January 2020 to 31 December 2020, and the consultant's report are included as an Attachment.

Comment

The 2020 CAR identified three areas of partial non-compliance, with Conway Highbury advising that:

'The Shire achieved a commendable and very high level of compliance. Of the 102 areas examined there were only three where the Shire was partially non-compliant:

1. *'Disclosure of Interest' question 13 - the Shire is required to publish register of gifts received by relevant persons (essentially councillors and employees) under s5.87A and 5.87B of the Act on its website, remove the entries where a person no longer ceases to be a councillor or employee and keep them in a separate register which the public can then inspect by attendance at the Shire office.*

The register on the Shire's website contained entries relating to former councillors and employees who are no longer relevant persons. The matter was easily fixed during the course of the site visit.

2. *'Optional' question 7 - section 5.96A(1) requires a variety of information to be placed on a local government's website. All of the matters required were present; some additions should be made to the Shire's local laws. For example, the Health local law is listed but cannot be downloaded; and local laws and amendments should be consolidated (ie a single document that includes all amendments as required by s 5.96A(1)(b)).*

There are also a small number of local laws listed on the Department of Local Government register of local laws that may still be in force but not yet repealed. It is noted that the Shire has very recently embarked on a review of its local laws and as such any consolidation and/or repeal of outdated local laws could be undertaken as part of that process.

3. *'Tenders' question 2 - asks 'Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?'*

The modalities (ie requirements when making purchases within set thresholds) set out the Shire's procurement policy No 3.11 for purchases below \$5,000 provide that 'any oral quote must be supported by a written file note with all details noted.'

Based on a sample of payments made it was not entirely clear if written quotes had been consistently sought and/or oral quotes recorded for purchases below \$5,000 as required by the policy before entering into a contract, and if they had been obtained where they were stored. Best practice would be to attach a copy of the record of the quote (even a photocopy of a handwritten note by the employee making the purchase would suffice) to the purchase order or invoice. Purchases in the sample that were over \$5,000 were supported by written quotes and sighted however,

That aside, in October 2020 the Shire introduced the Altus procurement package which requires for quotes to be recorded before a PO is issued. This should substantially deal with any issues that may arise.

In addition, council should consider a small amendment to this modality to the effect that no quotes need be obtained or recorded for purchases from \$0 to (say) \$500 providing the person making the purchase is satisfied that the price is fair and reasonable.

This will deal with low risk, small purchases such as the occasional box of nails, a reticulation fitting, spare tyre or the like that under the current policy quotes are required to be obtained and recorded. These purchases should be subject to a spot check from time to time to ensure

that purchases are not split by employees to get under the threshold and that prices are in fact fair and reasonable.

Interestingly, there was one question where the CAR itself appeared to be incorrect. 'Finance' question 5 asked:

*Was the auditor's report for the financial year ended 30 June 2020 received by the **local government** by 31 December 2020?*

(Emphasis added)

The 'local government' means the council or a committee/CEO if delegated authority to exercise a power or carry out a duty. In this instance note that s7.9(1) of the Act refers to receipt of the report for the 2019/20 financial year by the President, CEO and Minister not the local government. It was received by the Shire President and CEO on 17 December 2020 and the Shire therefore complied with the regulatory requirement.

Overall, the systems and processes employed by the Shire appear robust and appropriate for a local government of its size.'

These three areas, and the remedial action taken to ensure they do not occur again, are summarised in the following table:

Category	Question	Response	Comment	Remedial Action
Disclosure of Interest	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	The register on the website contained declarations from former Councillors and that should have been removed.	In addition to the SharePoint Register, there is a separate Register module on the Shire's website which contained declarations. This is duplication, hence the human error in not removing non-relevant declarations from the website Register. It is proposed to cease using the website Register and instead have a page on the website where the SharePoint Register is uploaded. This will remove the risk of having two registers and staff having to update the same information in both.
Optional	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes	All of the matters required were present; however some additions should be made to the Shire's local laws - for example the Health local law is listed but cannot be downloaded; and local laws and amendments should be consolidated (ie a single document that includes all amendments as required by section 5.96A(1)(b)). There are also a small number of local laws listed on the DLGSC register of local laws that may still be in force but not yet repealed.	The Health Local Law will be consolidated and included on the website. The local laws listed on the DLGSC register have been superseded due to other legislation changes, however the process to formally repeal those local laws to remove any confusion will be undertaken as part of the current local law review process.

			It is noted that the Shire has very recently embarked on a review of its local laws and as such any consolidation and/or repeal of outdated local laws could be undertaken as part of that process.	
Tenders	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Based on the sample viewed, the Shire complied with its purchasing policy albeit the recording of quotes for purchases below \$5,000 requires improvement. The Shire introduced software (Altus) in late 2020 to manage procurement processes, which amongst other things requires copies of quotes to be uploaded where required by policy and can only be overridden by the CEO. This will assist in ensuring future compliance. In addition, the Shire's procurement policy could be enhanced by adding a modality that deals with minor purchases from (say) 0 - \$500. In these cases, no quotes might be required providing the person making the purchase is satisfied that the price is fair and reasonable. At present quotes (verbal or written) are required for purchases from \$0 to \$5,000.	The suggested Policy review is noted and will be implemented in coming months. Processes to ensure hard copies of quotes are provided with purchase orders will also be developed by Management.

The 2020 CAR included 102 questions. Of these, 99 were able to be answered on the basis of complying with the legislative requirements resulting in a 97.06% success rate. This compares with 97% compliance over 104 questions in 2019, 94.7% compliance in 2018 over 95 questions and 98.9% over 94 questions in 2017.

The 2020 CAR demonstrates the Shire's ongoing commitment to statutory compliance and adequate response to non-compliance throughout the organisation.

Consultation

Conway Highbury Pty Ltd
Rebecca McCall, Chief Executive Officer
Cherie Delmage, Manager Corporate & Community Services
Vanessa Green, Executive & Governance Officer

Policy Implications

Policy 2.2 – Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 7.13(1)(i) of the *Local Government Act 1995* requires local governments to carry out a compliance audit in a manner specified by Regulations.

Regulation 14 of the *Local Government (Audit) Regulations 1996* is applicable and states:

“14. Compliance audits by local governments

- (1) *A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.*
- (2) *After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.*
- (3A) *The local government’s audit committee is to review the compliance audit return and is to report to the council the results of that review.*
- (3) *After the audit committee has reported to the council under subregulation (3A), the compliance audit return is to be –*
 - (a) *presented to the council at a meeting of the council; and*
 - (b) *adopted by the council; and*
 - (c) *recorded in the minutes of the meeting at which it is adopted.”*

Regulation 15 of the *Local Government (Audit) Regulations 1996* requires a certified copy of the CAR to be provided to the DLGSC by 31 March:

“15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

- (1) *After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with –*
 - (a) *a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and*
 - (b) *any additional information explaining or qualifying the compliance audit,**is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.*
- (2) *In this regulation –*

certified *in relation to a compliance audit return means signed by –*

 - (a) *the mayor or president; and*
 - (b) *the CEO.”*

Risk Implications

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

Financial Implications

The costs associated with the external consultant are accommodated within current budget allocations at GL: 20554 GOV Other – Consultants.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward


0381

That, in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

- 1. Receives the 2020 Compliance Audit Return, as presented in Attachment 7.3B, noting the remedial action taken to address the three areas of partial non-compliance; and**
- 2. Recommends to Council that it adopts the 2020 Compliance Audit Return and submits it to the Department of Local Government, Sport and Cultural Industries prior to 31 March 2021.**

CARRIED BY ABSOLUTE MAJORITY 3/0

7.4 Review of Business Continuity Plan

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 March 2021	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Financial Management/Internal Audit Systems & Controls/Business Continuity Plan	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.4A – Business Continuity Plan	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the reviewed Business Continuity Plan (BCP) to the Audit & Risk Committee (the Committee) for consideration and, if satisfactory, recommendation to Council for adoption.

Background

Council adopted the BCP at its March 2020 meeting (CMRef 0164). The Shire of Dowerin BCP is aimed at ensuring the continuity of business operations, with minimal disruption, in the event of a disaster. Without such a plan the Shire may struggle to manage such as event amidst the confusion that often follows a disaster.

The BCP provides a structured approach to business continuity and disaster recovery planning. Through the provision of preventative measures and recovery procedures, the impact of any potential disaster may be significantly reduced.

The BCP was enacted on 20 March 2020 as a result of the COVID-19 pandemic. While the focus for the organisation has been in responding to the implications of the pandemic, the BCP has recently been reviewed and a copy is included as an Attachment.

Comment

The review included the following updates and amendments:

1. Update of Key Contacts, both internal and external;
2. Removal of Dowerin Home Care Office due to the staff relocation to the Administration Office;
3. Inclusion of an Incident Response Plan for responding to a pandemic. While the situation and response will change on each occasion that this Plan may need to be enacted, as it will depend on the specifics of the type of pandemic, it is useful to include it in the BCP as a guideline.

Consultation

Senior Management Team

Policy Implications

Policy 2.2 – Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 17 of the *Local Government (Audit) Regulations 1996* requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures in relation to risk management, internal control and legislative compliance.

The BCP is an informing plan to these systems and procedures.

Risk Implications

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

Financial Implications

The actions included in the BCP will have financial implications to Council, however these are unknown and will depend on the scenario in which the BCP is to be put into effect.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward

Seconded: Cr Trepp

0382

That, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

- 1. Receives the reviewed Business Continuity Plan, as presented in Attachment 7.4A; and**
- 2. Recommends to Council that it adopts the Business Continuity Plan.**

CARRIED 3/0

8.	Questions from Members
	Nil
9.	Urgent Business Approved by the Person Presiding or by Decision
	Nil
10.	Date of the Next Meeting
	Tuesday 20 April 2021 commencing 1.00pm
11.	Closure
	There being no further business the President thanked those in attendance and declared the meeting closed at 4.33pm.

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 28 FEBRUARY 2021

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

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Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.94 M	\$0.94 M	\$0.80 M	(\$0.14 M)
Closing	\$0.00 M	(\$0.57 M)	\$2.82 M	\$3.39 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$5.26 M	% of total
Unrestricted Cash	\$2.98 M	56.7%
Restricted Cash	\$2.28 M	43.3%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$0.17 M % Outstanding
Trade Payables	\$0.00 M
Over 30 Days	(0.1%)
Over 90 Days	0%

Refer to Note 5 - Payables

Receivables		
	\$0.04 M	% Collected
Rates Receivable	\$0.21 M	86.2%
Trade Receivable	\$0.04 M	
Over 30 Days		80.7%
Over 90 Days		61%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.23 M)	\$0.52 M	\$2.25 M	\$1.73 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.41 M	% Variance
YTD Budget	\$1.40 M	0.7%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$2.49 M	% Variance
YTD Budget	\$1.02 M	144.3%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.32 M	% Variance
YTD Budget	\$0.33 M	(2.0%)

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)
(\$0.80 M)	(\$1.85 M)	(\$0.06 M)	\$1.80 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.30 M	%
Adopted Budget	\$0.38 M	(22.7%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.16 M	% Spent
Adopted Budget	\$5.00 M	(76.8%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$0.81 M	% Received
Adopted Budget	\$3.82 M	(78.9%)

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)
\$0.09 M	(\$0.18 M)	(\$0.18 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.07 M
Interest expense	\$0.02 M
Principal due	\$1.57 M

Refer to Note 9 - Borrowings

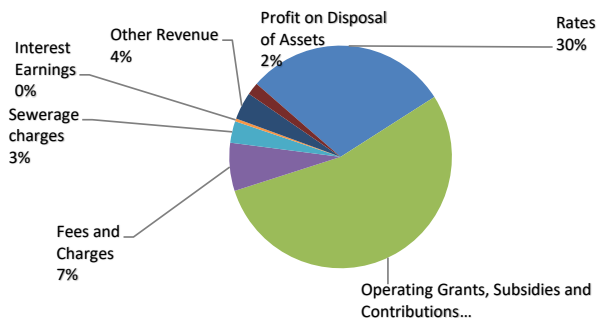
Reserves	
Reserves balance	\$2.28 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

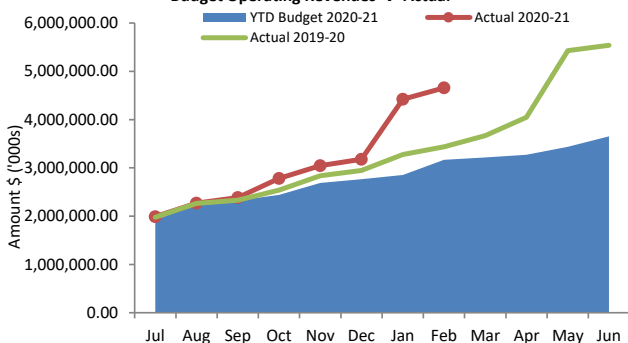
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

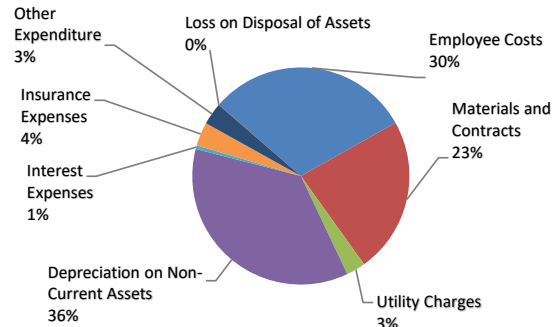
OPERATING REVENUE



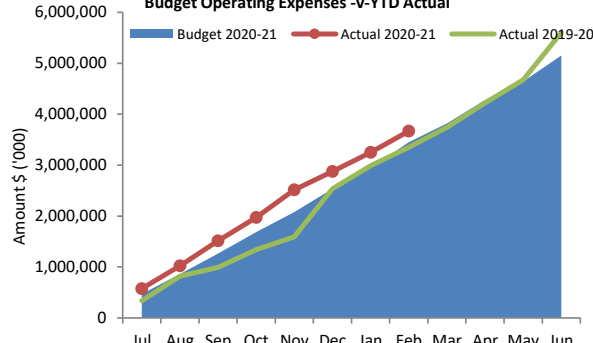
Budget Operating Revenues -v- Actual



OPERATING EXPENSES



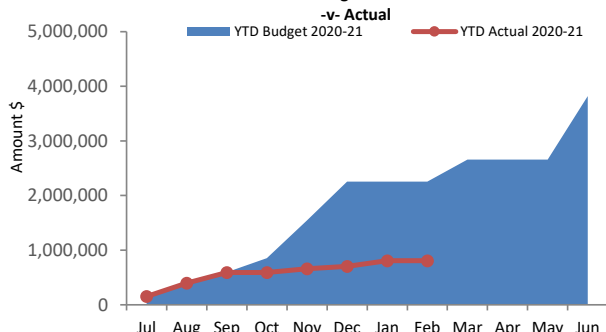
Budget Operating Expenses -v- YTD Actual



INVESTING ACTIVITIES

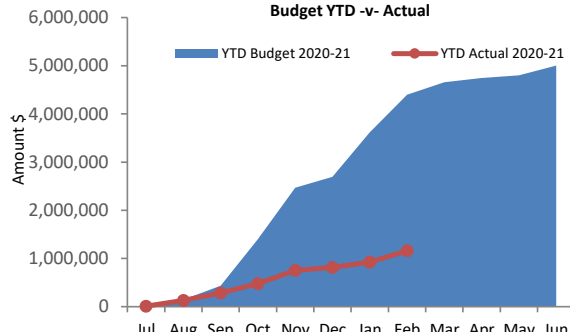
Non-operating grants, subsidies and contributions

Budget YTD -v- Actual



Payments for property, plant and equipment and infrastructure

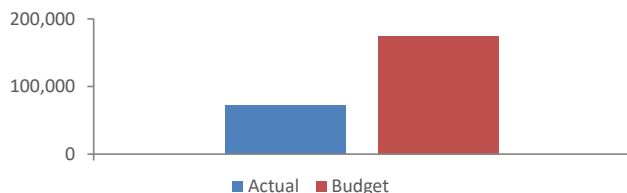
Budget YTD -v- Actual



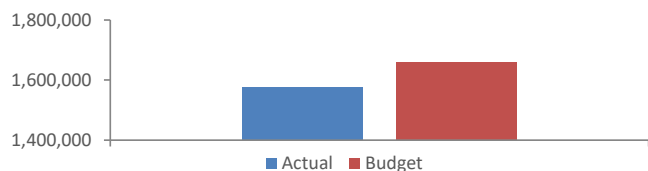
FINANCING ACTIVITIES

BORROWINGS

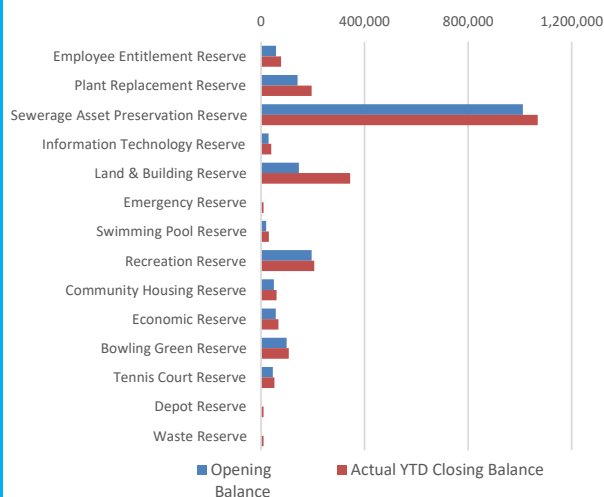
Principal Repayments



Principal Outstanding



RESERVES



KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

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.

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	941,147	941,147	941,147	801,648	(139,499)	(14.82%)	▼
Revenue from operating activities								
Governance		500	500	0	27	27	0.00%	
General purpose funding		2,201,760	2,201,760	1,992,447	1,948,634	(43,813)	(2.20%)	
Law, order and public safety		36,000	36,000	27,320	21,301	(6,019)	(22.03%)	
Health		2,600	2,600	1,720	894	(826)	(48.02%)	
Education and welfare		463,365	463,365	340,474	339,213	(1,261)	(0.37%)	
Housing		231,547	231,547	182,711	177,733	(4,978)	(2.72%)	
Community amenities		275,100	275,100	266,940	246,755	(20,185)	(7.56%)	
Recreation and culture		58,400	79,097	65,081	55,118	(9,963)	(15.31%)	
Transport		157,272	157,272	151,336	1,610,655	1,459,319	964.29%	▲
Economic services		131,405	131,405	87,584	143,524	55,940	63.87%	▲
Other property and services		73,620	73,620	49,064	112,822	63,758	129.95%	▲
		3,631,569	3,652,266	3,164,677	4,656,676	1,491,999		
Expenditure from operating activities								
Governance		(432,792)	(432,792)	(301,430)	(229,329)	72,101	23.92%	▲
General purpose funding		(196,631)	(196,631)	(124,376)	(85,971)	38,405	30.88%	▲
Law, order and public safety		(141,949)	(141,949)	(94,812)	(90,023)	4,789	5.05%	
Health		(55,047)	(55,047)	(20,008)	(18,963)	1,045	5.22%	
Education and welfare		(502,343)	(502,343)	(335,438)	(444,356)	(108,918)	(32.47%)	▼
Housing		(227,199)	(227,199)	(150,302)	(197,875)	(47,573)	(31.65%)	▼
Community amenities		(427,885)	(427,885)	(285,254)	(292,087)	(6,833)	(2.40%)	
Recreation and culture		(921,353)	(944,650)	(661,485)	(723,955)	(62,470)	(9.44%)	
Transport		(1,735,368)	(1,735,368)	(1,096,776)	(1,278,326)	(181,550)	(16.55%)	▼
Economic services		(471,073)	(471,073)	(310,962)	(283,127)	27,835	8.95%	
Other property and services		(17,292)	(17,292)	(68,390)	(22,731)	45,659	66.76%	▲
		(5,128,932)	(5,152,229)	(3,449,233)	(3,666,743)	(217,510)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	802,753	1,258,401	455,648	56.76%	▲
Amount attributable to operating activities		(229,965)	(232,565)	518,197	2,248,334	1,730,137		
Investing Activities								
Non-operating grants, subsidies and contributions	13	3,820,864	3,820,864	2,253,362	807,970	(1,445,392)	(64.14%)	▼
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	3,820,864	2,253,362	807,970	(1,445,392)	(64.14%)	
Proceeds from disposal of assets	7	382,000	382,000	289,000	295,273	6,273	2.17%	
Payments for property, plant and equipment and infrastructure	8	(5,003,184)	(5,003,184)	(4,396,144)	(1,159,478)	3,236,666	73.63%	▲
Amount attributable to investing activities		(800,320)	(800,319)	(1,853,781)	(56,235)	1,797,546		
Financing Activities								
Proceeds from new debentures	9	508,000	508,000	320,000	320,000	0	0.00%	
Transfer from reserves	10	193,333	193,333	0	0	0	0.00%	
Repayment of debentures	9	(174,553)	(174,553)	(71,445)	(71,445)	0	0.00%	
Transfer to reserves	10	(437,642)	(437,642)	(425,997)	(425,997)	0	0.00%	
Amount attributable to financing activities		89,138	89,138	(177,442)	(177,442)	0		
Closing funding surplus / (deficit)	1(c)	0	(2,599)	(571,879)	2,816,305	3,388,184		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

threshold. Refer to Note 15 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

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.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of 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 EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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 ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	941,147	941,147	941,147	801,648	(139,499)	(14.82%)	▼
Revenue from operating activities								
Rates	6	1,363,298	1,363,298	1,363,298	1,362,707	(591)	(0.04%)	
Other rates	6	36,852	36,852	36,852	46,601	9,749	26.45%	
Operating grants, subsidies and contributions	12	1,280,232	1,300,929	1,020,956	2,494,481	1,473,525	144.33%	▲
Fees and charges		442,150	442,150	328,752	322,050	(6,702)	(2.04%)	
Sewerage charges		166,000	166,000	162,664	145,045	(17,619)	(10.83%)	▼
Interest earnings		37,205	37,205	20,300	19,289	(1,011)	(4.98%)	
Other revenue		213,365	213,365	141,872	183,566	41,694	29.39%	▲
Profit on disposal of assets	7	92,467	92,467	89,983	82,937	(7,046)	(7.83%)	
		3,631,569	3,652,266	3,164,677	4,656,676	1,491,999		
Expenditure from operating activities								
Employee costs		(1,829,973)	(1,835,198)	(1,235,545)	(1,116,845)	118,700	9.61%	
Materials and contracts		(1,514,958)	(1,525,255)	(1,008,646)	(852,823)	155,823	15.45%	▲
Utility charges		(158,230)	(158,230)	(104,288)	(104,608)	(320)	(0.31%)	
Depreciation on non-current assets		(1,333,450)	(1,333,450)	(888,872)	(1,321,930)	(433,058)	(48.72%)	▼
Interest expenses		(41,760)	(41,760)	(24,306)	(20,092)	4,214	17.34%	
Insurance expenses		(113,750)	(113,750)	(95,716)	(129,117)	(33,401)	(34.90%)	▼
Other expenditure		(131,017)	(138,792)	(87,996)	(119,448)	(31,452)	(35.74%)	▼
Loss on disposal of assets	7	(5,794)	(5,794)	(3,864)	(1,880)	1,984	51.35%	
		(5,128,932)	(5,152,229)	(3,449,233)	(3,666,743)	(217,510)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	802,753	1,258,401	455,648	56.76%	▲
Amount attributable to operating activities		(229,965)	(232,565)	518,197	2,248,334	1,730,137		
Investing activities								
Non-operating grants, subsidies and contributions	13	3,820,864	3,820,864	2,253,362	807,970	(1,445,392)	(64.14%)	▼
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	3,820,864	2,253,362	807,970	(1,445,392)	(64.14%)	
Proceeds from disposal of assets	7	382,000	382,000	289,000	295,273	6,273	2.17%	
Payments for property, plant and equipment and infrastructure	8	(5,003,184)	(5,003,184)	(4,396,144)	(1,159,478)	3,236,666	73.63%	▲
Amount attributable to investing activities		(800,320)	(800,319)	(1,853,781)	(56,235)	1,797,546		
Financing Activities								
Proceeds from new debentures	9	508,000	508,000	320,000	320,000	0	0.00%	
Transfer from reserves	10	193,333	193,333	0	0	0	0.00%	
Repayment of debentures	9	(174,553)	(174,553)	(71,445)	(71,445)	0	0.00%	
Transfer to reserves	10	(437,642)	(437,642)	(425,997)	(425,997)	0	0.00%	
Amount attributable to financing activities		89,138	89,138	(177,442)	(177,442)	0		
Closing funding surplus / (deficit)	1(c)	0	(2,599)	(571,879)	2,816,305	3,388,184		

KEY INFORMATION

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

Refer to Note 15 for an explanation of the reasons for the variance.

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

(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	Audited Actual 30th June 2020	YTD Actual (b)
Non-cash items excluded from operating activities		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(92,467)	(89,983)	(82,937)
Movement in liabilities associated with restricted cash		20,621	0	20,260
Movement in pensioner deferred rates (non-current)		0	0	(2,732)
Add: Loss on asset disposals	7	5,794	3,864	1,880
Add: Depreciation on assets		1,333,450	888,872	1,321,930
Total non-cash items excluded from operating activities		1,267,398	802,753	1,258,401

(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 2020	This Time Last Year 28 February 2020	Year to Date 28 February 2021
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,093,988)	(1,851,073)	(2,259,730)	(2,277,070)
Add: Borrowings	9	3000	144,043	124,688	72,598
Add: Provisions funded by Reserve	11	78085	57,507	56,991	77,767
Total adjustments to net current assets		(2,012,903)	(1,649,523)	(2,078,051)	(2,126,705)

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

Current assets					
Cash and cash equivalents	2	2184546	3,063,480	3,605,746	5,260,299
Rates receivables	3	93,176	93,176	404,205	206,651
Receivables	3	105,491	175,428	114,484	36,363
Stock on Hand	4	3049	3,051	19,923	2,936
Total Current Assets		2,386,262	3,335,135	4,144,358	5,506,249
Less: Current liabilities					
Payables	5	(198,224)	(421,179)	(365,386)	(171,899)
Borrowings	9	(3,000)	(144,043)	(124,688)	(72,598)
Contract liabilities	13	0	(126,641)	0	(126,641)
Provisions	11	(172,135)	(192,102)	(217,391)	(192,102)
Total Current Liabilities		(373,359)	(883,965)	(707,465)	(563,240)
		2,012,903	2,451,170	3,436,893	4,943,009
Less: Total adjustments to net current assets	1(b)	(2,012,903)	(1,649,523)	(2,078,051)	(2,126,705)
Closing funding surplus / (deficit)		0	801,648	1,358,842	2,816,305

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.

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	700	0	700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,880,749	0	2,880,749	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,616	0	100,616	0	NAB	0.05%	At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost	0	2,277,070	2,277,070	0	NAB	0.30%	25.6.2021
Total		2,982,065	2,277,070	5,259,135	0			
Comprising								
Cash and cash equivalents		2,982,065	0	2,982,065	0			
Financial assets at amortised cost		0	2,277,070	2,277,070	0			
		2,982,065	2,277,070	5,259,135	0			

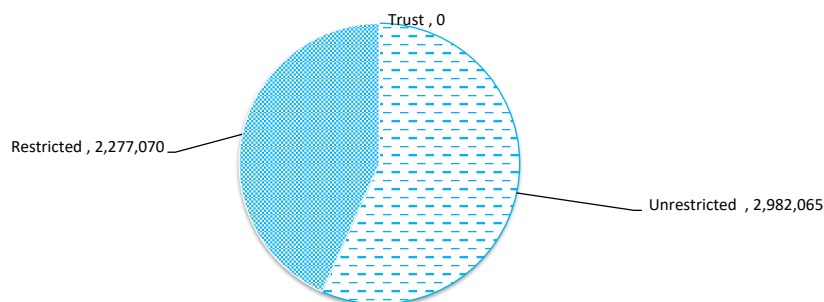
KEY INFORMATION

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 28 FEBRUARY 2021**

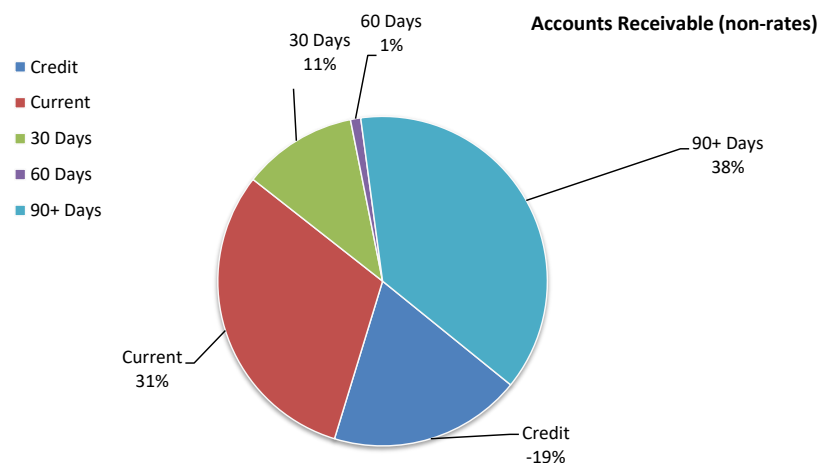
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2020	28 Feb 2021
	\$	\$
Opening arrears previous years	75,356	93,176
Levied this year	1,361,347	1,409,308
Less - collections to date	(1,343,527)	(1,295,833)
Equals current outstanding	93,176	206,651
Net rates collectable	93,176	206,651
% Collected	93.5%	86.2%

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(9,965)	16,293	5,948	531	20,029	32,836
Percentage	(30.3%)	49.6%	18.1%	1.6%	61%	
Balance per trial balance						
Sundry receivable	0	32,836	0	0	0	32,836
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	13,543	0	0	0	13,543
Total receivables general outstanding						36,363
Amounts shown above include GST (where applicable)						



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2020	Asset Increase/(Decrease)	Closing Balance 28 February 2021
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	3,049	(113)	2,936
Total other current assets	3,049	(113)	2,936
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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

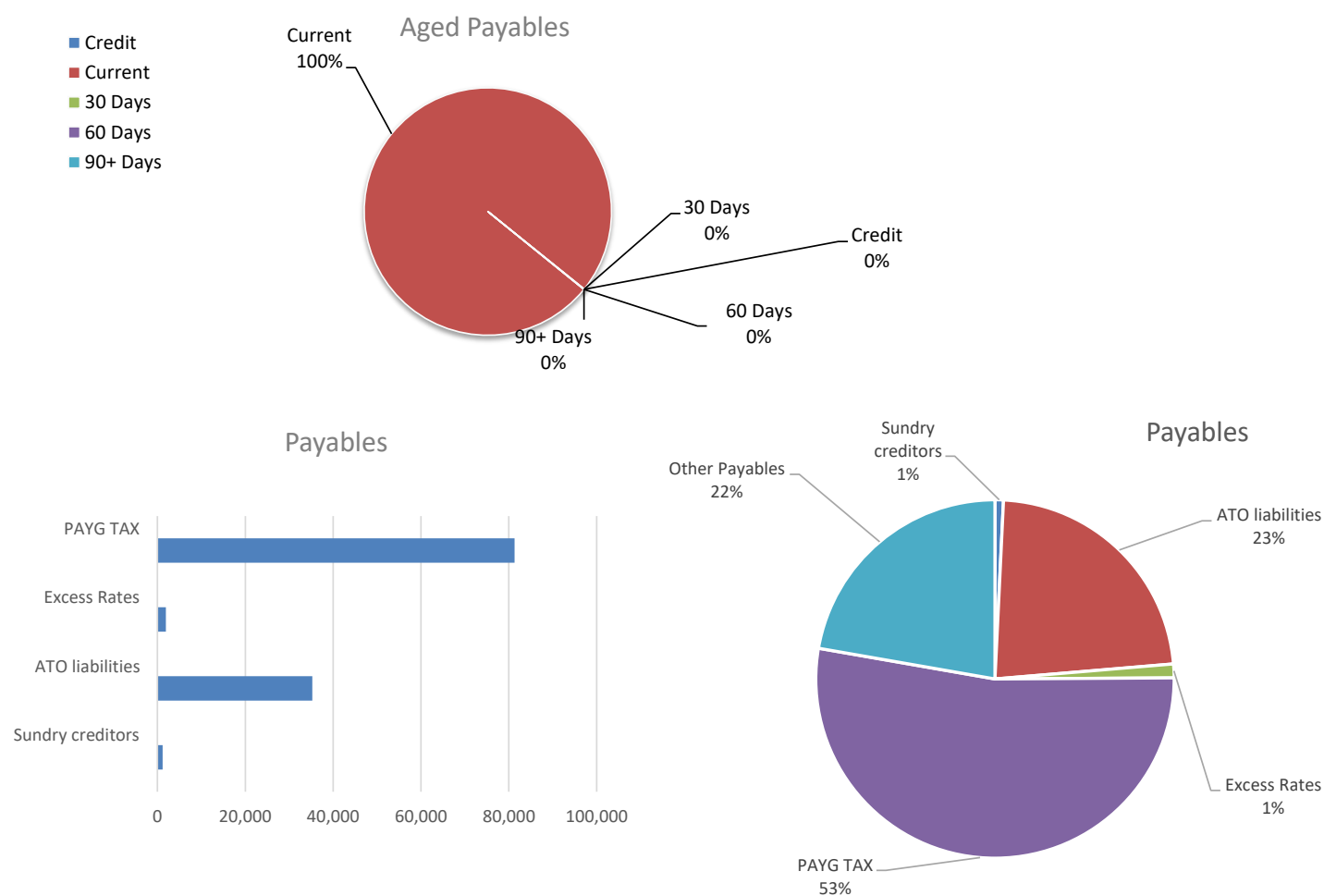
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	171,992	(93)	0	0	171,899
Percentage	0%	100.1%	-0.1%	0%	0%	
Balance per trial balance						
Sundry creditors	0	1,262	(93)	0	0	1,169
ATO liabilities	0	35,232	0	0	0	35,232
Excess Rates	0	1,908	0	0	0	1,908
PAYG TAX	0	81,304	0	0	0	81,304
Other Payables	0	34,237	0	0	0	34,237
Payroll Creditors	0	(6,688)	0	0	0	(6,688)
Accrued Loan Interest	0	7,902	0	0	0	7,902
Bonds & Deposits Held - CI	0	11,661	0	0	0	11,661
Accrued Expenses	0	5,174	0	0	0	5,174
Total payables general outstanding						171,899

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



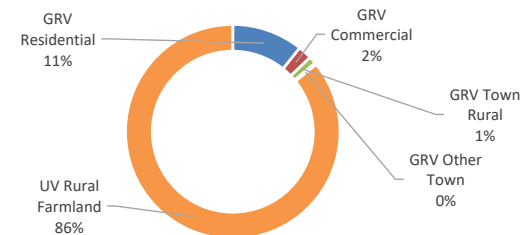
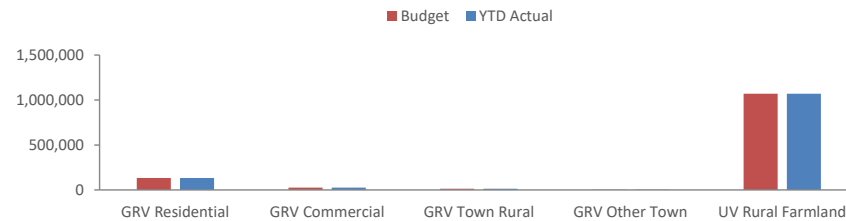
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

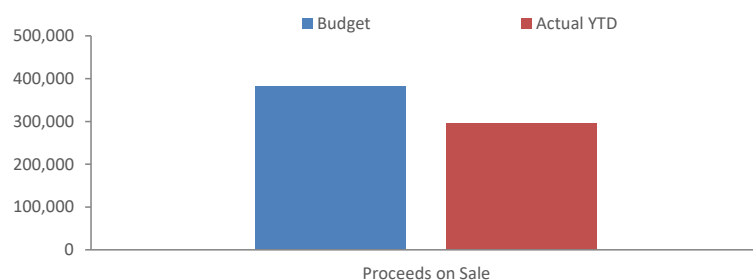
General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10079	137	1,312,923	132,330	1,500	0	133,830	133,830	0	0	133,830
GRV Commercial	0.10079	15	256,474	25,850	0	0	25,850	25,850	0	0	25,850
GRV Town Rural	0.10079	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV Other Town	0.10079	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
Unimproved value											
UV Rural Farmland	0.0084	222	127,313,000	1,069,429	250	0	1,069,679	1,067,729	1,359	0	1,069,088
Sub-Total		394	129,054,673	1,244,973	1,750	0	1,246,723	1,244,773	1,359	0	1,246,132
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	770	39	230,415	30,030	0	0	30,030	30,030	0	0	30,030
GRV Commercial	770	17	65,470	13,090	0	0	13,090	13,090	0	0	13,090
GRV Town Rural	770	15	36,975	11,550	0	0	11,550	11,550	0	0	11,550
GRV Other Town	225	19	7,809	4,275	0	0	4,275	4,275	0	0	4,275
Unimproved value											
UV Rural Farmland	770	66	3,468,700	50,820	0	0	50,820	50,820	0	0	50,820
UV Commercial	770	4	400	3,080	0	0	3,080	3,080	0	0	3,080
UV Town Rural	770	4	89,000	3,080	0	0	3,080	3,080	0	0	3,080
UV Mining	225	2	7,029	450	200	0	650	650	0	0	650
Sub-total		166	3,905,798	116,375	200	0	116,575	116,575	0	0	116,575
Amount from general rates							1,363,298				1,362,707
Ex-gratia rates							36,852				46,601
Total general rates							1,400,150				1,409,308

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Buildings								
	16 Anderson Street	55,367	92,000	36,633	0	56,560	90,000	33,440	0
	18 Anderson Street*	56,586	105,000	48,414	0	57,582	100,500	42,918	0
	Plant and equipment								
	Transport								
	Roller Multi Pack VP2400	12,588	10,000	0	(2,588)	15,000	18,182	3,182	0
	Ford Ranger Single Cab Ute D07	25,209	25,000	0	(209)	0	0	0	0
	Ford Ranger Single Cab Ute D002	20,997	18,000	0	(2,997)	0	0	0	0
	Other property and services								
	Toyota Hilux; MWA	38,925	40,000	1,075	0	42,284	45,682	3,397	0
	Toyota Prado; CEO	47,518	50,000	2,482	0	0	0	0	0
	Toyota Hilux; MCCS	38,137	42,000	3,863	0	42,789	40,909	0	(1,880)
		295,327	382,000	92,467	(5,794)	214,216	295,273	82,937	(1,880)



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

INVESTING ACTIVITIES

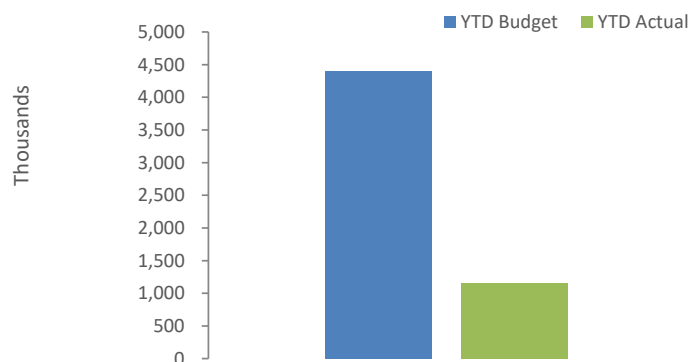
NOTE 8

CAPITAL ACQUISITIONS

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	134,328	134,328	134,328	12,748	(121,580)
Plant and equipment	830,000	830,000	627,000	310,843	(316,157)
Infrastructure - roads	3,445,857	3,445,857	3,256,817	711,756	(2,545,061)
Infrastructure - footpaths	51,999	51,999	51,999	6,781	(45,218)
Infrastructure - other	541,000	541,000	326,000	117,349	(208,651)
Payments for Capital Acquisitions	5,003,184	5,003,184	4,396,144	1,159,478	(3,236,666)
Total Capital Acquisitions	5,003,184	5,003,184	4,396,144	1,159,478	(3,236,666)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	3,820,864	3,820,864	2,253,362	807,970	(1,445,392)
Borrowings	508,000	508,000	320,000	320,000	0
Other (disposals & C/Fwd)	382,000	382,000	289,000	295,273	6,273
Cash backed reserves					
Economic Reserve	193,333	193,333	0	0	0
Contribution - operations	98,987	98,987	1,533,782	(263,765)	(1,797,547)
Capital funding total	5,003,184	5,003,184	4,396,144	1,159,478	(3,236,666)

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.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land and Buildings							
BC042	Dowerin Town Hall - Building (Capital)	8,000	8,000	8,000	3,460	4,540	
BC042A	Town Hall (Lessor) Air Conditioning - Building (Capital)	4,500	4,500	4,500	6,018	(1,518)	
BC044	Sports Recreation Centre - Building (Capital)	11,828	11,828	11,828	1,003	10,825	
BC001	Administration Office - Building (Capital)	0	0	0	63	(63)	
BC001A	Admin Building - Roof Replacement - Building (Capital)	60,000	60,000	60,000	1,964	58,036	
OC012	Short Stay Accommodation Caravan Bay Extension	50,000	50,000	50,000	240	49,760	
Total		134,328	134,328	134,328	12,748	121,580	
Plant & Equipment							
PE100	Diesel Fuel Bowser - Shire Depot	15,000	15,000	15,000	0	15,000	
PE101	Smooth Drum Roller	150,000	150,000	150,000	0	150,000	
PE102	Multi Tyred Roller	170,000	170,000	170,000	166,950	3,050	
PE103	Low Loader	85,000	85,000	0	0	0	
PE109	Modifications to D004 Mitsubishi Ute	15,000	15,000	0	0	0	
PE110	Loader Cat 938H - Repairs	55,000	55,000	55,000	48,885	6,115	
PE111	Side Tipper	103,000	103,000	0	0	0	
PE104	Utility Tipper 4x2 Parks & Gardens	35,000	35,000	35,000	0	35,000	
PE105	Dual Cab 4x2 Team Leader	42,000	42,000	42,000	0	42,000	
PE108	Light Vehicle Purchase Manager Works & Assets	50,000	50,000	50,000	49,100	900	
PE106	Light Vehicle CEO	60,000	60,000	60,000	0	60,000	
PE107	Light Vehicle MCCS	50,000	50,000	50,000	45,908	4,092	
Total		830,000	830,000	627,000	310,843	316,157	
Infrastructure - Roads							
RRG003	Koombekine North Road (RRG)	384,000	384,000	384,000	196,488	187,512	
RRG025	Dowerin-Koorda Road (RRG)	0	0	0	176	(176)	
RRG182	Dowerin-Kalannie Road (RRG)	188,650	188,650	188,650	9	188,641	
RRG182A	Dowerin-Kalannie Road - 19/20 Funding (RRG)	81,391	81,391	81,391	88,859	(7,468)	
R2R003	Koombekine North Road (R2R)	162,750	162,750	162,750	20,652	142,098	
R2R004	Hindmarsh Road (R2R)	118,840	118,840	118,840	0	118,840	
R2R009	Old Koorda Road (R2R)	143,988	143,988	143,988	1,818	142,170	
R2R015	Hindmarsh Back Road (R2R)	102,040	102,040	0	0	0	
R2R023	Koorda-Wongan Hills Road (R2R)	245,640	245,640	245,640	264,190	(18,550)	
R2R025	Dowerin-Koorda Road (R2R)	87,000	87,000	0	102,635	(102,635)	
R2R046	Sanders Road (R2R)	147,600	147,600	147,600	0	147,600	
R2R183	Dowerin-Meckering Road (R2R)	0	0	0	36,927	(36,927)	
* See Note below	Flood Damage Reinstatement	1,783,958	1,783,958	1,783,958	0	1,783,958	
Total		3,445,857	3,445,857	3,256,817	711,756	2,545,061	
*Flood Damage	Flood Damage reinstatement was budgeted as a Non- Operating expense, however the funding agreement and audit provides it should be disclosed as Operating/Maintenance. Refer to Note 15 for details of revenue and expenditure.						

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
Infrastructure - Footpaths							
FC096	Jackson Street - Footpath Capital	25,000	25,000	25,000	1,219	23,781	Project Underway
FC096A	Jackson Street - Tree Scaping - Footpath Renewal	25,000	25,000	25,000	3,206	21,794	Project Underway
FC095	Hilda Street - Footpath Capital	1,999	1,999	1,999	2,357	(358)	
Total		51,999	51,999	51,999	6,781	45,218	
Infrastructure - Other							
OC002	Waste Facility Perimeter Fencing	12,000	12,000	12,000	4,063	7,938	Project completed under budget
OC003	Town Oval Reticulation Upgrade (Inc Dam)	290,000	290,000	190,000	458	189,542	Project deferred due unsuccessful funding
OC004	Entrance/Streetscape Project - SSA & DCC	55,000	55,000	0	2,325	(2,325)	
OC007	Main Street Improvements	60,000	60,000	0	26,553	(26,553)	Project progressing
OC008	Street Lighting LED Upgrade	10,000	10,000	10,000	9,818	182	
OC009	Pioneer Pathway Project includes Tin Dog Replica	35,000	35,000	35,000	31,764	3,236	
OC010	Bird Hide Refurbishment & Tin Dog Walk	9,000	9,000	9,000	46	8,954	Project scheduled for last quarter
OC011	Interconnect Connectivity Upgrade Administration & Depot	20,000	20,000	20,000	9,346	10,654	
OC013	Oval Perimeter Fence Extension	50,000	50,000	50,000	26,826	23,174	Project completed, invoices yet to be received
OC056	Depot - Water Tank	0		0	1,556	(1,556)	
OC102	Information Bays	0	0	0	4,593	(4,593)	
Total		541,000	541,000	326,000	117,349	208,651	
TOTALS		5,003,184	5,003,184	4,396,144	1,159,478	3,236,666	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings		1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
Particulars	Loan No.	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing										
Government Regional Officer Housing	100	265,171	0	0	5,120	10,332	260,051	254,839	4,733	9,375
Recreation and culture										
Dowerin Community Club	97	148,819	0	0	36,088	72,904	112,731	75,915	3,038	5,349
Dowerin Swimming Pool	101	181,574	0	0	14,338	18,759	167,236	162,815	1,634	3,184
DEM Interest Free Swimming Pool Loan	102	50,000	0	0	0	10,000	50,000	40,000	0	0
Transport										
Multi Tyre Roller	103	0	170,000	170,000	0	10,197	170,000	159,803	0	926
Smooth Drum Tyre Roller	104	0	150,000	150,000	0	9,022	150,000	140,978	0	793
Low Loader	105	0	0	85,000	0	5,113	0	79,887	0	450
Side Tipper	106	0	0	103,000	0	6,178	0	96,822	0	561
Economic services										
Short Stay Accommodation	99	680,628	0	0	15,899	32,048	664,729	648,580	10,686	21,122
Total		1,326,192	320,000	508,000	71,445	174,553	1,574,747	1,659,639	20,092	41,760
Current borrowings		174,553					72,598			
Non-current borrowings		1,151,639					1,502,149			
		1,326,192					1,574,747			

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance
	Actual	Budget						Actual	Budget	Unspent
	\$	\$				\$	%	\$	\$	\$
Multi Tyre Roller	170,000	170,000	WATC	Debenture	8	7,982	1.09%	0	170,000	
Smooth Drum Tyre Roller	150,000	150,000	WATC	Debenture	8	7,043	1.09%	0	150,000	
Low Loader	0	85,000	WATC	Debenture	8	3,991	1.09%	0	85,000	
Side Tipper	0	103,000	WATC	Debenture	8	5,627	1.09%	0	103,000	
	320,000	508,000				24,643		0	508,000	0

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 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	57,507	621	260	20,000	20,000	0	0	78,128	77,767
Plant Replacement Reserve	141,172	1,525	637	53,367	53,367	0	0	196,064	195,176
Sewerage Asset Preservation Reserve	1,011,235	10,926	4,564	53,275	53,275	0	0	1,075,436	1,069,074
Information Technology Reserve	29,175	315	132	10,000	10,000	0	0	39,490	39,307
Land & Building Reserve	146,075	1,578	659	197,000	197,000	0	0	344,653	343,734
Emergency Reserve	0	0	0	10,000	10,000	0	0	10,000	10,000
Swimming Pool Reserve	20,203	219	91	10,000	10,000	0	0	30,422	30,294
Recreation Reserve	194,920	0	880	10,000	10,000	0	0	204,920	205,800
Community Housing Reserve	49,691	0	224	10,000	10,000	0	0	59,691	59,915
Economic Reserve	56,614	2,106	256	10,000	10,000	(193,333)	0	(124,613)	66,870
Bowling Green Reserve	98,639	537	445	10,000	8,000	0	0	109,176	107,084
Tennis Court Reserve	45,843	612	207	10,000	6,000	0	0	56,455	52,050
Depot Reserve	0	1,066	0	8,000	10,000	0	0	9,066	10,000
Waste Reserve	0	495	0	6,000	10,000	0	0	6,495	10,000
	1,851,073	20,000	8,355	417,642	417,642	(193,333)	0	2,095,383	2,277,070

KEY INFORMATION

All budgeted transfer into Reserves have been transacted

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2020 \$	Closing Balance 28 February 2021 \$
Contract liabilities			
Unspent grants, contributions and reimbursements			
- operating		126,641	126,641
Total unspent grants, contributions and reimbursements		126,641	126,641
Provisions			
Annual leave		117,921	117,921
Long service leave		74,181	74,181
Total Provisions		192,102	192,102
Total other current assets		318,743	318,743
Amounts shown above include GST (where applicable)			

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 12

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 trad 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 do 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 28 FEBRUARY 2021**

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Operating grants and subsidies			
General purpose funding			
GEN PUR - Financial Assistance Grant - General	457,286	342,965	330,800
GEN PUR - Financial Assistance Grant - Roads	303,574	227,681	186,746
Law, order, public safety			
ESL BFB - Operating Grant	27,000	20,000	17,972
Education and welfare			
OTHER ED - Contributions & Donations	16,000	16,000	0
OTHER ED - Grant Funding	2,000	1,328	0
AGED OTHER - Grant Funding	325,000	242,914	288,809
Recreation and culture			
REC - Contributions & Donations	0	0	9,900
REC - Grants	0	0	1,364
OTH CUL - Grants - Other Culture	0	20,697	0
Transport			
ROADC - Other Grants - Roads/Streets	0	0	277,430
ROADM - Direct Road Grant (MRWA)	139,472	139,472	135,330
ROADC - Other Grants - Roads/Streets	0	0	1,148,180
Economic services			
TOUR - Grants	0	0	20,044
Other property and services			
UNCLASS - Unclassified Income	0	0	5,400
	1,270,332	1,011,056	2,421,975
Operating contributions and reimbursements			
Housing			
OTH HOUSE - Rental Reimbursements	0	0	24,410
Community amenities			
ENVIRON - Reimbursements	0	0	136
Recreation and culture			
REC - Reimbursements - Other Recreation	0	0	2,242
OTH CUL - Contributions & Donations - Other Culture	9,900	9,900	20,324
Economic services			
TOUR - Contributions & Donations	0	0	5,191
Other property and services			
ADMIN - Reimbursements	0	0	33
POC - Fuel Tax Credits Grant Scheme	0	0	1,782
SAL - Reimbursement - Workers Compensation	0	0	18,388
	9,900	9,900	72,506
TOTALS	1,280,232	1,020,956	2,494,481

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS**

Non operating grants, subsidies and contributions revenue			
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
Non-operating grants and subsidies			
General purpose funding			
Gen Pur - Grant Funding	383,000	383,000	191,873
Recreation and culture			
Rec - Grants	96,666	0	0
Transport			
Roadc - Regional Road Group Grants (Mrwa)	425,382	425,382	298,775
Roadc - Roads To Recovery Grant	1,007,858	347,000	315,640
Roadc - Other Grants - Roads/Streets	288,000	288,000	0
* Roadc - Other Grants - Flood Damage	1,619,958	809,980	0
	3,820,864	2,253,362	806,289
Non-operating contributions			
Other property and services			
Other Contributions	0	0	1,681
TOTALS	3,820,864	2,253,362	807,970

* Flood Damage Funding was budgeted as Non- Operating revenue and will be moved to Operating with the Budget Review.
Refer Note 15 for Flood Damage Note.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption			\$	\$	\$	\$
			Opening surplus				0
FEV001	Australia Day	15.12.20 - 0330	Operating Expenses		0	(23,297)	(23,297)
3110710	OTH CUL - Grants - Other Culture	15.12.20 - 0330	Operating Revenue		20,697	0	(2,600)
				0	20,697	(23,297)	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
Revenue from operating activities					
Transport	1,459,319	964.29%	▲	Permanent	20% Flood Damage Payment in advance and budget for flood damage was allocated to Non-Operating Grants. This will be corrected with the Budget Review.
Economic services	55,940	63.87%	▲	Permanent	Increase in short stay accommodation revenue and reimbursement of Pioneer Pathways expenditure from Shire of Goomalling. These items will be addressed with the budget review.
Other property and services	63,758	129.95%	▲	Permanent	AROC Exit reimbursement; Goomalling Doctor Reimbursement; LGPro Grant Funding. These items will be addressed with the budget review.
Expenditure from operating activities					
Governance	72,101	23.92%	▲	Timing	Auditor fee (\$30k) not invoiced to date; lower admin allocations (\$28k) - these allocations will be re-assessed with the budget review.
General purpose funding	38,405	30.88%	▲	Timing	Rates Officer costs under budget (\$25k); lower admin allocations (\$13k) - these allocations will be re-assessed with the budget review.
Education and welfare	(108,918)	(32.47%)	▼	Permanent	DHC Expenditure requires budget review & reallocation
Housing	(47,573)	(31.65%)	▼	Timing	Staff housing costs are under recovered by \$51k. Recovery processes will be assessed and corrected with the budget review.
Transport	(181,550)	(16.55%)	▼	Permanent	Depreciation \$371k higher due to last years increase in revaluation - this has no impact on Shire's cash position. Road Maintenance and Consultants expenditure is \$215k lower than ytd budget. These differences will be addressed in budget review.
Other property and services	45,659	66.76%	▲	Timing	Admin Overheads are over recovered by \$44k to ytd budget. This is a timing issue due to recovery budgets being spread over 12 months.
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(1,445,392)	(64.14%)	▼	Timing	Flood damage removed from Non-Operating Expenditure to Operating; this will be corrected with the budget review
Payments for property, plant and equipment and infrastructure	3,236,666	73.63%	▲	Timing	Capital Expenditure/Projects still to be commenced

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 28 FEBRUARY 2021

OPERATING ACTIVITIES
NOTE 16
FLOOD DAMAGE

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Flood Damagae Expenditure						
RFD001	Cunderdin-Minnivale Road - Flood Damage	163,687	163,687	163,687	0	163,687
RFD005	Rabbit Proof Fence Road - Flood Damage	170,465	170,465	170,465	0	170,465
RFD008	Amery - Benjabbering Road - Flood Damage	64,280	64,280	64,280	0	64,280
RFD010	Ejanding West Road - Flood Damage	0	0	0	240	(240)
RFD011	Fifty Four Gate West Road - Flood Damage	51,098	51,098	51,098	0	51,098
RFD019	Uberin Road - Flood Damage	151,148	151,148	151,148	0	151,148
RFD025	Dowerin-Koorda Road - Flood Damage	205,275	205,275	205,275	0	205,275
RFD050	Williams North Road - Flood Damage	0	0	0	1,052	(1,052)
RFD142	Amery South Road - Flood Damage	3,253	3,253	3,253	0	3,253
RFD130	Botherling East Road - Flood Damage	0	0	0	4,000	(4,000)
RFD182	Dowerin-Kalannie Road - Flood Damage	278,188	278,188	278,188	0	278,188
RFD003	Koombekine North Road - Flood Damage	230,246	230,246	230,246	0	230,246
RFD042	McHugh Road - Flood Damage	140,559	140,559	140,559	0	140,559
RFD009	Old Koorda Road - Flood Damage	118,376	118,376	118,376	0	118,376
RFD016	Pickering Road - Flood Damage	28,507	28,507	28,507	0	28,507
RFD018	Spark Road - Flood Damage	40,185	40,185	40,185	0	40,185
RFD129	Thomas Road - Flood Damage	66,237	66,237	66,237	0	66,237
RFD076	Wilkins Road - Flood Damage	40,960	40,960	40,960	0	40,960
RFD032	Windsor Road - Flood Damage	31,494	31,494	31,494	0	31,494
RFD999	WANDRAA General Costs	0	0	0	0	0
Total		1,783,958	1,783,958	1,783,958	5,292	1,778,666

Flood Damage Revenue

3120130	Roadc - Other Grants - Flood Damage	1,619,958	1,619,958	809,980	1,148,180	(338,200)
Total		1,619,958	1,619,958	809,980	1,148,180	(338,200)
TOTALS		164,000	164,000	973,978	(1,142,888)	2,116,866



Shire of Dowerin
List of Payments For The Period Ending 28 February 2021

Last EFT No: EFT8424

Chq/EFT	Date	Name	Description	Amount
EFT8425	02/02/2021	WA Fenceworks Pty Ltd	Football Oval - Supply & Install Fencing - 50% Deposit	\$ 26,763.00
EFT8426	10/02/2021	Nisbets Australia Pty Ltd	2021 Australia Day - Forks	\$ 11.28
EFT8427	10/02/2021	Avon Waste	REFUSE - Rubbish Collection to 15 January 2021 - Waste & Recycling	\$ 4,994.55
EFT8428	10/02/2021	AMD Chartered Accountants	Audit Fees - 2020 Certification - Sign off of Deferred Pensioner Rates Certification	\$ 440.00
EFT8429	10/02/2021	Boekeman Machinery	Mower D030 Maxxfarm 50 - Replace Control Lever	\$ 3,226.83
EFT8430	10/02/2021	BOC Limited	Oxygen & Acetylene Cylinder Rental 29 December 2020 to 28 January 2021	\$ 43.69
EFT8431	10/02/2021	Cadoux P&C Association	Koorda-Wongan Road - Gravel Cartage @\$150/hr	\$ 19,641.00
EFT8432	10/02/2021	Mitchell Collard	Reimbursement - Electricity for Emergency Tower 29 September 2020 to 27 January 2021	\$ 311.11
EFT8433	10/02/2021	Contract Aquatic Services	Swimming Pool - Monthly Contract Fee January 2021	\$ 16,967.50
EFT8434	10/02/2021	Conway Highbury Pty Ltd	Completion of 2020 Compliance Audit Return	\$ 2,750.00
EFT8435	10/02/2021	Cody Express Transport	Freight - 4/18 Memorial Avenue Bathroom	\$ 301.76
EFT8436	10/02/2021	Dowerin Bakery & News	Australia Day Morning Tea Catering - 2x Large Cake Trays & 1x Small Biscuit Tray	\$ 155.00
EFT8437	10/02/2021	Dowerin Community Resource Centre	Dowerin Public Library Services - 3rd Quarter Payment	\$ 1,250.00
EFT8439	10/02/2021	Jessica Douglas	Australia Day Event - Additional Lifeguard 5.5 hours	\$ 305.00
EFT8440	10/02/2021	Dowerin Tyre & Exhaust	1GIL668 - Supply & Fit 2x Tyres	\$ 485.00
EFT8441	10/02/2021	Dowerin Roadhouse	CHSP - Meals on Wheels January 2021 - 20 Meals @ \$12/meal	\$ 240.00
EFT8442	10/02/2021	GHD Pty Ltd	AGRN903 Flood Damage - Project Administration Support & Project Management RFT2020-01 - 15.75 Hours	\$ 3,287.08
EFT8443	10/02/2021	Holberton Earthmoving	Koombekine North Road - Grader Hire 16.5 Hours & Side Tipper Hire 17 Hours	\$ 14,305.50
EFT8444	10/02/2021	JK Williams & Co	Main Street Improvements - Nuts & Bolts for Street Benches Refurbishment	\$ 10.00
EFT8445	10/02/2021	Kaos Electrical	Main Street Lighting LED Upgrade - Replace 10x Street Lights with 265W LED Lights	\$ 10,800.00
EFT8446	10/02/2021	Kenneth Myers	Jackson Street - Remove Fence	\$ 1,120.00
EFT8447	10/02/2021	McDowall Affleck Pty Ltd	Administration Building Roof Replacement - Tie Down Report	\$ 1,980.00
EFT8448	10/02/2021	Murphys Spray & Blast Equipment	Consumables - Titan Impact 440 Skid Complete, HEA 517, Fine Finish Tip & 2x Push In Filters	\$ 2,545.03
EFT8449	10/02/2021	Market Creations	Information Technology - 19x Trend Micro Security, 15x Market Creations Management & Monitoring Tool, Monthly Preventative Maintenance and 14x Managed Service Agreements	\$ 2,289.38
EFT8450	10/02/2021	Mayday Earthmoving	Koombekine North Road - Dry Hire of Smooth Drum Roller 11 January to 31 January 2021	\$ 3,850.00
EFT8451	10/02/2021	Ixom Operations Pty Ltd	Swimming Pool - 2x 70kg Chlorine & Service Fee January 2021	\$ 84.57
EFT8452	10/02/2021	Workwear Group Pty Ltd	Home Care Uniform Order - A. Begley	\$ 742.31
EFT8453	10/02/2021	Rural Ranger Services	Ranger Services - January 2021	\$ 312.25
EFT8454	10/02/2021	James Stewart	2/18 Memorial Avenue - Materials for Bathroom Renovation	\$ 269.01
EFT8455	10/02/2021	Snowys Outdoors Pty Ltd	Occupational Health & Safety - 2x Spot Gen3 Trackers (GPS Messengers)	\$ 380.00
EFT8456	10/02/2021	Toll IPEC Pty Ltd	Freight - Delivery of Rural Address Sign & Dukin West Intersection Road Sign	\$ 148.61
EFT8457	10/02/2021	Tin Dog General Store	Australia Day - Food supplies for Breakfast & Morning Tea	\$ 353.55
EFT8458	10/02/2021	IT Vision	Admin - Altus Payroll Purchase & Implementation - Milestone 2	\$ 14,335.20
EFT8459	10/02/2021	Vinyltech Cabinet Systems Pty Ltd	3/18 Memorial Avenue - Kitchen Renovation	\$ 3,989.50
EFT8460	10/02/2021	Vestone Capital Pty Limited	Information Technology - Equipment Charges - Computer Hardware Rent 4 January 2021 to 31 March 2021	\$ 1,181.96
EFT8461	10/02/2021	WA Country Chemist	HCP Purchase - 12x Boxes Pull Ups - G. Begley (Covered by Funding)	\$ 179.40
EFT8462	19/02/2021	Daves Tree Service	Jackson Street Tree Scaping Footpath Renewal - Removal of Trees	\$ 2,860.00
EFT8463	19/02/2021	Kyara Hathaway	Reimbursement; Swimming Pool - Shower Curtains	\$ 14.97
EFT8464	19/02/2021	Kalgoorlie PCYC	Kalgoorlie PCYC Sponsorship - Youth Activities	\$ 60.00
EFT8465	19/02/2021	Luna Wedding & Event Supplies	Table Cloths & Napkins for General Event Use - Round Table Cloths & 130 Napkins	\$ 512.93
EFT8466	19/02/2021	Kylie Neaves	Environmental Health Officer Contract Services - 8 Hours Environmental Health Services	\$ 975.00
EFT8467	19/02/2021	James Stewart	Reimbursement; 4/18 Memorial Avenue - Equipment for Bathroom Renovation, SSA - Isopropyl Alcohol to Clean Paint Splatters in Units & 26 O'Loughlen Street - Satellite Decoder Box	\$ 515.99
EFT8468	19/02/2021	Wheatbelt Business Network	Full Membership - Including CCIWA - WBN	\$ 360.00
EFT8469	24/02/2021	Nisbets Australia Pty Ltd	2021 Australia Day Consumables - Coffee Cups	\$ 65.89
EFT8470	24/02/2021	Avon Waste	REFUSE; Rubbish Collection - Waste & Recycling to 12 February 2021	\$ 2,469.97
EFT8471	24/02/2021	Corsign WA	Main Street Improvements - Directional Road signs for Stewart Street, Jackson Street & the Front of the Shire to Replace Current Signage	\$ 2,215.40
EFT8472	24/02/2021	Cody Express Transport	Town Hall - Freight for Door	\$ 74.97
EFT8473	24/02/2021	Dowerin Engineering Works	Oval Perimeter Fence Extension - Weld Holes in Aluminium Coupling	\$ 33.00
EFT8474	24/02/2021	Dunning Investments	Stock Purchase; Diesel - 10,000L Delivered to Depot	\$ 11,715.00
EFT8475	24/02/2021	Dowerin Bulk Transport Pty Ltd	19 Cottrell Street - 1 x 45kg Gas Cylinder & Delivery	\$ 191.00
EFT8476	24/02/2021	Endeavour Community Newspaper Inc	Dowerin Triathlon Marketing - (2 Editions) - Goomalling Endeavour	\$ 132.00
EFT8477	24/02/2021	Firefly Graphics & VA Services	Main Street Improvements - Graphic Design artwork for Bin Surround designs for 3 x Stewart Street Bins	\$ 770.00
EFT8478	24/02/2021	Holberton Earthmoving	Koombekine North Road - Grader Stabilisation 35 Hours	\$ 18,045.50
EFT8479	24/02/2021	Johns Building Supplies	Town Hall - Door	\$ 297.66
EFT8480	24/02/2021	John Phillips Consulting	Consultant for CEO Contract Negotiations	\$ 1,650.00
EFT8481	24/02/2021	Lloyd's Air-Conditioning and Refrigeration Services	4 O'Loughlen Street - Replacement PCB	\$ 1,853.99
EFT8482	24/02/2021	Local Government Professional	CDO Training; Grant Writing Training & Business Case Development Workshop - 25 & 26 February 2021	\$ 770.00
EFT8483	24/02/2021	Moore Stephens	Finance Training - Fringe Benefits Tax Workshop 4 March 2021 & Goods & Services Tax Workshop 8 July 2021 - J Pietrocola	\$ 1,320.00
EFT8484	24/02/2021	NEWROC (North Eastern Wheatbelt Organisation of Councils)	NEWROC Entrance Fee	\$ 44,000.00
EFT8485	24/02/2021	Petchell Mechanical	CAT Loader - Travel to Loader, Replace O Rings and Repair Oil Leak	\$ 915.75
EFT8486	24/02/2021	Precision Enterprises Pty Ltd	Koombekine North Road - Set out Road - 29 Hours Survey & 4x Pack Fence Droppers	\$ 7,876.00
EFT8487	24/02/2021	SRivers Plumbing & Gas	3/18 Memorial Avenue - 1 x Rinnai Continuous Flow Hot Water Unit & Installation	\$ 2,694.24



Shire of Dowerin
List of Payments For The Period Ending 28 February 2021

EFT8488	24/02/2021	Resonline Pty Ltd	SSA Room Manager Monthly Fee - January 2021	\$	220.00
EFT8489	24/02/2021	Stabilco Pty Ltd	Koombekine North Road - Mob/Demob, Wet mix, Cement 2.5%, Lime 2.5% - Works 9 - 12 February 2021	\$	59,885.08
EFT8490	24/02/2021	Stirling Asphalt	Koorda and Dukin West intersection - Supply, Deliver and Lay Asphalt	\$	47,892.57
EFT8491	24/02/2021	Seniors Recreation Council of WA Inc	Dowerin Home Care - Livelighter Aged Care Games - Avon Games Registration	\$	55.00
EFT8492	24/02/2021	SociallyEm	SociallyEm - Dowerin Women's Day 24 March 2021 - Guest Speaker (Less Deposit Paid)	\$	2,600.00
EFT8493	24/02/2021	Telly's Auto Electrical & Air-Conditioning	D009 Hino Truck - Replace Battery & Travel	\$	720.83
EFT8494	24/02/2021	Tin Dog General Store	Council Shop - February 2021	\$	156.65
EFT8495	24/02/2021	IT Vision	Admin - Altus Payroll Purchase & Implementation - Milestone 3	\$	11,452.69
				\$	365,421.15

Last Cheque No: 10888

10889	10/02/2021	Lite n' Easy	HCP Purchase - Lite n' Easy Packs - G. Begley (Covered by Funding)	\$	230.40
10890	10/02/2021	LGRCEU	Payroll deductions	\$	61.50
10891	10/02/2021	Synergy	Electricity Usage & Service Charges 25 December 2020 to 24 January 2021 - Street Lighting & SSA	\$	3,780.16
10892	10/02/2021	Telstra	Telephone Usage & Service Charges 11 January to 10 February 2021 - Admin Lines, Fax & Internet, DHC Lines, Licensing, Sewerage, Health, Swimming Pool & Depot and Management Mobile Phones, iPads & Dowerin Fire Shed Modem	\$	2,002.95
10893	10/02/2021	Water Corporation	Water Usage & Service Charges - SSA, MOTT House, Minnivale Fire Shed, Turriff Road Standpipe, Stacy St Unit, 26 O'Loughlen Street & Hilda Street Units	\$	4,072.96
10894	24/02/2021	Telstra	Telephone Usage & Service Charges 11 February to 10 March 2021 - Admin, DHC Building, Licensing, Sewerage, Health, Swimming Pool & Depot Phone, Fax & Internet Lines and TIMS Fire Mobile	\$	1,536.67
10895	24/02/2021	Water Corporation	Water Usage & Service Charges 11 December 2020 to 8 February 2021 - Administration Office & Gardens and Centenary Park, Town Hall, Residential Houses, Swimming Pool, Depot/Standpipe, Info Bay, Sewerage, Public Toilets, Rec Centre, Club, Ovals, Field Days Site, CRC, HACC Building, Popup Shop & SSA	\$	22,276.39
				\$	33,961.03

Last Direct Debit No: 11207

DD11211.1	03/02/2021	Shire of Dowerin - Visa Card Payments	NAB Business Visa - January 2021	\$	1,492.23
DD11220.1	22/02/2021	Puma Energy	Fuel Usage - January 2021	\$	439.25
DD11202.1	03/02/2021	Aware Super Pty Ltd	Payroll deductions	\$	4,044.61
DD11202.2	03/02/2021	Australian Super	Superannuation contributions	\$	62.78
DD11202.3	03/02/2021	MLC Super Fund	Superannuation contributions	\$	221.56
DD11202.4	03/02/2021	Cbus	Superannuation contributions	\$	211.29
DD11202.5	03/02/2021	Fiducian Portfolio Services Limited	Superannuation contributions	\$	112.25
DD11202.6	03/02/2021	Care Super	Superannuation contributions	\$	148.15
DD11202.7	03/02/2021	REST Superannuation	Superannuation contributions	\$	421.75
DD11202.8	03/02/2021	PRIME Super	Superannuation contributions	\$	210.88
DD11202.9	03/02/2021	AMP Superannuation Saving Trust	Superannuation contributions	\$	147.91
DD11216.1	17/02/2021	Aware Super Pty Ltd	Payroll deductions	\$	4,123.64
DD11216.2	17/02/2021	AMP Superannuation Saving Trust	Superannuation contributions	\$	180.12
DD11216.3	17/02/2021	Australian Super	Superannuation contributions	\$	365.29
DD11216.4	17/02/2021	MLC Super Fund	Superannuation contributions	\$	226.67
DD11216.5	17/02/2021	Cbus	Superannuation contributions	\$	211.29
DD11216.6	17/02/2021	Fiducian Portfolio Services Limited	Superannuation contributions	\$	102.74
DD11216.7	17/02/2021	Australian Super	Superannuation contributions	\$	122.95
DD11216.8	17/02/2021	Care Super	Superannuation contributions	\$	155.48
DD11216.9	17/02/2021	Asgard Super	Superannuation contributions	\$	59.83
DD11202.10	03/02/2021	Australian Super	Superannuation contributions	\$	353.58
DD11216.10	17/02/2021	REST Superannuation	Superannuation contributions	\$	735.88
DD11216.11	17/02/2021	PRIME Super	Superannuation contributions	\$	222.59
130876	26/02/2021	Bf - Bank Fee	Merchant Fee	\$	124.89
130876	26/02/2021	Bf - Bank Fee	NAB Connect Fee	\$	32.99
130876	26/02/2021	Bf - Bank Fee	BPAY Charge	\$	23.49
130876	26/02/2021	Bf - Bank Fee	Muni Bank Fee	\$	61.00
				\$	12,441.24

\$ 413,997.27

\$	365,421.15	EFT8425 to EFT8495
\$	33,961.03	Cheque 10889 to 10895
\$	1,492.23	Direct Debit 11211: Credit Card Payment: January 2020
\$	439.25	Direct Debit 11220: Puma Energy: Fuel: January 2020
\$	12,441.24	Superannuation Payments
\$	242.37	Direct Debit 130876: Bank Fees
\$	413,997.27	
\$	44,552.34	PPE 03 February 2021 - Wages of Dowerin Home Care Partially Funded



Shire of Dowerin
List of Payments For The Period Ending 28 February 2021

\$	47,886.80	PPE 17 February 2021 - Wages of Dowerin Home Care Partially Funded
\$	92,439.14	

\$	<u>506,436.41</u>	Total Payments for February 2021 Including Payroll x2
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SHIRE OF DOWERIN

Date: 4.03.2021
Voucher: 588
Chq: DD

Amount in words: Three Hundred and Fifty Eight Dollars and Thirty Eight Cents

\$ 358.38

Dr to. **D89 - Shire of Dowerin NAB Business Visa**

MUNICIPAL FUND

CEO |

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

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
9.02.2021	FEV023.298.2101	Kmart; Women's Event - Bathroom Essentials	\$ 8.43	\$ 92.75
17.02.2021	2140221	Adobe Pro DC; Monthly Software Subscription	\$ 2.00	\$ 21.99
26.02.2021	P709.261.2261	Gull Albany; Fuel - D0 CEO Vehicle	\$ 8.37	\$ 92.04
26.02.2021	2030211	NAB; Visa Card Fee - R. McCall	\$ -	\$ 9.00
23.02.2021	FEV023.298.2101	Kmart; Women's Event - Bathroom Essentials	\$ 7.73	\$ 85.00
26.02.2021	2030211	NAB; Visa Card Fee - C. Delmage	\$ -	\$ 9.00
9.02.2021	2140387	Dowerin Gourmet Butcher Shop; Staff Farewell BBQ - Meat	\$ -	\$ 38.94
26.02.2021	2030211	NAB; Visa Card Fee - L. Vidovich	\$ -	\$ 9.00
26.02.2021	2030211	NAB; Bank Fees	\$ -	\$ 0.66
			\$ -	\$ -
			\$ -	\$ -
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			\$ -	\$ -
TOTAL			\$ 26.53	\$ 358.38

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

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 694 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday

Fax 1300 363 668

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

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period

29 January 2021 to 26 February 2021

Company Account No:

[REDACTED]

Facility Limit:

\$16,000

Your Account Summary

Balance from previous statement	\$1,492.23 DR
Payments and other credits	\$1,492.23 CR
Purchases, cash advances and other debits	\$330.72 DR
Interest and other charges	\$27.66 DR
Closing Balance	\$358.38 DR

**YOUR DIRECT DEBIT PAYMENT OF \$358.38 WILL BE
CHARGED TO ACCOUNT [REDACTED] ON
04/03/2021 AS PER OUR AGREEMENT.**

057/04/20/M00381/S000664/1001327

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Feb 2021	\$1,492.23 CR	DIRECT DEBIT PAYMENT	74557041033
17 Feb 2021	\$0.66	NAB INTNL TRAN FEE - (SC)	74557041048
Total for this Period:	\$1,491.57 CR		



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



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



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

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
██████████	MRS REBECCA LOUISE M	\$10,000	\$0.00	\$206.78	\$9.00	\$215.78
██████████	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$85.00	\$9.00	\$94.00
██████████	MR LES JOHN VIDOVIH	\$5,000	\$0.00	\$38.94	\$9.00	\$47.94
██████████	BILLING ACCOUNT	\$0	\$1,492.23 CR	\$0.00	\$0.66 DR	\$1,491.57 CR
			\$1,492.23 CR	\$330.72 DR	\$27.66 DR	\$1,133.85 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

EFFECTIVE 31.03.21 THE NAB COMMERCIAL CARDS UNAUTHORISED TRANSACTION INSURANCE POLICY HAS BEEN REWRITTEN WITHOUT SUBSTANTIAL CHANGE TO COVER AVAILABLE. FOR DETAILS AND NEW BOOKLET GO TO NAB.COM.AU. INSURER ALLIANZ AUSTRALIA INSURANCE LTD AFSL 234708 AND ISSUER AWP AUSTRALIA PTY LTD AFSL 245631 REMAIN. INSURANCE IS NOT GUARANTEED BY NAB.

HOW TO QUERY A TRANSACTION
IF A CHARGE IS INCORRECT, UNAUTHORISED OR FOR SOMETHING
NOT RECEIVED, YOU MAY BE ENTITLED TO A REFUND.
TO QUERY A CHARGE, CALL 13 10 12. A DELAY IN NOTIFYING NAB
MAY IMPACT NAB'S ABILITY TO QUERY A TRANSACTION ON YOUR
BEHALF. FOR MORE INFO, SEE [NAB.COM.AU/QUERYATRANSACTION](https://nab.com.au/queryatransaction)



Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
Account No: [REDACTED]
Statement Period: 29 January 2021 to 26 February 2021
Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
9 Feb 2021	\$92.75	KMART ONLINE 03	Woman's Event - Bathroom Hems			FEV023.298210	74363961040
17 Feb 2021	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Acropro DC; Monthly Software Subscription			2140221	74313191047
26 Feb 2021	\$92.04	GULL ALBANY HIGHWAY ALBANY	Fuel; DO CEO Vehicle			PT09.261.2261	74940521056
26 Feb 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041057
Total for this period	\$215.78		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

057/04/20/M00382/S000666/001331

Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &
AEDT Saturday and Sunday
Fax 1300 363 658
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

Cardholder Details

Cardholder Name: MISS CHERIE MAY DELMAGE
Account No: XXXXXXXXXX
Statement Period: 29 January 2021 to 26 February 2021
Cardholder Limit: \$3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
23 Feb 2021	\$85.00	KMART ONLINE 03	Womans Event - Bathroom items			FEV023-298	74363961054
26 Feb 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041057
Total for this period	\$94.00		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

057/04/20/M00382/S000667/1001333

Statement for

NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

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

AEDT Saturday and Sunday

Fax 1300 363 658

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

Cardholder Details

Cardholder Name: MR LES JOHN VIDOVIH
Account No: XXXXXXXXXX
Statement Period: 29 January 2021 to 26 February 2021
Cardholder Limit: \$5,000

Transaction record for: MR LES JOHN VIDOVIH

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
9 Feb 2021	\$38.94	DowerinGourmetButcher Dowerin	Staff Farewell BSA - MGH			2140387	74249231040
26 Feb 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041057
Total for this period	\$47.94		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

057/04/20/M00382/S000668/1001335

Assessment	3rd Previous	2nd Previous	Previous	Current	Total	Comments as at 02.03.2021
A380	9,735.27	5,347.67	5,238.55	1,988.57	22,310.06	Information sent to AMPAC to proceed with 3 Year Rule following Council approval in the Feb OMC
A529	1,787.43	1,783.05	1,651.22	1,605.96	6,827.66	Attempted contacting the ratepayer multiple times with no success. Will be included on list for AMPAC consideration.
A451	15,841.41	0.00	1,570.00	2,549.78	19,961.19	Advised daughter of the deceased estate to seek her own legal advice as our only option is to proceed with 3 Year Rule as there is no legal executor or beneficiary
A494	0.00	805.77	1,432.50	1,131.61	3,369.88	Property has been sold and remaining will be paid at settlement
A474	0.00	0.00	2,359.53	2,473.23	4,832.76	Ratepayer has not made a payment since 2019 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings.
A479	0.00	0.00	914.07	941.23	1,855.30	Ratepayer has not made a payment since 2017 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings. This assessment is coming up to three years since payment, meaning we can start to proceed with 3 Yr Rule, given Council approval.
A512	12,437.91	4,020.63	4,746.14	2,866.17	24,070.85	Information sent to AMPAC to proceed with 3 Year Rule following Council approval in the Feb OMC
A283	0.00	1,669.18	837.42	825.36	3,331.96	Ratepayer has not made a payment since 2017 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings.. This assessment is coming up to three years since payment, meaning we can start to proceed with 3 Yr Rule, given Council approval.
A225	3,917.83	9,195.12	1,067.67	586.13	14,766.75	Council approved write-off of rates. Once ownership has changed, payment of ESL and this years rates, and the write-off will occur. Ownership has not changed as of 02.03.2021
A247	294.22	345.83	401.24	386.49	1,427.78	No contact from ratepayer, last advice she called with was she was selling properties but this has been an excuse for a while. Will refer to AMPAC.
A248	294.22	345.83	401.31	386.49	1,427.85	No contact from ratepayer, last advice she called with was she was selling properties but this has been an excuse for a while. Will refer to AMPAC.
A249	194.22	344.43	390.00	379.33	1,307.98	No contact from ratepayer, last advice she called with was she was selling properties but this has been an excuse for a while. Will refer to AMPAC.
A819	0.00	0.00	268.16	921.51	1,189.67	Will refer to AMPAC.
A950	288.86	1,049.40	1,227.19	1,128.61	3,694.06	Paying under arrangement, seems to be keeping up with payments. Made a note to keep an eye on payments.
A1016	3,604.81	1,766.81	1,647.41	1,214.55	8,233.58	Information sent to AMPAC to proceed with 3 Year Rule following Council approval in the Feb OMC
	48,396.18	26,673.72	24,152.41	19,385.02	118,607.33	

Ordinary Council Meeting 16 March 2021

Attachment 11.5A

THE DOWERIN DO-OVER *2021 Regional Conference*

• FRIDAY, 30 APRIL 2021 •

DOWERIN MAIN
STREET

Ngala Kaaditj Ballardong Noongar moort
keyen kaadak nidja boodja – we acknowledge
the Ballardong Noongar people as the original
custodians of this land.



Dowerin Field Day 2018. Photo Credit: Dowerin Events Management



We invite you to join us

Our regional showcase event and street party finale will explore what can be achieved when local leaders and government partners collaborate with the aim of creating great places.

The 'Do-Over' is part conference, part hands-on placemaking, and will include 1.5 days of interactive activities along Dowerin's Mainstreet. Get involved and learn more about new ideas to re-activate your regional town, including pop-up activations, presentations, demonstrations, funshops, community interventions, public space and amenity improvements and other knowledge sharing activities.

This event is targeted at regional local & state government staff, elected members, community resource centre representatives, community and business organisations and absolutely everyone keen to find new and innovative ways to create great regional towns.

TOPICS & EVENTS INCLUDE

- Economic & Community Development
- Place Leadership & Main Street Management
- Streetscape Revitalisation
- Tourism Attraction & Retention
- Regional Events & Community Art Projects
- How to Start a Town Team
- Understanding & Celebrating Heritage
- The Role of Arts in the New Economy
- Relationships & Community Capacity Building





Program Brief

DOWERIN WELCOME EVENT & COMEDY NIGHT

THURSDAY, 29 APRIL 2021. 6PM - 9PM

DOWERIN COMMUNITY CLUB (1 Memorial Ave)

The festivities commence with a hilarious evening planned at the Dowerin Community Club with a welcoming address and Live Comedy performed by some of Perth's best comedians. This is a great networking opportunity and chance to check out some new event ideas in action. Glamping options available from Glamping Co and meals available at the Dowerin Community Club.

DOWERIN DO-OVER: A FESTIVAL OF IDEAS

FRIDAY, 30 APRIL 2021. 9:00AM - 4:30PM

DOWERIN TOWN HALL (13 Cottrell St)

STREET PARTY FROM 5:00PM

Our full-day program will keep the festivities rolling with a diverse selection of placemaking and business facilitators, activations, installations, group discussions and fresh ideas to revitalise your regional centre.

We intend on creating a truly unique and immersive experience, so come along and don't miss out on the evening street party and see Dowerin come to life! Free entry included in ticket price.

Dowerin Do-Over Conference Ticket Prices

	Ex GST	Incl GST	
STANDARD TICKETS			
Friday, 30 April Conference Ticket	Fixed Price	\$80.00	\$88.00
Sponsorship & Group Packages Available	Enquire - email hello@townteammovement.com		

ADDITIONAL EXTRAS

1-Night Glamping Tent* - Sleeps up to 4 (29 or 30 April)	From	\$220.00 / tent	\$242.00
2-Night Glamping Tent* - Sleeps up to 4 (29 and 30 April)	From	\$290.00 / tent	\$320.00
Thursday Welcome Networking & Comedy Event Only	Fixed Price	\$20.00	\$22.00
Friday Night Street Party	Free for conference delegates and community members		

*Note: Glamping Tents include one queen or two single beds, all linen, internal (battery) and external (solar) lights, mats and tables. Additional beds can be hired for \$50 each. A full site map of 'Glamp City' to be provided closer to the date, including toilets, shower, conference venues, nearby dining areas and cafe.

TICKETS & GLAMPING CAN BE PURCHASED VIA:

ONLINE

Conference Tickets & Glamping Accommodation - <https://events.humanitix.com/dowein-do-over-conference>

More information regarding Glamping Accommodation can be found at www.glampingco.com.au

INVOICE

Email a purchase order or written request to hello@townteammovement.com and we'll send you an invoice for payment

MORE INFORMATION OR ASK A QUESTION

<https://www.townteammovement.com./dowerinconference-2021/>

Email - hello@townteammovement.com

Full conference schedule still to be announced



Conference Preview

TIME	2021 DOWERIN DO-OVER CONFERENCE PROGRAM			SPEAKER	
09:00	Registration & Coffee				
09:30	The Conference Kick-Off! Welcome to Country & Introduction			Cr. Jannah Stratford, NEWROC	
10:00	Thanks to Sponsors and Purpose of Today			Jimmy Murphy, Town Team Movement & Caroline Robinson, Wheatbelt Business Network	
10:15	How Placemaking can Revitalise our Regional Towns			David Snyder, TTM	
10:45	The ReConnect WA Program: RAC Supporting Regional WA			Patrick Walker, Executive General Manager, RAC	
11:05	Keynote Speaker (still to be announced)				
11:30	MORNING TEA				
12:00	BREAKOUT SESSIONS				
Topic	Art & Retail Activation	Community Placemaking	Main Street Economic Development	Post COVID-19 Recovery	CRC Main Street Makeover
12:00	Session One				
12:30	Session Two				
13:30	LUNCH & ACTIVATION				
14:30	Petcha Kutcha (20 images x 20 seconds): All About Activating the Wheatbelt			Various Speakers	
15:00	AFTERNOON TEA & ACTIVATION				
15:20	'Creating a Town Centre Place Activation Strategic Plan in 60 Minutes' Workshop			David Snyder & Caroline Robinson	
16:20	Closing Remarks & Moving Forward				
16:40	FINAL THANK YOU & AFTER PARTY				

MORE EXCITING UPDATES & SPEAKER ANNOUNCEMENTS COMING SOON



*"It was great to see
so many people in
one room that cared
about the future
of community and
places."*

2018 TTM CONFERENCE DELEGATE
POST-SURVEY COMMENT



Pat Walker



Kali Norman



Jenny Garroun

EXECUTIVE GENERAL MANAGER, RAC

Patrick Walker commenced his current position as Executive General Manager, Advocacy and Members at the RAC in July 2011.

RAC's \$1 million Reconnect WA initiative provides local governments with funding for community-based projects which reimagine and revitalise local streets and public spaces.

"These projects will not only transform our local areas and deliver positive community outcomes, but we hope they will also inspire and inform future changes in other areas to support safer, sustainable and connected communities."

SENIOR MANAGER, SPACECUBED

Spearheading Spacecubed's growth to over 300% across the last 5 years, she and her team have worked to support the thriving WA business ecosystem and foster innovation and growth by building a robust and vibrant community in Perth and key regional centres, by facilitating opportunity, skills development and support for local players.

She is a proud advocate of all things local, with a passion for community engagement, innovation, fostering startup culture and shining a spotlight on all the amazing achievements of the WA community across all sectors, which she gets to do in spades with her current role.

FOUNDER & DIRECTOR, YORK FESTIVAL

Since founding The York Festival in 2014, Jenny has had the pleasure of working with artists, arts workers and volunteers. This has included commissioning Japanese 'Wara' artists to travel York to work with local artists to create giant straw artists in the tradition of Wara (rice straw) art.

The York Festival is now one of the most anticipated annual events in the Avon Valley region, attracting approx. 24,000 pa, and making a significant contribution to the local economy.



Dave Snyder

CO-FOUNDER & PLACE LEADER TOWN TEAM MOVEMENT

David is an experienced Placemaker and has always been fascinated by the dynamics and evolution of people and place.

The projects David typically gets involved in range from micro-laneway redevelopments, streetscape enhancements, cultural programming and the long-term planning of city and regional centres. He has been recognised with multiple national awards with projects relating to community capacity building in Sydney, place strategies in Canberra and most recently Children's Consultation in Kalamunda.

David believes great places are created 'with' people and a strong community vision can push the limitations of positive innovation and enhance the renewal and creation of built form and public realm environments.

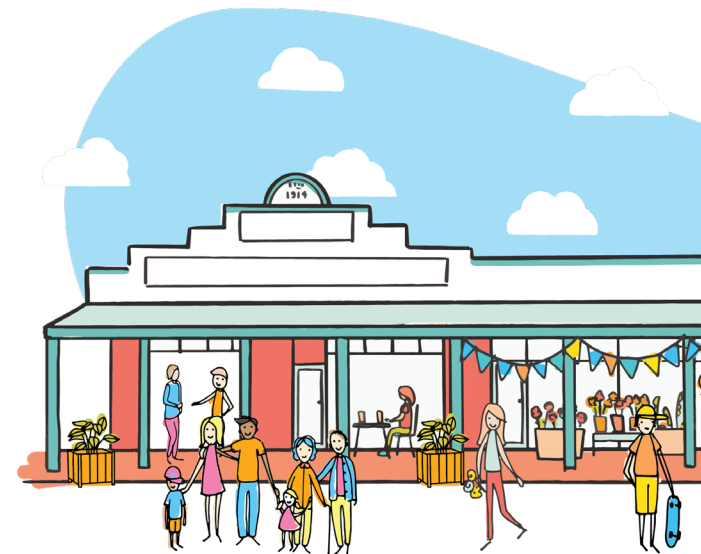


Caroline Robinson

CHIEF EXECUTIVE OFFICER, WHEATBELT BUSINESS NETWORK

Founder of the WBN, Caroline is responsible for the strategic direction of the WBN and is the lead for the consultancy unit. She enjoys helping members connect and grow and has strengths in strategic planning, governance and community facilitation.

Caroline is a true leader and 'doer'. She is always getting her hands dirty on projects promoting the positive development of the Wheatbelt, including business leadership and capacity building, town centre redevelopment and the successful establishment of the 'Narrambeen Co-Op'.



ABOUT OUR CONFERENCE SPONSOR: NEWROC

The North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) is a voluntary organisation of Councils working together for successful communities.

Established in 1994 the NEWROC has been led by Councillors from the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem and champions opportunities through its regional collaboration

More Speakers still to be announced...

FOR MORE INFORMATION PLEASE VISIT
<https://www.townteammovement.com/>

CONTACT US

P.O. Box 376 Mt Hawthorn 6016

0468 381 745

hello@townteammovement.com

<https://www.townteammovement.com/>



TOWN TEAM
MOVEMENT

TIN DOG GENERAL STORE CONCEPT

HUMBLE DESIGNS

@RICKYXGIBSON

WWW.HUMBLE.DUNKED.COM

Concept One



Notes:

Mural to reflect the communities connection to their environment and agricultural history.

Sidewalk mural to open the shop up and create a more welcoming entrance into the store. Perhaps the mural can extend onto the road.

Covering brick pillars with vines and creating an effect that the mural is growing/blending into the building.

New signage to be more easily read from road. Letters can be painted with feedback from community.

Quote

HUMBLE DESIGNS

QUOTE

humble.designs@outlook.com
ABN: 42667645220

33 Merrit Rd
Mandurah Parklands
WA, 6180

Direct Deposit
Ricky Gibson
BSB: 016742
ACC: 539285265

Attention:

Date: 23/2/21

Project Title: Tin Dog General Store

Project Description: Installation

P.O. Number:

Invoice Number: 059

Terms: Quote is subject to change regarding further developments.

Description	Quantity	Unit Price	Cost
Concept Designs	1	\$ 500	\$ 500
Travel		\$ 250	\$ 250
Accomadation		\$ 250	\$ 250
Installation (Mural)	1	\$ 5,500	\$ 5,500
Construction (signage)	1	\$ 1,500	\$ 1,500
Materials	1	\$ 1,500	\$ 1,500
GST	1	\$ 909	\$ 909
		Subtotal	\$ 10,409
Deposit		Paid	\$ 5,000
Balance Owing			\$ 10,409
		Total	\$ 10,409

Thanks again for your support.

Sincerely yours,

Ricky Gibson

Break Down.

Concept Design.

All the work involved with concepts and mock ups.

Travel

Varying the amount of times needed to complete project to cover fuel and other expenses.

Accommodation

Depending on hours needed to complete project accommodation be considered this also covers any food & drink.

Installation

Specific to the Mural work undertaken.

Construction.

Specific to the carpentry/sculptural work undertaken off site.

Materials

The materials including timber, tin, paint and safety equipment used in project.

These figures are estimations and may be subject to changes.



Financial Hardship Policy for Water Services

Revised March 2021



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

1 Purpose

This Financial Hardship Policy outlines how Shire of Dowerin (“**we**”) will assist a residential customer (“**you**”) who cannot pay a rate notice because of financial hardship.

Our policy applies only to the **water services portion** of your rate notice.¹ Residential tenants who have agreed with the land owner to receive a rate notice are also covered by this policy.

If you are also having difficulty paying other charges on your rate notice or if you are a commercial customer, we encourage you to still talk to us.

We are committed to working with you to find an appropriate payment solution that works for both you and us. We understand that it can be difficult to ask for support, and will treat you sensitively and respectfully.

2 What is financial hardship?

You will be considered to be in financial hardship if paying the water services portion of your rate notice will affect your ability to meet your basic living needs² – in short, if you have the intention but not the financial capacity to pay.

Financial hardship may, for example, be caused by:

- loss of your or a family member’s primary income;
- spousal separation or divorce;
- loss of a spouse or loved-one;
- physical or mental health issues;
- a chronically ill child;
- budget management issues associated with a low income;
- domestic or family violence; and
- other unforeseen factors affecting your capacity to pay, such as a reduction in income or an increase in non-discretionary spending.

3 Customers in financial hardship

If you think you may be in financial hardship we encourage you to contact us as soon as possible. You may ask a financial counsellor to contact us on your behalf.

We will assess within five business days whether we consider you to be in financial hardship. If we cannot make our assessment within five business days, we will refer you to a financial counsellor for assessment.

As part of our assessment we will consider any information provided by you and, if applicable, your financial counsellor. We will also take into account any information we may have on your payment history.

As soon as we have made our assessment, we will advise you of the outcome.

¹ This is because the *Water Services Code of Conduct (Customer Service Standards) 2018* and our water licence only require us to have a hardship policy for any water services we provide to residential customers.

² Clause 19 of the *Water Services Code of Conduct (Customer Service Standards) 2018* defines financial hardship as “being in an ongoing state of financial disadvantage in which the customer’s ability to meet the basic living needs of the customer or a dependant of the customer would be adversely affected if the customer were to pay an unpaid bill for a water service supplied in respect of the place used solely or primarily as the customer’s dwelling”.

4 Payment plans

If we determine that you are in financial hardship, we will offer you more time to pay the water services portion of your rate notice or a payment plan for this portion. We will not charge you any fees or interest as part of your extension or payment plan.

We will involve you and, if applicable, your financial counsellor or authorised representative in setting a payment plan. When setting the conditions of the plan, we will consider your capacity to pay and, if relevant, your usage needs.

If appropriate, we will review and revise your extension or payment plan.

We do not have to offer you a payment plan if you have had two payment plans cancelled because of non-payment.

If you are a tenant, we must make sure that the land owner is aware of us giving you an extension or entering into a payment plan with you before we do so. We can agree that you notify the land owner of the proposed extension or payment plan (and provide us with evidence that you have done so), or you can give us permission to notify the land owner.

5 Debt reduction and collection

If you are in financial hardship, we will consider reducing the amount you owe us.

We will also not commence or continue proceedings to recover your debt:

- while we are assessing whether or not you are in financial hardship; or
- if you are complying with your payment plan or another payment arrangement you have with us.

If you do not comply with your payment plan or other payment arrangement, we may commence debt recovery proceedings. When collecting your debt, we will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

We may outsource your debt to a debt collection agency. Please be advised that additional fees may apply in this case. We will ensure that any debt collection agency we engage will comply with Part 2 of the ACCC and ASIC's *Debt collection guidelines for collectors and creditors*.

6 Useful information

Redirection of rate notice: We will advise you of your right to have your rate notice redirected to another person free of charge if you are absent or ill.

Payment options: You may pay your rate notice by direct debit, Centrepay, internet, telephone or post.

Paying by direct debit or Centrepay may help you manage your bills more easily as your bills will be paid through regular deductions.

For more information on your payment options, please contact us.

Concessions and other financial relief or assistance: You may be eligible for a concession for the water services portion of your rate notice. For more information on concessions please refer to your rate notice.

Financial counselling: We will advise you of any financial counselling services or other organisations that may be available to you.

Financial counsellors offer free, independent information to help you take control of your financial situation.

Alternatively, the National Debt Helpline can refer you to a financial counsellor in your area. The contact details for the Helpline are:

Phone: 1800 007 007*

Website: www.ndh.org.au

*Calls made from mobile phones will be charged at the applicable rate

Fees and charges: We will charge you for the water services we provide to you.

We may charge you interest on overdue amounts if not paid by the due date. A Schedule of our Fees and Charges can be found on the Shire's website (www.dowerin.wa.gov.au) or by contacting the Shire Office.

7 Complaints

If you have a complaint, please contact us first. Our contact details are included in Section 9 below.

We will consider your complaint, make appropriate investigations and advise you of any outcomes and discussions to assist you in meeting an agreeable solution.

We may consider the advice of a Financial Counsellor and if deemed appropriate, engage you with a meeting between all parties to arrive with an amicable solution to your situation.

If you are not satisfied with the way we handle your complaint, you may refer your complaint to the Energy & Water Ombudsman WA. The Energy & Water Ombudsman will investigate your complaint and may mediate the dispute between you and us.

The Energy & Water Ombudsman's contact details are:

Company Name	Energy & Water Ombudsman WA
Postal Address:	PO Box Z5386 St Georges Terrace Perth WA 6831
Freecall:	1800 754 004* *Calls made from mobile phones will be charged at the applicable rate
Phone:	08 9220 7588
Fax:	08 9220 7599
Freefax:	1800 611 279
TIS:	Translating and Interpreting Service Ph: 131 450
TTY:	National Relay Service Ph: 133 677
Email:	energyandwater@ombudsman.wa.gov.au
Website:	www.energyandwater.ombudsman.wa.gov.au
Opening Hours:	8.30am to 4.30pm Monday to Friday

8 Approval and review

Our policy was approved by the Economic Regulation Authority of WA.

We will review our policy at least every five years to ensure it remains up-to-date and relevant.

9 Our contact details

You can contact us at:

Company Name	Shire of Dowerin
Street Address:	13 Cottrell Street Dowerin WA 6461
Postal Address:	PO Box 111 Dowerin WA 6461
Phone:	08 9631 1202
Email:	dowshire@dowerin.wa.gov.au
Website:	www.dowerin.wa.gov.au
Opening Hours:	8.30am to 4.00pm Monday to Friday



Code of Conduct

February 2021

Model Code of Conduct

Division 1 — Preliminary provisions

1. Citation

This is the Shire of Dowerin *Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code:

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

4. Personal integrity

(1) A council member, committee member or candidate should:

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should:

- (a) act in accordance with the trust placed in council members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. Relationship with others

(1) A council member, committee member or candidate should:

- (a) treat others with respect, courtesy and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

6. Accountability

A council member or committee member should:

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 – Behaviour

7. Overview of Division

This Division sets out:

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

- (1) A council member, committee member or candidate:
 - (a) must ensure that their use of social media and other forms of communication complies with this code; and
 - (b) must only publish material that is factually correct.
- (2) A council member or committee member:
 - (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
 - (b) must comply with all policies, procedures and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate:

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate:

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and

- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made:
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may:
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following:
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of:
 - (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that:
 - (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either:
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be:
 - (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. *Under Section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
2. *A minor breach is dealt with by a Standards Panel under Section 5.110 of the Act.*

16. Overview of Division

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause:

electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

resources of a local government includes:

 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office:
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes Section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

- (1) In this clause:

local government employee means a person:

 - (a) employed by a local government under Section 5.36(1) of the Act; or
 - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not:
 - (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
 - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
 - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means:
 - (a) make a statement that a local government employee is incompetent or dishonest; or
 - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

- (1) In this clause:

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under Section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member:
 - (a) derived from a confidential document; or
 - (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information:
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause:

Interest:

 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest:
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in Section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know:
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then:
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if:
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.



CEO Standards

March 2021

Model Standards for CEO Recruitment, Performance and Termination

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Dowerin *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

applicant means a person who submits an application to the local government for the position of CEO;

contract of employment means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

contractual performance criteria means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

job description form means the job description form for the position of CEO approved by the local government under clause 5(2);

local government means the *[insert name of local government]*;

selection criteria means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

selection panel means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

(1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.

(2) This Division does not apply —

(a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or

(b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

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

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - (a) a summary of the selection panel's assessment of each applicant; and

- (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
 - (a) clause 5 does not apply to the new recruitment and selection process; and
 - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the ***negotiated contract***) containing terms different to the proposed terms approved by the local government under clause 11(b).

- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —
commencement day means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
 - (a) upon the expiry of the contract of employment of the person (the **incumbent CEO**) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
 - and
 - (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
 - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
 - (b) notifying the CEO of any allegations against the CEO; and
 - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (d) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the **performance issues**) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and

- (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.



Integrated Planning and Reporting Quarterly Monitoring Review January 2021

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Introduction

This four-year Corporate Business Plan 2018-2022 aligns with the strategic initiatives identified in the Strategic Community Plan 2018-2028, reflecting our commitment to fulfilling the community's vision, goals and aspirations.

Some of the actions in the Plan are a continuation of previous initiatives. Others are newly identified after the review of the Strategic Community Plan in 2017.

All our actions are responsibly resourced, with revenue streams, expenditure, staff and time requirements accounted for in our Long Term Financial Plan, Asset Management Plan and Workforce Plan.

Our Integrated Planning and Reporting Framework

The Integrated Planning Framework introduced by the Department of Local Government provided the focus for the development of our strategic planning framework.

The goal of the framework is to integrate and align Council's strategies, plans and programs with identified community objectives, ensuring transparency and accountability through engagement and reporting processes.

Strategic Community Plan

The Strategic Community Plan is the primary forward planning document reflecting the vision, values, aspirations and objectives of the community. The Strategic Community Plan is a roadmap for the future and is designed to guide the Shire of Dowerin.

While some of the objectives are beyond the scope of Council, the Shire of Dowerin is committed to advocate, inform, partner with and share the responsibility for the achievement of these objectives. A major review of the Strategic Community Plan will take place in 2022 to ensure it remains relevant.

Corporate Business Plan

The Corporate Business Plan details the programs and services Council will undertake over a 4-year period to achieve the objectives of the Strategic Community Plan. The Corporate Business Plan is a fixed term document providing direction and a road map for Council to achieve the strategies identified in the Strategic Community Plan. It is an internal business planning document identifying key priorities for the next 4 years.

Under the guidelines, it is essential that the Corporate Business Plan is for a minimum of 4 years.

Informing Strategies

The Shire of Dowerin's informing strategies outline the delivery of the commitments identified in the Corporate Business Plan. The key informing strategies include:

Long Term Financial Plan

This 10-year rolling plan will assist the Shire to set priorities in accordance with its financial resources, through the allowance of key assumption-based analysis. This allows the organisation to make decisions in a financially sustainable manner.

Asset Management Plan

This plan provides guidance on service provision and whole of life cycle asset management to support the Shire's financial sustainability and key service levels.

Workforce Plan

The plan identifies the workforce requirements and strategies for current and future operations, ensuring the needs and limitations to support the delivery of the Corporate Business Plan are met.

Monitoring and Review

Monitoring and regular review of the plans is undertaken to ensure actions are met and achievements can be measured and evaluated.

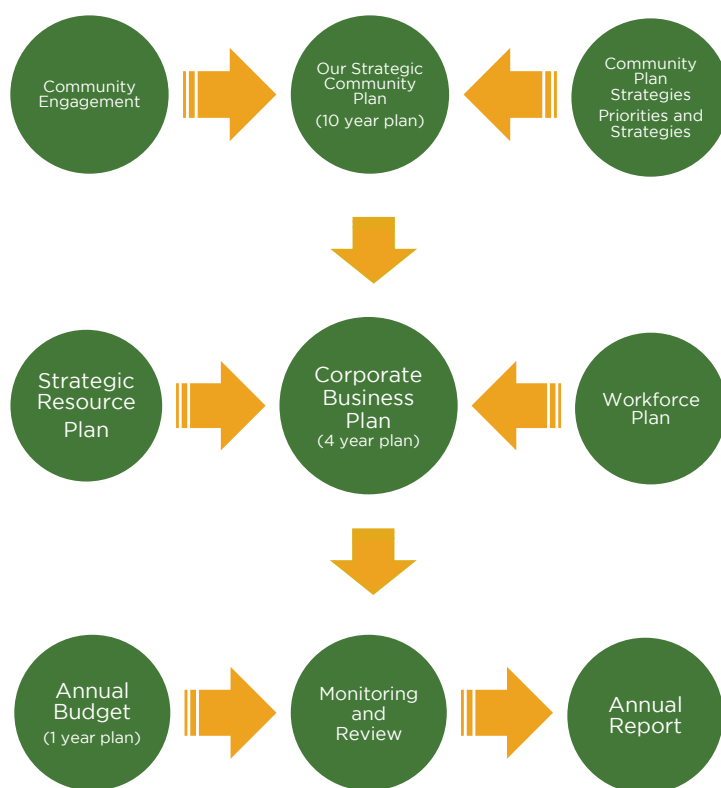
Annual Budget

Driven by the Corporate Business Plan, the Annual Budget is a detailed short-term financial statement for the following financial year and reflects all aspects of the Corporate Business Plan actions and operations for the year. The Annual Budget sets out how the resources will be allocated over the twelve-month period.

Annual Report

The Annual Report, produced at the end of every financial year, is a report of our achievements during the previous twelve-month period beginning 1 July and ending 30 June. It contains an overview of the Strategic Community Plan and the Corporate Business Plan and information about the actions, achievements and budget performance.

The diagram below depicts the components that make up the Shire of Dowerin's Integrated Planning and Reporting Framework. It shows the integration between the plans and the influences of the informing strategies. The intent of the Integrated Planning and Reporting Framework is to ensure the priorities and services provided by the Shire of Dowerin are aligned with our community needs and aspirations. The informing strategies consider available resources to deliver the best possible outcomes for the community.



Measuring Our Achievements and Progress

The Corporate Business Plan is reviewed annually, in conjunction with the annual budget deliberation process, with quarterly reporting on operational progress, ensuring the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor the progress of initiatives to deliver on the strategic aspirations detailed in the Strategic Community Plan. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments. Reporting to Council and the community on the performance and achievement of the Corporate Business Plan will be provided through quarterly reports and the Annual Report.

Definitions

For each Key Action to be completed, the Corporate Business Plan indicates in the following pages in which year (over the next four years) completion is expected to occur. In some cases, the Key Action is an ongoing one which is to be actioned every year. The following symbols indicate this information:

- To Be Completed
- ↻ Ongoing
- ✓ Completed
- In Progress
- ✕ Not Commenced
- Scheduled
- Ω Project on Hold

Our Actions Linked to the Strategic Community Plan 2018-2028

Theme	Our Lifestyle					
Objective	A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations.					
Outcome 1						
More people, particularly young people and families, live and stay in Dowerin						
No	Strategy	Priority		Our Role		
C1	Actively promote Dowerin as a vibrant, family friendly community with quality and diverse amenities and services	1		Facilitate		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C1.1	Continue to support the Dowerin Home Care Service	🔄	🔄	🔄	🔄	🔄
C1.2	Develop and implement an annual Community Development Plan	➤	➤	➤	🔄	🔄
C1.3	Develop and implement a Dowerin Marketing Plan	➤	➤	➤	➤	➤
Comment: Implementation of Dowerin Marketing Plan progressing (Plan yet to be documented)						
Outcome 2						
Sustainable management through greater collaboration and innovative governance models						
No	Strategy	Priority		Our Role		
C2	Establish a ‘volunteer register’ which documents volunteering capacity and provides a measurable value to volunteering in Dowerin	2		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C2.1	Continue to maintain the Dowerin Home Care Volunteer Register	🔄	🔄	🔄	🔄	🔄
C2.2	Develop and maintain a community volunteer register	➤	➤	➤	➤	➤
Comment: Volunteer register requires reviewing to integrate the Dowerin Home Care Volunteer Register						
No	Strategy	Priority		Our Role		
C3	Investigate best practice in shared governance arrangements for volunteer groups to support a more sustainable volunteer base	2		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021

C3.1	Facilitate best-practice governance training for community groups	➤	➤	⌚	⌚	⌚
Comment: Shire of Dowerin continues to provide administration support to the Dowerin Business Association						
Outcome 3 A friendly and welcoming community that all residents and visitors participate and have pride in						
No	Strategy	Priority		Our Role		
C4	Targeted engagement of all sectors of the community, recognising cultural diversity	1		Direct Delivery Facilitate		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C4.1	Develop, implement and monitor a Communication and Engagement Framework	✗	✗	✗	✗	➤
Comment: Completion of the Communication and Engagement Framework deferred until June 2021						
No	Strategy	Priority		Our Role		
C5	Provide an annual program of events that incorporates activities and opportunities	1		Direct Delivery Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C5.1	Develop and implement an annual Community Development Plan	➤	➤	➤	➤	➤
Comment: Implementation of the 2020/21 Community Development Plan is in progress						
Outcome 4 Better access to quality and diverse education and training opportunities						
No	Strategy	Priority		Our Role		
C6	Continued support of the educational institutions in Dowerin and, in partnership with the Dowerin Senior High School, identify and integrate senior high school options.	1		Advocate Facilitate		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C6.1	Continued provision of HR and payroll support for Lil' Tigers Early Years Centre	⌚	⌚	⌚	⌚	✓
C6.2	Continued provision of a facility to support Lil' Tigers Early Years Centre	⌚	⌚	⌚	⌚	⌚
C6.3	Support agencies and community groups to implement youth initiatives	⌚	⌚	Ω	⌚	⌚
C6.4	Support agencies, businesses and community organisations to advocate for increased educational services	□	□	□	□	□

Comment:
Provision of HR and payroll support for Lil' Tigers ceased due to transition to REED; Youth Skate Workshop scheduled for April 2021; Youth Leadership Event scheduled for May 2021

No	Strategy	Priority		Our Role		
C7	Collaborate with the Community Resource Centre to deliver training and development opportunities aligned to community needs and advocate for local businesses to support apprenticeships and further educational opportunities	1 & 2		Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C7.1	Investigate opportunities and partnership to develop a community traineeship program	x	U	U	U	U

Comment:
Discussions with Directions regarding trainee programs are progressing

Outcome 5
Services provision meets the varying needs of different sectors of the Dowerin community

No	Strategy	Priority		Our Role		
C8	Create an 'Aged Friendly Community Plan' identifying infrastructure and service delivery requirements and continue to support the Dowerin Home Care service as a priority	4		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C8.1	Develop and implement an 'Aged Friendly Community Plan'	□	□	□	□	□
C8.2	Continue to support the Dowerin Home Care Service	U	U	U	U	U

Comment:
Development and implementation of the Aged Friendly Community Plan is scheduled for 2020/21

No	Strategy	Priority		Our Role		
C9	Support the Dowerin District High School Youth Leadership Group to provide youth led and informed social and development opportunities and experiences for young people	1 & 5		Direct Delivery Facilitate Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
C9.1	Develop and implement a Strategic Youth Plan	x	x	x	U	➤

Comment:

Youth engagement series completed; identified outcomes in draft Strategic Youth Plan

Theme	Our Infrastructure					
Objective	Our infrastructure will drive economic and population growth, be a key enabler to the digital economy and support reliable, efficient service delivery.					
Outcome 1						
Infrastructure is fit for purpose, responsibly managed and maintained						
No	Strategy	Priority		Our Role		
I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
I1.1	Facility and Spaces audit and review completed	x	x	x	➤	➤
I1.2	Develop a Facility and Spaces Plan and implement identified strategies	x	x	x	x	x
I1.3	Develop and implement a Streetscaping Plan	➤	➤	➤	➤	➤
Comment: Preliminaries for the Facility and Spaces Audit progressing; Implementation of Streetscaping Plan progressing						
No	Strategy	Priority		Our Role		
I2	Develop a comprehensive asset management plan that prioritises assets and details a replacement and management schedule, that aligns to community needs	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
I2.1	Prepare a comprehensive Property Portfolio of Council's owned assets that includes 10-year replacement and management schedules	➤	➤	➤	➤	➤
I2.2	Review the Asset Management Plan	➤	➤	➤	➤	➤
Comment: The review of the Asset Management Plan is scheduled for April 2021						
Outcome 2						
Housing meets existing community need and facilities in-migration of families and workers						
No	Strategy	Priority		Our Role		
I3	Undertake a housing needs analysis to identify specific housing requirements and opportunities to address gaps in the market	1		Direct Delivery		

No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
I3.1	Complete a Housing Needs Analysis	□	□	□	□	□
Comment: Housing Needs Analysis scheduled for 2021/22						
No	Strategy	Priority		Our Role		
I4	Investigate and implement appropriate housing investment models for Dowerin	4		Direct Delivery Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
I4.1	Implement the Avon Well Housing Project	Ω	Ω	Ω	Ω	Ω
I4.2	Identify a sustainable housing model to improve the quality of housing in Dowerin	□	□	□	□	□
Comment: Council made the decision to put the Avon Well Housing Project on hold during the 2019/20 Budget deliberations due to budget restraints and the current lack of demand for independent living units; Key Action I4.2 is scheduled for 2021/22						

Theme	Our Economy					
Objective	A strong and growing local economy supported by new industry development aligned to identified economic opportunity					
Outcome 1						
Available, well-marketed and appropriately provisioned commercial and industrial land entices new business establishment						
No	Strategy	Priority		Our Role		
E1	Develop a Sub-Regional Industrial Land Prospectus to attract new business	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
E1.1	Develop a business and industry investment prospectus	x	x	x	➤	➤
E1.2	Develop and implement a Dowerin Marketing Plan	x	➤	➤	➤	➤
Comment: Industry audit completed; Development of a business and industry investment prospectus preliminaries in place; Implementation of Dowerin Marketing Plan commenced (Plan yet to be documented)						

Outcome 2 Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes						
No	Strategy	Priority		Our Role		
E2	Undertake a tourism asset and opportunity review to clearly identify target markets, tourism trends and opportunities for Dowerin to better promote offerings; encourage and support local businesses to better cater for visitors and tourists	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
E2.1	Undertake a tourism audit to include attractions, services and signage	➤	➤	➤	✓	
E2.2	Prepare and implement a Strategic Tourism Plan	□	□	□	□	□
Comment: The development of the Strategic Tourism Plan is scheduled for 2020/21						
No	Strategy	Priority		Our Role		
E3	Continued involvement in regional tourism marketing campaigns and targeted marketing of the Dowerin Short Stay Accommodation precinct	1		Direct Delivery Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
E3.1	Continue to be an active member of Pioneers Pathways and Wheatbelt Way and support the development of the products	↻	↻	↻	↻	↻
E3.2	Review the Dowerin Short Stay Accommodation management model and implement identified initiatives and opportunities	✘	➤	➤	➤	➤
E3.3	Develop and implement a Dowerin Short Stay Accommodation marketing plan	➤	➤	➤	➤	➤
E3.4	Develop imagery inventory to enable marketing content	➤	➤	➤	➤	➤
Comment: Review of the Dowerin Short Stay Accommodation management model is progressing; Implementation of Dowerin Short Stay Accommodation is continuous						
No	Strategy	Priority		Our Role		
E4	Maintain the Wheatbelt Rail Heritage precinct as a static display whilst exploring opportunities for the transfer of ownership to private enterprise or a community group	1		Facilitate Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021

E4.1	Establish a Wheatbelt Rail Heritage working group and support identified initiatives to promote the precinct	➤	➤	Ω	➤	➤
E4.2	Facilitate the transfer of ownership of the locomotives and rolling stock	➤	●	✓		
E4.3	Facilitate the transfer of management of the Wheatbelt Rail Heritage Museum to an appropriate entity	✗	➤	➤	Ω	➤

Comment:

The Shire of Dowerin supports two annual events held at the Minnivale Wheatbelt Heritage Rail Discovery Centre; Discussions to transfer management of Wheatbelt Rail Heritage Museum has commenced

Outcome 3

New industry and strengthened existing industry supports economic growth and local employment generation

No	Strategy	Priority		Our Role		
E5	Complete a local economic development and incentivisation plan that focuses on business development and identifies industry opportunities and actions to capitalise on prospects	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
E5.1	Develop and implement a Strategic Economic Plan	□	□	□	□	□

Comment:

Development of the Strategic Economic Plan is scheduled for 2021/22.

No	Strategy	Priority		Our Role		
E6	Local businesses are supported to thrive through continued membership and promotion of the Wheatbelt Business Network; and development of a local business development strategy	1		Advocacy Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
E6.1	Facilitate the re-activation of the Dowerin Business Association	➤	➤	➤	✓	
E6.2	Advocate for increased local participation of the Wheatbelt Business Network	✗	✗	Ω	➤	➤
E6.3	Facilitate the development of business development strategies and support local businesses with the implementation of identified initiatives	□	□	➤	➤	➤

Comment:

The Shire of Dowerin continues the secretarial role of the Dowerin Business Association to support the re-activation of the organisation; When appropriate, engagement with the Wheatbelt Business Network occurs; Facilitation and consultation to identify business development

strategies progressing; Town Teams Dowerin Do-Over regional conference and event in conjunction with NEWROC and WBN scheduled for April 2021

Theme	Our Natural Environment					
Objective	Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management					
Outcome 1						
Increased community education and awareness supports the preservation of Dowerin's natural environment						
No	Strategy	Priority		Our Role		
N1	Work with environmental advocacy groups to deliver targeted education programs that support existing sustainability initiatives and encourages community ownership of recycling program	1		Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N1.1	Facilitate and support the transfer of recycling program management to a community group	➤	➤	➤	➤	➤
N1.2	Support the rollout of the Container Deposit Scheme	➤	➤	➤	➤	➤
N1.3	Support recycling awareness campaigns	✗	✗	✗	✗	✗
Comment: Container Deposit Scheme commenced; A number of community organisations facilitating their own container deposit collections						
No	Strategy	Priority		Our Role		
N2	Investigate opportunities for local level support from an environmental officer specifically exploring the reinstatement of a dedicated NRM Officer and formalise an arrangement with Wheatbelt Natural Resource Management	3		Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N2.1	Explore opportunities to reinstate an NRM Officer in collaboration with neighbouring Shires	□	□	□	□	□
N2.2	Investigate opportunities to formalise an agreement with Wheatbelt Natural Resource Management to advocate for a greater resource allocation for the Shire of Dowerin	□	□	□	□	□
Comment: The above Key Actions are scheduled for 2020/21						

Outcome 2 Sustainable practices are researched and entrenched in areas such as waste management, water management and renewable energy production						
No	Strategy	Priority		Our Role		
N3	Large scale renewable energy production investigated for development potential in collaboration with neighbouring Shires	1		Advocate		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N3.1	Investigate opportunities for renewable energy development	x	x	➤	➤	➤
Comment: Opportunities currently investigated through NEWROC						
No	Strategy	Priority		Our Role		
N4	Develop a long-term plan for waste management that considers infrastructure, site management and resourcing requirements to include the investigation of local processing of recycled materials	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N4.1	Develop and implement a Strategic Waste Management Plan	□	□	□	□	□
Comment: Development of the Strategic Waste Management Plan is scheduled for 2021/22; NEWROC Regional Waste Project progressing						
No	Strategy	Priority		Our Role		
N5	Integrate water management planning with land use planning focusing on; improved water harvesting, storage and use; water quality and salinity management	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N5.1	Develop and implement a Water Management Plan	□	□	□	□	□
Comment: Development of the Water Management Plan is scheduled for 2021/22						
Outcome 3 Sustainable infrastructure design and maintenance minimises environmental impact						
No	Strategy	Priority		Our Role		

N6	Sustainable maintenance of parks, ovals, public spaces and infrastructure through planning for water harvesting, storage and use and renewable energy installations to reduce electricity consumption	1 & 2		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N6.1	Identify and action water use reduction, recovery and re-use initiatives	➤	➤	➤	➤	➤
N6.2	Identify opportunities to initiate renewable energy installations	↻	↻	↻	↻	↻
Comment: Funding secured for Oval Irrigation Project, scheduled to commence in September 2021; Renewable energy opportunities are available, however require investment from Council; Costings of options will be presented to Council during the 2021/22 Budget deliberations						
No	Strategy	Priority		Our Role		
N7	Information packs and referrals to relevant associations for new infrastructure development include specifications for responsibly sourced and energy efficient materials and design features	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
N7.1	Provide appropriate environment friendly products and design information on the Shire of Dowerin's website	✗	✗	✗	✗	✗
Comment: N7.1 not a priority at this stage						

Theme	Our Leaders					
Objective	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to involving community needs					
Outcome 1						
A community that is engaged and involved because of collaborative decision making and transparent communication						
No	Strategy	Priority		Our Role		
L1	Specific volunteer groups and individuals are targeted for involvement in community projects that align to their areas of interest and expertise	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L1.1	Continue to facilitate and support identified project committees and working groups focusing on community priorities	↻	↻	↻	↻	↻

Comment: In the last quarter the Shire of Dowerin has assisted identified community groups and organisations when requested						
No	Strategy	Priority		Our Role		
L2	Communication between the Shire and community is multi-faceted and includes electronic and print media as well as in-person engagement	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L2.1	Develop, implement and monitor a Communication and Engagement Framework	x	x	x	x	➤
Comment: Completion of the Communication and Engagement Framework deferred until June 2021						
Outcome 2 Through effective planning, service delivery meets community needs and assets are managed to optimise life cycle costs						
No	Strategy	Priority		Our Role		
L3	Develop an asset management plan and long-term financial plan consistent with identified community priorities for asset renewal and service delivery	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L3.1	Conduct a comprehensive service delivery review	➤	➤	➤	➤	➤
L3.2	Develop a suite of service delivery plans and strategies	x	x	x	x	x
L3.3	Integrate service delivery strategies into the asset management plan and long-term financial plan	x	x	x	x	x
L3.4	Conduct a facility audit and develop a master plan for future facility usage	x	x	x	➤	➤
Comment: COVID-19 and the 2020/21 capital program has deferred the: <ol style="list-style-type: none"> 1. Advancement of the service delivery reviews; 2. Development of service delivery plans and strategies; and 3. Finalisation of Facility and Spaces Audit and review 						
No	Strategy	Priority		Our Role		
L4	Efficient and proactive service provision and planning that adapts to meet changing community needs as identified through regular community health checks	1		Direct Delivery		

No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L4.1	Monitor and review IPR Suite of Plans	➤	➤	➤	➤	➤
L4.2	Conduct biennial Community Satisfaction Surveys	□	□	□	✓	
Comment: Review of IPR Suite of Plans progressing						
Outcome 3 Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs						
No	Strategy	Priority		Our Role		
L5	Continual review and revision of Council policy, procedures and governance frameworks to ensure responsible, efficient and effective service delivery	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L5.1	Ensure policies, procedures and practice are effective, transparent and aligned with corporate functions and service delivery	↻	↻	↻	↻	↻
L5.2	Monitor and review the Shire of Dowerin's Risk Management Framework and Profiling Tool	↻	↻	↻	↻	↻
L5.3	Continue to provide prudent financial controls and compliance systems	↻	↻	↻	↻	↻
Comment: Quarterly reviews of the Risk Profiling Tool on track; 2007 Policy Manual rescinded						
No	Strategy	Priority		Our Role		
L6	Integrated planning evolves and adapts to meet the changing context for Dowerin	1		Direct Delivery		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L6.1	Review IPR Framework	□	x	□	➤	➤
L6.2	Monitor and review IPR Suite of Plans	➤	➤	➤	➤	➤
Comment: IPR Framework major review progressing						
No	Strategy	Priority		Our Role		

L7	Continue to advocate for and create partnerships that will benefit the Dowerin community through ongoing collaboration with neighbouring Shires and active participation in regional, state and national alliances	1		Direct Delivery Partner		
No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021
L7.1	Continue to progress regional collaboration by participating in North Eastern Regional Organisation of Councils strategies and similar regional partnerships	U	U	U	U	U
L7.2	Work collaboratively with relevant State agencies to plan for future service and infrastructure needs	U	U	U	U	U
Comment: Dowerin commenced as a Council Member of NEWROC effective 1 July 2020						