



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 16 May 2023  
Commencing 4.00pm





## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 16 May 2023 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Budget Workshop
4.00pm	Council Meeting

Rebecca McCall  
Chief Executive Officer  
11 May 2023

### DISCLAIMER

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

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

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

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Shire of Dowerin  
Ordinary Council Meeting  
4.00pm Tuesday 16 May 2023



**1. Official Opening / Obituaries**

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

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr WG Allsopp	
Cr LG Hagboom	
Cr DP Hudson	
Cr NP McMorrان	
Cr JC Sewell	

**Staff**

Ms R McCall	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms L Dreghorn	Executive & Governance Officer

**Members of the Public:**

**Apologies:**

**Approved Leave of Absence:** Cr AJ Metcalf

**3. Public Question Time**

**4. Disclosure of Interest**

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

Financial Interest - Item 12.6 - 61 Jones Street Dowerin - Development Approval (DA) Application - Cr BA Ward.

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**

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

7.1 Ordinary Council Meeting held on 18 April 2023.

**[Attachment 7.1A](#)**

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation - 7.1

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 18 April 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.**

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

- 8.1 Great Eastern Country Zone (GECZ) Committee Meeting held on 17 April 2023  
[Attachment 8.1A](#)
- 8.2 NEWROC Council Meeting held on 27 April 2023  
[Attachment 8.2A](#)
- 8.3 Dowerin Local Emergency Management Committee (LEMC) Meeting held on 8 May 2023  
[Attachment 8.3A](#)

### Voting Requirements

Simple Majority  Absolute Majority

### Officer's Recommendation - 8

**That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the GECZ Committee Meeting held on 17 April 2023, as presented in Attachment 8.1A, Minutes of the NEWROC Council Meeting held on 27 April 2023, as presented in Attachment 8.2A, and the Minutes of the Dowerin LEMC Meeting held on 8 May 2023, as presented in Attachment 8.3A, be received by Council.**

### 9. Recommendations from Committee Meetings for Council Consideration

Nil

### 10. Announcements by the President Without Discussion

**11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES**

**11.1 Financial Activity Statements**

<h1>Corporate and Community Services</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 May 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.1A</b> - April 2023 Financial Activity Statement	

**Purpose of Report**

Executive Decision                       Legislative Requirement

**Summary**

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

**Background**

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

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

**Comment**

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

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

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

Note 1 - Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

#### Note 4 - Other Current Assets

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

#### Note 5 - Payables

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

#### Note 6- Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 - Disposal of Assets

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

#### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 -Borrowings

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

#### Note 10 - Cash Backed Reserves

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

#### Note 11 - Other Current Liabilities

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

#### Note 12 - Operating Grants and Contributions Received

This note provides information on operating grants received.

#### Note 13 - Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

#### Note 14 - Explanation of Material Variances

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

### **Consultation**

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Megan Shirt, Consultant

### **Policy Implications**

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

### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

#### Risk Implications

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

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

#### Financial Implications

Nil

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation - 11.1

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



## 11.2 List of Accounts Paid

# Corporate & Community Services



<b>Date:</b>	8 May 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A</a> - List of Accounts Paid - April 2023

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

Nil

### Comment

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

### Consultation

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

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

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

#### Risk Implications

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

#### Financial Implications

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

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation - 11.2

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

#### List of Accounts Paid - April 2023

EFT 10804 to EFT 10853	\$284,488.29
Direct Debit: Credit Card Payment: March 2023	\$3,764.19
Direct Debit: Synergy	\$17,561.61
Direct Debit: Bank Fees	\$253.90

Direct Debit: Water Corporation	\$8,423.10
Direct Debit: XENEX Systems	\$461.95
Direct Debit: Telstra	\$1,183.82
Direct Debit: Staff Reimbursement	\$215.61
Direct Debit: Wesfarmers Kleenheat Gas	\$201.28
One Off Sundry Payments	\$110.00
PPE Mar 2023 - Wages	\$40,789.46
PPE Mar 2023 - Wages	\$40,312.87
Superannuation	\$5934.89
<b>TOTAL</b>	<b>\$403,700.97</b>

**12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE**

**12.1 Risk Dashboard Quarterly Report - March 2023**

<h2 style="color: #c00000;">Governance &amp; Compliance</h2>		 <p style="font-size: small; margin: 0;">SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>
<b>Date:</b>	20 April 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Compliance/Risk Management/Reporting	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#"><b>Attachment 12.1A</b></a> - Risk Dashboard Quarterly Report - March 2023	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

This Item presents the Risk Dashboard Quarterly Review to Council for endorsement.

**Background**

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

Appropriate governance of risk management within the Shire provides:

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

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

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

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

## Comment

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

The following comments against current actions are noted:

### **Asset Management**

Action: Revaluation of sewerage assets

Comment: Revaluation completed June 2022.

Action: Implement New Fuel Stock Control System

Comment: Completed.

Action: Revaluation of Land & Buildings

Comment: Revaluation completed June 2022.

Action: Review of Long-Term Financial Plan

Comment: Reviewed and adopted by Council.

KPI: Accidents/Damage to Property Result 10 for quarter, improving

### **Business Disruption**

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 2, Improving

KPI: LEM annual exercise 1, improving

### **Compliance**

Action: Review of Long-Term Financial Plan

Comment: Completed and adopted by Council

Action: Review of Information Management System

Comment: Commenced; Expected to be finalised September 2023

Action: End of Financial Audit – Prepare

Comment: Financials Year Ending 2021/22 completed

KPI: Financial Management System Review (Every 3 years)

Comment: Compliant

KPI: CEO Regulation 17 Review (Every 3 years)

Comment: Completed;

KPI: Regulation 53 of Building Regulations 2021 (pool Inspections)

Comment: Inspections completed November 2022

### **Document Control**

Action: Review SharePoint System

Comment: Progressing; Review underway, expected to be finalised by June 2023

KPI: Record Keeping Plan; Compliant

### **Employment Practices**

Action: Review of Staff Induction process

Comment: Review nearly complete

Action: Develop Health & Wellbeing Plan

Comment: Implementing 2023 Plan

Action: Review Workforce Plan

Comment: Review underway, expected to complete June 2023

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

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

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

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

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

### **Engagement Practices**

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Reviewed in conjunction with SharePoint review; currently underway

Action: Review Process for Customer Response Requests

Comment: Reviewed in conjunction with SharePoint review; currently underway

### **Environmental Management**

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan in draft

### **Management of Facilities/Venues/Events**

Action: Develop Event Management Framework

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

Action: Public Buildings Inspected Annually for Compliance

Comment: Inspections completed November.

### **IT and Communication Systems**

Action: Document IT Infrastructure Replacement Program

Comment: Linked with IT Framework & Services

### **Safety and Security Practices**

Action: Assess Shire Building and Facility Safety and Security

Comment: Completed November

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Conduct Annual BCP and LEMC Drills

Comment: LEMC Drill completed June 2022; BCP drill due December 2022

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

### **Consultation**

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

### **Policy Implications**

Policy 2.2 - Risk Management Policy is applicable.

### **Strategic Implications**

### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

### **Asset Management Plan**

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

### **Long Term Financial Plan**

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

#### **Statutory Implications**

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

#### **Risk Implications**

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

#### **Financial Implications**

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

#### **Voting Requirements**

Simple Majority

Absolute Majority

### **Officer's Recommendation - 12.1**

**That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council receives the quarterly Risk Dashboard Quarterly Report - April 2023, as presented in Attachment 12.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.**

**12.2 Integrated Strategic Plan Reporting - Quarterly Monitoring Review - April 2023**

## Governance & Compliance



<b>Date:</b>	8 May 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, CEO
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 12.2A</b> - Integrated Strategic Plan - Quarterly Monitoring Review - April 2023

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2023 to Council for consideration and, if satisfactory, adoption.

### Background

The Shire of Dowerin has embedded an IPR into the “business as usual” of the organisation and have achieved a good standard of practice. This document sets out the key points of the IPR cycle.

A major Strategic Review is undertaken every four years and is aligned with electoral cycles. The Shire of Dowerin’s second major Strategic Review was carried out in 2020/21 with the new year 1 being 2021/22. The major review integrated the Strategic Community Plan and Corporate Business Plan and this form the elements of the IPR Framework.

### Comment

The ISP is reviewed in May each year, in conjunction with the annual budget deliberation process, with reporting on operational progress quarterly, ensuring that the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor success of initiatives to deliver on the strategies and aspirations detailed in the ISP. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments.

Progress reporting is carried out quarterly utilising the traffic light system to identify progress against identified priorities detailed in the ISP. The quarterly report is to be shared via a Council Item and on the Shire website. In addition, results will be formerly communicated to the community annually via the legislated end of year financial year Annual Report.

The Integrated Strategic Plan Quarterly Monitoring Review - April 2023 is presented to Council for its perusal.

In this review a traffic light colour system has been implemented to indicate progress.



Red = not commenced, Amber = In progress and Green = completed.

The quarterly update comment has been updated. Council should refer to this for the up-to-date status.

### Consultation

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 Organisation

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

Outcome: 5.3

Reference: 5.3.1

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Framework
<b>Action (Treatment)</b>	Document Governance Framework
<b>Risk Rating (after treatment)</b>	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 - 12.2**

**That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review - April 2023, as presented in Attachment 12.2A.**

**12.3 Appointment of Acting Chief Executive Officer**

**Governance & Compliance**



<b>Date:</b>	1 May 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, CEO
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

This item is presented to Council to consider either appointing the current Deputy Chief Executive Officer (DCEO) should a Chief Executive Officer (CEO) be appointed through the current recruitment process or appoint an Acting CEO should the current recruitment process not be successful.

**Background**

The Shire is commencing a recruitment process for the replacement of the outgoing CEO. It is likely, due to the departure date of the outgoing CEO and the potential commencement date of the incoming CEO that there will not be a CEO, as such it is imperative for Council to ensure there is an acting CEO during any overlapping period.

**Comment**

The current recruitment process will commence upon ratification from Council at this meeting of the CEO Recruitment Package, Position Description and Total Rewards Package. It is anticipated that the advertising of the position will commence 24 May 2023 with the application submission period ending on 9 June 2023. It is expected, should acceptable candidate applications be received the recruitment process could be finalised no later than the first week in July.

Depending on the outcome of the recruitment process and the required notice period the incoming CEO would need to provide, the commencement date could be anything from four (4) weeks to three (3) months. This would result in a potential commencement date of between July 2023 and September 2023.

With the outgoing CEO's last day being 2 August 2023 (leave until 8 September 2023) and the official employment end date being 8 September 2023, there is a possibility of the CEO position being unoccupied for more than 48 hours.

**Consultation**

Rebecca McCall, Chief Executive Officer  
 Aaron Wooldridge, Deputy Chief Executive Officer  
 Cr Robert Trepp, Shire President

## Policy Implications

Council Policy 2.6 Senior Employees and Acting Chief Executive Officer Policy is relevant to this item, with the following parts of the policy relevant.

### Acting Chief Executive Officer

Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave subject to the following conditions;

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 10 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

## Statutory Implications

Section 5.39 and 5.39C of the *Local Government Act 1995* is relevant.

### 5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*

(1a) *Despite subsection (1) –*

- (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
- (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*

(2) *A contract under this section –*

- (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
- (b) *in every other case, cannot be for a term exceeding 5 years*

(3) *A contract under this section is of no effect unless –*

- (a) *the expiry date is specified in the contract; and*
- (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
- (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*

(4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*

(5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*

(6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*

- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

**5.39C. Policy for temporary employment or appointment of CEO**

- (1) A local government must prepare and adopt\* a policy that sets out the process to be followed by the local government in relation to the following –
  - (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
  - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

\* Absolute majority required.

- (2) A local government may amend\* the policy.

\* Absolute majority required.

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (4) The CEO must publish an up-to-date version of the policy on the local government’s official website.

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

**Asset Management Plan**

Nil

**Long Term Financial Plan**

There will be no impact on the Long-Term Financial Plan as remuneration is factored into the proposed 2023/24 budget.

**Risk Implications**

<b>Risk Profiling Theme</b>	Employment Practices
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Low (4)

<b>Key Controls (in place)</b>	Council Policies
<b>Action (Treatment)</b>	Recruitment and enactment of Council Policies.
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

The cost to engage an Acting CEO can be covered under the existing budget allocation in (GL 2140500) so no additional financial implications.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.3

**That, by Simple Majority, in accordance with Section 5.39 and 5.39C of the *Local Government Act 1995*, Council resolves to:**

- 1. Appoint the Deputy Chief Executive Officer as the Acting Chief Executive Officer for the period of 2 August until 8 September whilst the Chief Executive Officer is on annual leave.**
- 2. Approve the remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the CEO's total reward package.**
- 3. Nominates the Shire President in conjunction with the Deputy Shire President to appointment the Deputy Chief Executive Officer as the Acting Chief Executive Officer should the successful candidate's commencement date be greater than the date of the outgoing CEO official last day, or until such time as a substantive Chief Executive Officer has been recruited and commences employment with the Shire, but not for a period exceeding twelve (12) months, subject to the following:**
  - a. The remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the outgoing CEO's total reward package; and**
  - b. The Acting Chief Executive Officer to have the same use of a Council vehicle as the outgoing Chief Executive Officer.**

**12.4 Lot 53 Jones Street Dowerin – Development Approval (DA) Application**

<h2 style="color: red;">Governance &amp; Compliance</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 May 2023	
<b>Location:</b>	Lot 53 (61) Jones Street, DOWERIN 6461	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Laura Pikoss, Planner HBP Services WA	
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>	
<b>Sharepoint Reference:</b>	N/A	
<b>Disclosure of Interest:</b>	Financial Interest - Cr Ward	
<b>Attachments:</b>	Nil	

**Purpose of Report**

- Executive Decision
  Legislative Requirement

**Summary**

The council is in receipt of a planning application, seeking council approval to establish two dwellings (one ancillary), to provide accommodation for family members on a single lot zoned rural. The zone is permissible for a single house only.

It should be noted that the 'R codes' do not apply to rural zoning, have provisions for an ancillary dwelling on residential zoned lots. Therefore, a planning development application is required to assess the impact permissibility of two single level dwellings on the same lot. The lot size is 21,124m<sup>2</sup> and both dwellings can achieve the setback requirements as stipulated in the scheme.

The Shire of Dowerin Local Planning Scheme No 2 does not have any provisions for an ancillary dwelling as most neighboring shires. It has been assessed that the two dwellings do not create any impact on the surrounding neighbours or impact the zone objectives. The development supports the current strategic community plan.

*As the specific use is not mentioned in the Zoning table, it is deemed to be excluded from general terms described any other use: As stipulated in section 3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may - (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*

It is recommended that Council grant Planning Approval for the placement of a single house and Ancillary dwelling.

**Background**

The site is a vacant rural lot that currently has two machinery sheds located on the lot. The the Shire of Dowerin Local Planning Scheme No 2 does not have any provisions for an ancillary dwelling as outlined in the R-codes that apply in the residential zones. It would be appropriate for landowners to have the same ability to have a secondary or ancillary dwelling located on a single lot.

## Description of Proposal

The development proposal consists of two dwellings, the first dwelling is to be located on the front of the block, with an approximate size of 121m<sup>2</sup>, the second dwelling of approximately 185m<sup>2</sup>. The total lot size is 21,142m<sup>2</sup>.

The development is located Lot 53 (61) Jones Street, DOWERIN 6461, and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

As the proposed development does not impact the street scape or rural amenity, it complies with the objectives set by the zoning.



Figure 1 Site Plan



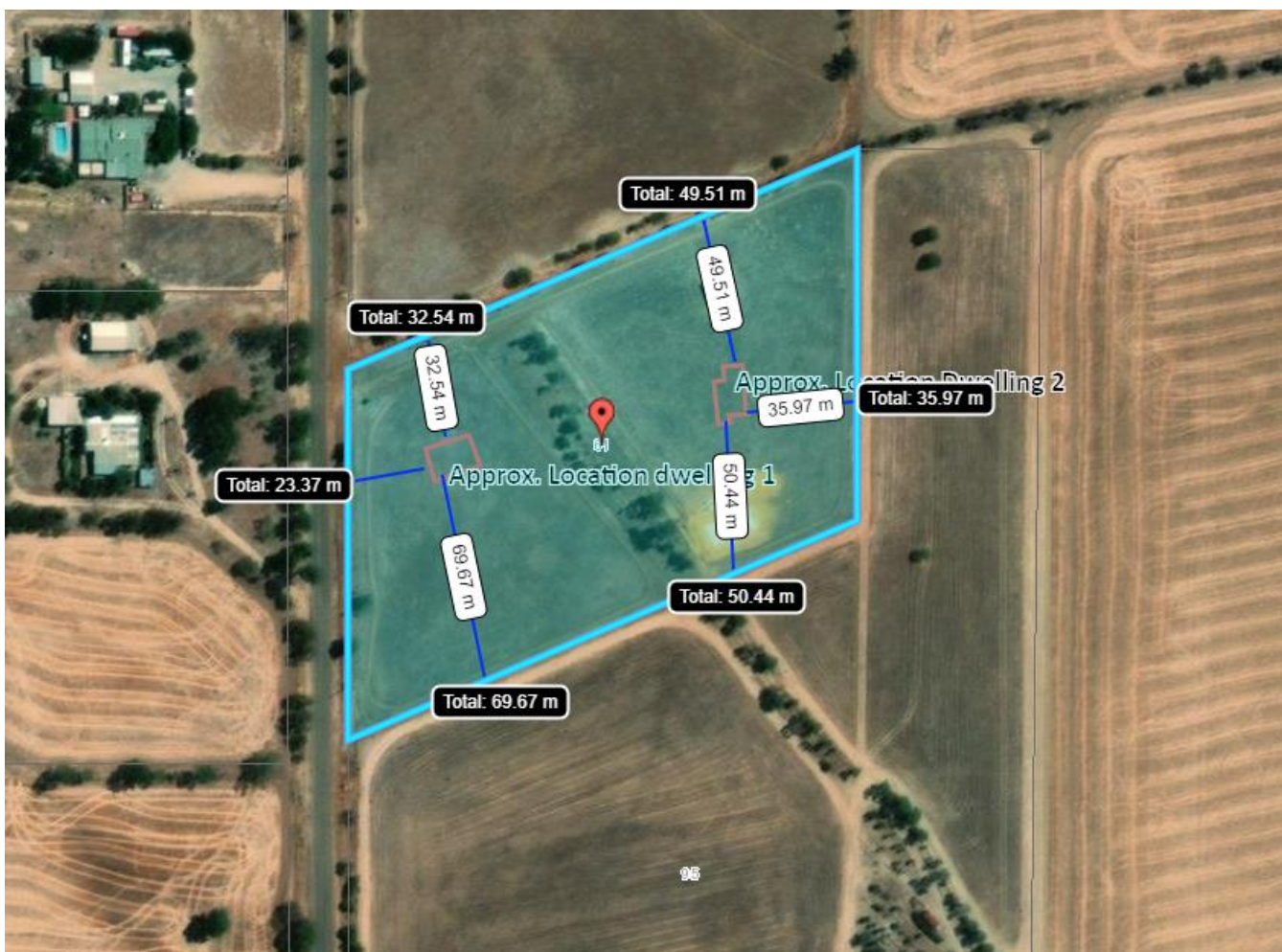


Figure 2: Approx distances from street front

### Site and Location

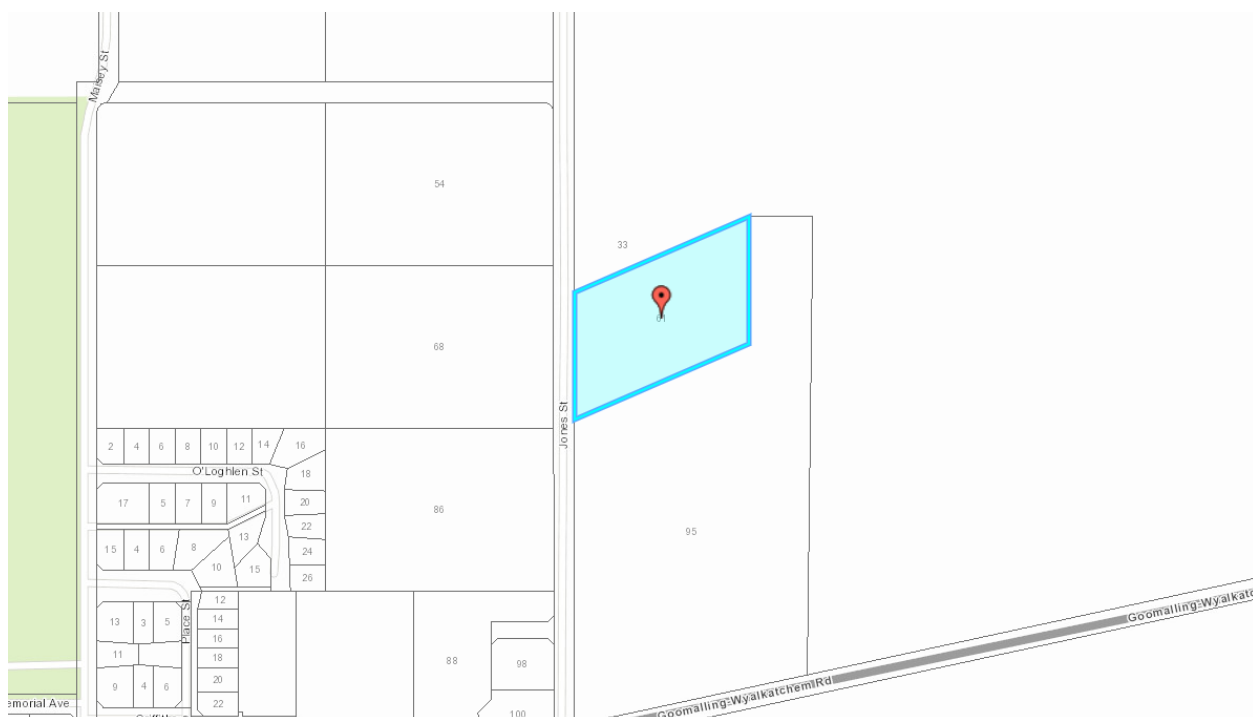


Figure 3 Subject Site

There are no specific setback distances prescribed in the Shire of Dowerin Local Planning Scheme No 2 Scheme, however section 4.10 states the following:

RURAL ZONE Notwithstanding the right to develop a single house on an existing lot, residential development in the 'Rural' Zone shall comply with the specific requirements of the Local government, however these shall not be lesser than those specified for the Residential Design Code 'R2'.

- The minimum primary street setback required is 20m.
- Secondary & rear minimum 10 m

Both dwellings can achieve the 20m setback from primary street front.

Dwelling 1: The proposed dwelling is a 3 bedroom and 2-bathroom dwelling with a total floor area of 121m<sup>2</sup>. The development design conforms to the R code requirements and is sympathetic to the existing environment.



Dwelling 2 (Ancillary): The proposed dwelling is a 4 bedroom by 2-bathroom dwelling with a floor area of 185m<sup>2</sup> the development design conforms to the R code requirements and is sympathetic to the existing environment. The Ancillary dwelling meets the design principles outlined in the R code.



**Consultation**

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

**Policy Implications**

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

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.1

Reference: 5.1.1

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.3

Reference: 3.3.1

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

As to the planning framework a ‘Single house and Ancillary dwelling’ is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

<b>Shire of Dowerin Local Planning Scheme (LPS) No.2</b> <i>(Statutory instrument)</i>	
Current Zoning	<i>Rural</i>
Permissibility (Table 1 – Zoning Table)	<p><i>Table 1 – Zoning Table of LPS 2 qualifies a single house as ‘P’ use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme. However, the scheme is silent on secondary/ ancillary dwellings and the R codes do not apply in full in rural zone.</i></p> <p><i>Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use:</i></p> <p><i>As stipulated in section 3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning</i></p>

	<i>Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may - (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;</i>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <li><i>• To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li> <li><i>• To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li> <li><i>• To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li> <li><i>• To prevent any development that may affect the viability of a holding.</i></li> <li><i>• To encourage small scale, low impact tourist accommodation in rural locations.</i></li> <li><i>• To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i></li> </ul>
Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <p><i>Single house to have setbacks in accordance with Residential Design Code 'R2'.</i></p> <ul style="list-style-type: none"> <li><i>• The minimum primary street setback required is 20m.</i></li> <li><i>• Secondary &amp; rear minimum 10 m</i></li> </ul>
<b>Planning and Development (Local Planning Scheme) Regulations 2015</b> <i>(Statutory instrument)</i>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<b>State Planning Policy 3.7 - Planning in Bushfire Prone Areas</b> <i>(Statutory instrument - tied to Planning Regulations)</i>	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>

<p>6.2 Strategic planning proposals, subdivision and development applications</p>	<p>Section 6.2 of SPP 3.7 a) states:</p> <p>a) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</p> <p>b) Any strategic planning proposal, subdivision or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</p> <p>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</p>
<p><b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b>                  (Guidance document - tied to SPP 3.7)</p>	
<p>5. Exemptions</p>	<p>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</p> <ul style="list-style-type: none"> <li>• result in the intensification of development (or land use);</li> <li>• result in an increase of residents or employees;</li> <li>• involve the occupation of employees on site for any considerable amount of time; or</li> <li>• result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</li> </ul>

**Comment**

As the specific use is not mentioned in the Zoning table, it is deemed to be excluded from general terms described for any other use:

As stipulated in section 3.4.2, *If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -*

- a) *determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*

It is recommended that Council grant Planning Approval for the placement of a single house and Ancillary dwelling.

**Risk Implications**

<p><b>Risk Profiling Theme</b></p>	<p>Engagement Practices</p>
<p><b>Risk Category</b></p>	<p>Reputation (Social/Community)</p>
<p><b>Risk Description</b></p>	<p>Unsubstantiated, localised low impact on community trust, low profile or no media item</p>
<p><b>Consequence Rating</b></p>	<p>Minor (2)</p>

<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Town Planning Scheme
<b>Action (Treatment)</b>	Development Approval Application Procedures
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.4

**That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, approves the Development Application as received on 1 May 2023, subject to the following conditions:**

#### CONDITIONS

- 1. Storm water to be contained within the lot.**
- 2. Installation of a 6-metre-wide crossover is to be established from the road surface to the front boundary of the property.**

#### ADVICE NOTES

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

**a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.**


**b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**

**c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.**

**d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).**

**13. OFFICER'S REPORTS - ASSET AND WORKS**

**13.1 Regional Road Group (RRG) 5 Year Plan - Proposed Amendment**

<h2 style="color: red;">Asset &amp; Works</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	8 May 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 13.1A</a> - RRG 5 Year Amended Plan	

**Purpose of Report**

- Executive Decision                       Legislative Requirement

**Summary**

This Item presents the Regional Road Group (RRG) 5 Year Plan - Proposed Amendment to the Council for consideration and, if satisfactory, adoption.

**Background**

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Road Program for the region.

The RRG's are comprised of elected representatives from each Local Government within the road group. Most groups are supported by a sub-group or technical committee comprised of Local Government staff. Administrative support is provided by Main Roads WA. RRGs importantly provide Local Government with a voice on how the State Government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefit and preserve and improve the public road network across Western Australia.

A RRG is responsible for:

- assessing road-funding submissions from its member local governments;
- the annual distribution of funds to local government roads; and
- monitoring and reporting on the effectiveness of applying funds to local government roads in its regions.

A RRG may establish a Regional Road Sub-Group to:

- assist to identify road funding priorities;
- consider local road issues to inform decision making by the RRG; and
- provide advice to the RRG.

Local Governments (via RRG) work collaboratively to review their local road network to produce an agreed strategic approach to allocate limited funding across the extensive local road network in WA.

Road Project Grants are to be used for specific projects that are assessed and prioritised by the Regional Road Groups in accordance with the State Road Funds to Local Government Procedures and the Roads 2030 Regional Strategies for Significant Local Government Roads. Funding is on a 2/3 State and 1/3 Local Government basis. Allocations are based on a five-year program.

### Comment

The Wheatbelt North Regional Road Group Kellerberrin Sub-Group have recently released surplus funding of \$128,406 including council contribution to be allocated to a new or existing project for the 2023/24 financial year.

It is the Asset and Works Coordinator's recommendation that the Shire of Dowerin utilize this surplus to repair pavement failure on the Koombekine North Road between SLK 1.10-1.90, which would be an extension of the current project scope, including the total reconstruction of Koombekine North Road between SLK 4.45 - 6.62.

The projected costing of this inclusion has exceeded available funds to complete the current project scope, so it is recommended that we reduce our planned two-coat seal to a single coat seal with the final seal proposed for the following year. The Regional Road Group Technical Committee will grant approvals without MCA scoring for final coat seal on previous years road construction projects.

It has been noted that the Shire of Dowerin has an appetite to proceed in this method of road construction moving forward. The purpose of this practice is to reconstruct a larger distance of road with the final seal applied the following year.

For example, instead of undertaking the reconstruction of two sections of road at an estimated 2kms, the reconstruction of 3-4 kms would prove to be more efficient. This method of construction will mean that if a failure is experienced, repairs can be performed before the final coat is applied.

The impact of this proposed reconstruction method will result in the deferment of the planned reconstruction of Dowerin Meckering Road SLK 17.57-18.45 for the 2024/25 year.

The Asset and Works Coordinator is currently working with a consultant from Stabilisation Technology to review the Regional Road Group 5-year plan to best prioritise road construction and pavement designs for this program moving forward.

### Consultation

Rebecca McCall, Chief Executive Officer  
Aaron Wooldridge, Deputy Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Allison Hunt, Main Roads WA  
Siva Thillainath, Stabilisation Technology

### Policy Implications

Shire of Dowerin Road Strategy 2021

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation  
Objective: We are recognised as a transparent, well governed, and effectively managed Local Government  
Outcome: 5.3  
Reference: 5.3.1



Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.1

**Asset Management Plan**

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

**Long Term Financial Plan**

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

**Statutory Implications**

The *Local Government Act 1995*

**Risk Implications**

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Project Time
<b>Risk Description</b>	\$50,001 - \$200,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (5)
<b>Key Controls (in place)</b>	RRG 5 Year Plan AMP and LTFP
<b>Action (Treatment)</b>	Regional Road Sub-Group Meetings
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

The additional RRG program for 2023/24 value is \$701,988, the breakdown is as follows:

Council Contribution	\$233,996
RRG Contribution	\$467,992

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation**

**That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council adopts the Regional Road Group 5 Year Amended Plan, as presented in Attachment 13.1A.**

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

**15. Elected Members' Motions**

**16. Matters Behind Closed Doors**

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

**Confidential Attachment 16.1A** – Draft Employment Contract

16.2 **Confidential Item 16.2** – Appointment of Chief Executive Officer (CEO) Recruitment Consultant.

In accordance with Section 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation – 16.**

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

The matter of the Confidential Items – Chief Executive Officer (CEO) Recruitment and Appointment of CEO Recruitment Consultant will be discussed, and a resolution made.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation – 16.**

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

The President will read aloud the Council Resolution made Behind Closed Doors. This will be reported in the Minutes.

**17. Closure**



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

UNCOMPLETED

# MINUTES

## Ordinary Council Meeting

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

ABN: 35 939 977 194

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

 [www.dowerin.wa.gov.au](http://www.dowerin.wa.gov.au)



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<b>13.</b>	<b>Officer's Reports - Works and Assets</b>
<b>14.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
<b>15.</b>	<b>Elected Members' Motions</b>
<b>16.</b>	<b>Matters Behind Closed Doors</b>
16.1	<a href="#">Tender T2023-01 - Determination of Tender Submissions</a>
16.2	<a href="#">Tender T2023-02 - Determination of Tender Submissions</a>
<b>17.</b>	<b>Closure</b>

Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 18 April 2023



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 4.05pm.

**2. Record of Attendance / Apologies / Leave of Absence**

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr W Allsopp	
Cr DP Hudson	
Cr NP McMorran	
Cr JC Sewell	

**Staff:**

Ms R McCall	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms L Dreghorn	Executive and Governance Officer

**Members of the Public:**

Nil

**Apologies:**

Cr AJ Metcalf

**Approved Leave of Absence:**

Cr LG Hagboom

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Applications for Leave of Absence**

Nil

**6. Petitions and Presentations**

Nil

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

7.1 Special Council Meeting held on 7 March 2023.

[Attachment 7.1A](#)

7.2 Ordinary Council Meeting held on 21 March 2023.

[Attachment 7.2A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Moved:** Cr Allsopp

**Seconded:** Cr McMorran

**0758** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Special Council Meeting held 7 March 2023, as presented in Attachment 7.1A, and the Minutes of the Ordinary Council Meeting held 21 March 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

**CARRIED 6/0**

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

8.1 Bush Fire Advisory Committee Meeting held on 5 April 2023

[Attachment 8.1A](#)

### Voting Requirements



Simple Majority



Absolute Majority

## Councillor's Recommendation/Resolution - 8

**Moved:** Cr Ward

**Seconded:** Cr Sewell

**0759** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Bush Fire Advisory Committee Meeting held on 5 April 2023, as presented in Attachment 8.1A, be received by Council.

**CARRIED 6/0**

## 9. Recommendations from Committee Meetings for Council Consideration

9.1 Bush Fire Advisory Committee Recommendation(s)

### 9.1 Bush Fire Advisory Committee Meeting held on 5 April 2023

#### 9.1.1 Election of Office Bearers

Refer Bush Fire Advisory Committee Meeting Minutes dated 5 April 2023

[Attachment 9.1.1A](#)

### Voting Requirements



Simple Majority



Absolute Majority

## Councillor's Recommendation/Resolution - 9.1.1

**Moved:** Cr Sewell

**Seconded:** Cr McMorran

**0760** That, in accordance with the Bush Fire Advisory Committee's Terms of Reference, the Bush Fire Advisory Committee recommends to Council that it accepts the nominations received for consideration as Office Bearers, as presented in Attachment 9.1.1A.

**CARRIED 6/0**

#### 9.1.2 Fire Break Order 2023/2024

Refer Bush Fire Advisory Committee Meeting Minutes dated 5 April 2023

[Attachment 9.1.2A](#)

### Voting Requirements

Simple Majority

Absolute Majority

### Councillor's Recommendation/Resolution - 9.1.2

**Moved:** Cr Sewell

**Seconded:** Cr Allsopp

- 0761** That the Dowerin Bushfire Advisory Committee recommends to Council that the Firebreak Order for 2023/24 be adopted, with the dates for the Prohibited Burning Period commencing on 5 November to 15 February and the Restricted Burning Period commencing on 20 October to 4 November and 14 February to 14 April and remove the conditions for the Easter period, as presented in Attachment 9.1.2A.

**CARRIED 6/0**

### 9.1.3 Minimum Brigade Member Training Requirements

Refer Bush Fire Advisory Committee Meeting Minutes dated 5 April 2023

**Attachment 9.1.3A** - Letter from DFES Commissioner

**Attachment 9.1.3B** - Shire of Dowerin Proposed Fire Brigade Framework

### Voting Requirements

Simple Majority

Absolute Majority

### Councillor's Recommendation/Resolution - 9.1.3

**Moved:** Cr Hudson

**Seconded:** Cr Sewell

- 0762** That, by Simple Majority, in accordance with Division 1, Section 35A(d) of the *Bush Fires Act 1954*, the Bush Fire Advisory Committee recommends to Council that it adopts the minimum Brigade Member Training Requirements:

- |                                    |   |
|------------------------------------|---|
| 1. Itinerant Workers               | Rural Fire Awareness  |
| 2. Farmer Response Brigade Members | Bushfire Safety Awareness<br>Respiratory Protective Equipment |
| 3. Brigade Members                 | Bushfire Safety Awareness<br>Fire Fighting Skills             |

**CARRIED 6/0**


### 10. Announcements by the President Without Discussion

A letter was received from CBH Group thanking the Shire of Dowerin for the provision of the Emergency Storage for 2022/23 season.

Shadow Assistant Minister for Competition, Charities and Treasury, Mr Dean Smith - Regional Banking Services Enquiry. Submissions will be accepted regarding the closure of regional banks. CEO to write a submission on behalf of Council.

## 11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

### 11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 April 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A</a> - March 2023 Financial Activity Statement	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 - Statement of Financial Activity

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

#### Note 2 - Cash and Financial Assets

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

#### Note 3 - Receivables



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

#### Note 4 – Other Current Assets

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

#### Note 5 – Payables

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

#### Note 6- Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 – Disposal of Assets

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

#### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 – Borrowings

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

#### Note 10 – Cash Backed Reserves

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

#### Note 11 – Other Current Liabilities

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

#### Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

#### Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

#### Note 14 – Explanation of Material Variances

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

### **Consultation**

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

### **Policy Implications**

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

### **Strategic Implications**

#### **Strategic Community Plan**

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

#### **Asset Management Plan**

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

Council is required to adopt monthly statements of financial activity to comply with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*.

#### Risk Implications

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

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

#### Financial Implications

Nil

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution - 11.1

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0763**

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

**CARRIED 6/0**

## 11.2 List of Accounts Paid

# Corporate & Community Services



<b>Date:</b>	11 April 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.2A</b> - List of Accounts Paid - March 2023

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

Nil

### Comment

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

### Consultation

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

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

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

**Financial Implications**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 11.2**

**Moved:** Cr Trepp

**Seconded:** Cr Allsopp

**0764** That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid - March 2023	
EFT 10715 to EFT 10803	\$1,201,582.71
Direct Debit: Credit Card Payment: January 2023	\$1,587.73
Direct Debit: Credit Card Payment: February 2023	\$2,896.77
Direct Debit: Synergy	\$4,536.16
Direct Debit: Bank Fees	\$560.43

Direct Debit: Water Corporation	\$17,852.93
Direct Debit: Puma Energy	\$1,245.08
Direct Debit: Telstra	\$580.50
Direct Debit: Payroll Deduction	\$50.00
PPE Mar 2023 - Wages	\$42,448.82
PPE Mar 2023 - Wages	\$48,334.27
PPE Mar 2023 - Wages	\$44,545.47
Superannuation	\$6,163.79
Superannuation	\$6,116.11
Superannuation	\$6,140.05
<b>TOTAL</b>	<b>\$1,384,640.82</b>

**CARRIED 6/0**

UNCONFIRMED

### 11.3 Sale of Land for Unpaid Rates in Excess of Three Years

## Corporate & Community Services



<b>Date:</b>	11 April 2023
<b>Location:</b>	Various
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Sheldon Cox, Rates and Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
<b>Sharepoint Reference:</b>	Organisation/Rates & Valuations/Debt Recovery
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.3A</b> - Outstanding Rates Debts

#### 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

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

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

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

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

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

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

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

#### Comment

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

The Officer's Recommendation is to list the four assessments for sale and/or seizure in recovering the outstanding rates debt. If this option is not accepted, the debt will remain outstanding and further increasing in debt year on year and will need to be included 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.

#### Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Rates Consultant

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services - AMPAC Debt Recovery

Association of Rates Officers

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

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

#### Risk Implications

##### Risk Profiling Theme

Failure to fulfil statutory regulations or compliance requirements

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

### Financial Implications

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

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.3

**Moved:** Cr Ward

**Seconded:** Cr Allsopp

**0765**

**That, by Simple Majority, in accordance with Part 6 Division 6 and Schedule 6.3 of the *Local Government Act 1995*, Council:**

**1. Authorises the Chief Executive Officer to undertake the necessary actions to commence the sale of the following properties:**

- a. A451 - total of \$26,264.05;
- b. A503 - total of \$7,305.35;
- c. A224 - total of \$690.08; and
- d. A229 - total of \$437.49

**Inclusive of issuing Property Seizure and Sale Orders, purchasing property valuations, AMPAC fees and advertising costs; and**

**2. Utilises funds under GL: RATES - Debt Collection Expenses to cover the cost of enacting the above.**

**CARRIED 6/0**



**11.4 340 Hindmarsh Back Road, Dowerin - Application for the Keeping of Six Dogs**

**Corporate & Community Services**



<b>Date:</b>	4 April 2023
<b>Location:</b>	340 Hindmarsh Back Road, Dowerin
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer
<b>Legislation:</b>	<i>Dog Act 1976</i> ; Shire of Dowerin Dogs Local Law 2008
<b>Sharepoint Reference:</b>	Compliance/Ranger/Animal Registrations
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.4A</b> - Ranger's Report

**Purpose of Report**

- Executive Decision       Legislative Requirement

**Summary**

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

**Background**

An application has been received to keep six dogs at 340 Hindmarsh Back Road, 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 1 and 8 years of age.

**Consultation**

Irene Ryan - Rural Ranger Services

**Policy Implications**

Nil

**Statutory Implications**

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

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

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

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution - 11.4

**Moved:** Cr Hudson

**Seconded:** Cr McMorran

**0766** That, in accordance with Section 26(3) of the *Dog Act 1976*, Council approves the application to house six dogs at 340 Hindmarsh Back Road, Dowerin with the following conditions:

1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviours and / or wandering;
2. The exemption applies only to the 6 dogs stated on the application. Once any of the dogs are deceased, sold or otherwise disposed of, the exemption ceases to have effect;
3. The exemption will cease to have effect on the date of any conviction for an offence relating to the *Dog Act 1976* in respect of any of the dogs, or any person in charge of those dogs;

4. **The subject property must be kept clear of all animal excreta using proper disposal methods;**
5. **Adequate cover and protection are always to be available to the dogs;**
6. **The dogs are to be adequately confined in accordance with Section 3.1 of the Shires Dog Local Law; and**
7. **Access to the property is to be given to a Shire Officer for an annual inspection, or more regularly if the Shire so determines. Each inspection will be charged in accordance with the adopted Schedule of Fees and Charges.**

**CARRIED 6/0**

UNCONFIRMED

**11.5 Sustainability of the Dowerin Community Resource Centre**

## Corporate & Community Services



<b>Date:</b>	12 April 2023
<b>Location:</b>	Dowerin Community Resource Centre, Stewart Street Dowerin
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Rebecca McCall, Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Community Development/Community Services/DCRC
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.5A</b> - Dowerin Community Resource Centre Merger

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

For Council to consider the proposal to combine the services delivered by the Dowerin Community Resource Centre (DCRC) under the management of the Shire of Dowerin (the Shire) and to provide support for the on-going sustainability and delivery of community services.

### Background

The Western Australian Community Resource Network (WACRN) is comprised of over 100 rural, remote, and regional Community Resource Centres (CRCs). The centres are not-for-profit organisations that are independently owned and operated by their local community.

Locally owned and operated, CRCs provide a wide array of information and community-based services to local people, businesses, and visitors of regional Western Australia. CRCs are committed to developing regional communities and connecting the people of Western Australia. They provide training and education programs, access to business facilities, and information on community events and government services.

In 1998, the Dowerin Telecentre was established to provide additional services for the residents of Dowerin in addition to services provided by the Shire of Dowerin.

In 1999, the Telecentre was operating in the building purchased by the Shire of Dowerin where they exist today.

In 2009/10, the CRC network was established under a new funding program and agreement. At this time the Shire of Dowerin and DCRC entered a Memorandum of Understanding (MOU) with the library services to be provided by the DCRC on behalf of the Shire. This later extended to include the provision of visitor services.

In 2013, the DCRC signed its first contract under the new funding agreement. The agreement outlined a range of services the CRC provides to the community of Dowerin, including services established under the MOU between DCRC and Shire of Dowerin. In 2017, the 2nd contract was approved under the same terms and recently resigned in 2022 for a further 5 years to expire in 2027. It is anticipated in 2027 the Department of Primary Industries and Regional Development (DPIRD) will continue with a new contract.

The services the DCRC provides are essential to the community and it allows for businesses, residents and visitors to access a safe and welcoming environment. Deliverable objectives include:

- Access to state government and community information services;

- Activities and initiatives that improve skills and capacity to foster economic growth in the local community; and
- Activities and initiatives to create or improve community connectiveness and capacity

These services range from (but not limited to):

- Government Services (Centrelink)
- Bendigo Bank Agency
- Community Events
- Senior Citizens Activities
- Book Club
- Better Beginnings – Story Time for young children
- Library
- 1. Community Information
- 2. Visitor Services
- 3. Despatch fortnightly newsletter
- 4. Equipment and meeting room hire
- 5. Administration (photocopying, scanning, printing, faxing, binding etc)
- Internet Access both via PC's and iPad
- Photography printing

In the recent year, the Bendigo Bank services has closed as part of Bendigo's regional structure changes.

The DCRC Board, at its meeting in September 2022, met and discussed the future of the DCRC and had decided not to continue the services under its current arrangement as a not-for-profit business. This is due to the lack of engagement within the board members and governance issues uncovered.

The DCRC Board approached the Council as an option for the Council to continue these services to the community as they have deemed the services are still essential to the community.

In August 2021, the DCRC commissioned the Wheatbelt Business Network (WBN) to report on future Governance options to ensure the service remained sustainable and available in Dowerin. Six different governance options were presented, being:

- Option 1: Current model
- Option 2: Retain incorporation with administration support from the Shire
- Option 3: Incorporation dissolves and Shire of Dowerin holds DPRID contract
- Option 4: Incorporation dissolves and CRC closes
- Option 5: Incorporation dissolves and existing NFP in Dowerin received CRC assets and tenders for DPRID contract
- Option 6: Cluster of CRC's

Following consideration of the options presented, the DCRC agreed that option 3 Incorporation Dissolved and the Shire holds the DPIRD contract, was the preferred option and approached the Shire accordingly.

#### Comment

Currently, two of the services DCRC undertakes on behalf of the Shire (Library and Visitor Centre), make up 50% of the total services delivered per week. The library services are currently part funded by the State Library of WA to the Shire.

In accordance with the Shire's priorities of the Integrated Strategic Plan, it is imperative the alignment of the business case to the Integrated Strategic Plan is considered. The sustainability of the CRC will ensure the continuing services for the community is a priority as listed in the above Integrated Strategic Plan.

The key benefits of the merger will ensure a better management of the DCRC and the improvement to the governance structure. There will be no increase in additional resources needed because of the merger, however, if the merger was not to take place, the two services the Shire is responsible for will still need to be resourced in-house.

As part of the Shire's community development program that is currently operated in-house and the role of the Community Development Officer, these will be a key link in addition to the current structure of the DCRC. This will mean an improved synergy of systems and processes that will come from the transition.

Several rural Shires have assumed management of the local CRC due to the difficulty in maintaining appropriately skilled board members for the CRC and the synergies between the services provided. Having the Shire manage the CRC and report monthly to Council, has proved to be a much simpler process for many Shires including; Yilgarn, Mukinbudin, Corrigin, Brookton, Narembeen, Kulin, Toodyay, Wandering, Westonia and Wongan-Ballidu.

### Consultation

Aaron Wooldridge, DCEO  
Dowerin Community Resource Centre Board and Staff  
Community Information Sheet and Survey  
Community Forum - 1 December 2022  
Council Workshop - 15 November 2022, 20 December 2022 & 11 April 2023  
Department of Primary Industries and Regional Development  
150 Squared  
Shire of Toodyay and Westonia

### Policy Implications

Shire of Dowerin Risk Management Framework.

### Statutory Implications

The proposal will be bound by the *Local Government Act 1995* and associated regulations. If the Shire of Dowerin takes on the management of the DCRC, a contract variation will need to be entered into with Department of Primary Industries and Regional Development to name the Shire of Dowerin as the legal entity responsible for the terms of the funding contract.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Community

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

Outcome: 1.1 - 1.2 - 1.3 - 1.4

Reference: 1.1.1, 1.1.2, 1.1.3, 1.2.2, 1.3.3, 1.4.1

Community Priority: Our Economy

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

Outcome: 2.2

Reference: 2.2.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Community Priority: Our Organisation

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

Outcome: 5.1

Reference: 5.1.1

### Asset Management Plan

The CRC operates from a Shire owned facility; therefore, lifecycle operational and capital costs are accommodated within the AMP. The proposed merger will result in the Shire acquiring IT and furniture assets. These assets will need to be valued to determine lifecycle costs.

### Long Term Financial Plan

The CRC operates from a Shire owned facility; therefore, lifecycle operational and capital costs are accommodated within the LTFFP. The proposed merger will result in the Shire acquiring IT and furniture assets. Operational and capital costs to maintain the assets will need to be determined and factored into the LTFFP.

### Workforce Plan

The proposal would require the existing CRC staff to transition to Shire employment operating within the Community and Corporate Services department. CRC Staff will be employed under the Local Government Officers' (WA) Interim, Award 2011. No additional FTE will be required to deliver the CRC and community services.

The current workforce structure of the CRC consists of:

Position	Hours Per Week	FTE
CRC Centre Manager	20 Hours	0.5263
CRC Project Officer	20 Hours	0.5263
CRC Service Officer	15 Hours	0.3947

It is proposed to retain the initial workforce structure whilst implementing the transition with the intent to review the structure alongside the Shire's Community Development Officer position. It is envisaged there will be efficiencies identified through rationalisation.

### Risk Implications

<b>Risk Profiling Theme</b>	Business & Community Disruption
<b>Risk Category</b>	Interruption to Service
<b>Risk Description</b>	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Proposed Business Case - CRC Merger
<b>Action (Treatment)</b>	Change Management Plan
<b>Risk Rating (after treatment)</b>	Adequate

<b>Risk Profiling Theme</b>	Project/Change Management
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<b>Risk Category</b>	Project Time
<b>Risk Description</b>	Exceeds deadline by 25% or project timeline
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	Proposed Business Case - CRC Merger
<b>Action (Treatment)</b>	Change Management Plan
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

This proposal will result in the Shire of Dowerin accepting the financial responsibilities of the DCRC to include operational and capital costs. In anticipation of the Shire of Dowerin becoming the legal entity operating the DCRC and transfer of the funding contracts with the Department of Primary Industries and Regional Development.

The below table summaries the cost benefit expected from the merger. The analysis is based on the current CRC workforce structure and has not considered potential rationalisation.

QUANTITATIVE ANALYSIS	2024	2025	2026	2027	2028	TOTAL
<b>BENEFITS</b>						
REVENUE	\$ 137,069.60	\$ 140,704.50	\$ 144,470.26	\$ 148,371.59	\$ 152,413.37	\$ 723,029.32
COST SAVINGS	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 154,700.00
COST AVOIDANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BENEFITS</b>	<b>\$ 168,009.60</b>	<b>\$ 171,644.50</b>	<b>\$ 175,410.26</b>	<b>\$ 179,311.59</b>	<b>\$ 183,353.37</b>	<b>\$ 877,729.32</b>
<b>COSTS</b>						
NON-RECURRING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECURRING	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
<b>TOTAL COSTS</b>	<b>\$ 156,800.00</b>	<b>\$ 159,800.00</b>	<b>\$ 163,800.00</b>	<b>\$ 166,800.00</b>	<b>\$ 170,800.00</b>	<b>\$ 818,000.00</b>
<b>NET BENEFIT OR (COST)</b>	<b>\$ 11,209.60</b>	<b>\$ 11,844.50</b>	<b>\$ 11,610.26</b>	<b>\$ 12,511.59</b>	<b>\$ 12,553.37</b>	<b>\$ 59,729.32</b>

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 11.5

**Moved:** Cr Allsopp

**Seconded:** Cr Hudson

**0767**

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

1. **Agrees that the Shire of Dowerin will be responsible for the management of the Dowerin Community Resource Centre.**
2. **Agrees that the Shire of Dowerin will apply to become the legal entity operating the Dowerin Community Resource Centre and requests the CEO to negotiate the transfer of funding contracts with the relevant bodies.**
3. **Requests the CEO to:**



- (a) Work with the Dowerin Community Resource Centre Board and Staff to implement Council's decision.**
- (b) Include in the 2023/2024 Budget financial implications of this decision as part of the budget process.**
- (c) Monitor and review the service to determine appropriate service delivery levels.**
- (d) Present a Service Delivery Plan to Council in March 2024 for consideration.**

**CARRIED 6/0**

UNCONFIRMED

## 11.6 Adoption of 2023/24 Schedule of Fees and Charges

# Corporate & Community Services



<b>Date:</b>	12 April 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Organisation/Financial Management/2023-24 Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.6A</b> - 2023/24 Schedule of Fees and Charges

### Purpose of Report

Executive Decision  Legislative Requirement

### Summary

This Item presents the proposed 2023/24 Schedule of Fees and Charges for implementation from 1 July 2023 to Council for consideration and, if satisfactory, adoption.

### Background

The 2023/2024 Schedule of Fees and Charges are presented to Council prior to the adoption of the 2023/2024 budget deliberations to allow for the Fees and Charges to become effective as at 1 July 2023.

### Comment

The proposed Schedule of Fees and Charges for the 2023/24 financial year are included in the Attachment. The attachment also details the previous years' fees and charges for comparison purposes.

In reviewing the 2023/24 Schedule of Fees and Charges, the following procedures and processes have been taken into consideration:

1. Input has been sought from all Management and key budget owners;
2. Comparisons against similar Shires for similar activities; and
3. Statutory charges are determined by the Federal and State Governments.

A comprehensive review of the Schedule of Fees and Charges has identified a number of business functions that the Shire did not previously have a fee or charge for. This has been corrected in the 2023/24 Schedule of Fees and Charges.

### Consultation

Council Budget Workshop 21 March 2023

Council Budget Workshop 11 April 2023

Management

Departmental Budget Owners

## Policy Implications

Nil

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

Sections 6.16 and 6.19 of the *Local Government Act 1995* are applicable and states:

### **“6.16. Imposition of fees and charges**

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

(2) *A fee or charge may be imposed for the following –*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be –*

- (a) imposed\* during a financial year; and*
- (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.*

### **6.19. Local government to give notice of fees and charges**

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of –*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed”*

## Risk Implications

### Risk Profiling Theme

Failure to fulfil statutory regulations or compliance requirements

<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Income will be generated through the charging of the 2023/24 Schedule of Fees and Charges.

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution - 11.6**


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

**0768** That, by Absolute Majority, in accordance with Sections 6.16 and 6.19 of the *Local Government Act 1995*, Council adopts the 2023/24 Schedule of Fees and Charges, as presented in Attachment 11.6A, for the 2023/24 financial year to become effective from 1 July 2023 and that local public notice of these Fees and Charges be given.

**CARRIED BY ABSOLUTE MAJORITY 6/0**

## 12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

### 12.1 GROH Lease Renewal - 18 O'Lughlen Street

<h1>Governance &amp; Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 April 2023	
<b>Location:</b>	18 O'Lughlen Street, Dowerin	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Legal Services/ Agreements/ Tenancy Agreement	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 12.1A</b> - GROH Letter of Offer	

#### Purpose of Report

Executive Decision  Legislative Requirement

#### Summary

This item presents the Letter of Offer from Government Regional Officer's Housing (GROH) to Council, and if satisfactory, adoption.

#### Background

In 2020, Council leased 18 O'Lughlen Street, Dowerin to GROH for three years with a one-year option at \$390.00 per week rent. This lease expired on 7 April 2023.

GROH have advised the Shire that they would like to renew the lease for three years with a one-year option.

#### Comment

Due to the request from GROH being different to the current lease as they have requested for a three-year lease with a one-year option. Council is required to draw up a new lease agreement.

Council may wish to review the pricing structure of the lease agreement. Over the three-year period there has been no weekly rent increase. GROH have offered an increase from \$390.00 to \$420.00 representing an annual increase of approximately 7.5%.

#### Consultation

Rebecca McCall, Chief Executive Officer  
Kim Doble, Leasing Officer, GROH

#### Policy Implications

Nil

#### Statutory Implications

*Local Government Act 1995* Section 3.58 (1) (3)

### 3.58. Disposing of property

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

*and*
  - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.3

Community Priority: Our Infrastructure

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

Outcome: 3.3

Reference: 3.3.1

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

#### Risk Implications

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Almost Certain (5)

<b>Risk Matrix Rating</b>	Extreme (25)
<b>Key Controls (in place)</b>	
<b>Action (Treatment)</b>	
<b>Risk Rating (after treatment)</b>	Adequate

#### Financial Implications

Council has budgeted to receive rental income for this property in the 2022/23 Budget.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation/Resolution - 12.1

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0769** That, by Simple Majority, in accordance with Section 3.58 of the *Local Government Act 1995*, Council approves to:

1. Renew the lease for 18 O'Loughlen Street Dowerin to Government Regional Officer's Housing for a three-year period with a one-year option at a weekly rent of \$420.00;
2. The lease is to commence immediately after the current residential tenancy agreement expires;
3. Carries out maintenance as per terms and conditions set out in the residential tenancy agreement;
4. Approves to give local public notice of the proposed disposition in accordance to Section 3.58 of the *Local Government Act 1995*; and
5. Delegates Authority to the CEO to execute lease agreement between the Shire of Dowerin and the Government Regional Officer's Housing.

CARRIED 6/0

**13. OFFICER'S REPORTS - WORKS AND ASSETS**

Nil

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

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

**16.1 Confidential Item - T2023-01 - Determination of Tender Submissions**

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

**16.2 Confidential Item - T2023-02 - Determination of Tender Submissions**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Trepp

**Seconded:** Cr McMorran

**0770 That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.**

**CARRIED 6/0**

5.09pm - Council went Behind Closed Doors.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0773 That, in accordance with Sections 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.**

**CARRIED 6/0**

5.26pm - Council came out from Behind Closed Doors.

**Voting Requirements**



Simple Majority



Absolute Majority

**16.1 Confidential Item - T2023-01 - Determination of Tender Submissions**



### Officer's Recommendation/Resolution - 16.1

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0771** That, by Simple Majority, in accordance with Regulation 18(4) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Accepts the Tender submitted by Holberton Earthmoving for Tender T2023-01 - Maintenance Grading Road Works in the amount as per Confidential Attachment 16.1A as the most advantageous tender to form a Contract; and
2. In accordance with Regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.

CARRIED 6/0

### 16.2 Confidential Item - T2023-02 - Determination of Tender Submissions

#### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution 16.2

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0772** That, by Simple Majority, in accordance with Regulation 18(4) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Accepts the Tender submitted by Fulton Hogan for Tender T2023-02 - Supply of Bituminous Seal Works in the amount as per Confidential Attachment 16.2A as the most advantageous tender to form a Contract; and
2. In accordance with Regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.

CARRIED 6/0

### 17. Closure

The President thanked those in attendance and declared the meeting closed at 5.27pm.

# **Great Eastern Country Zone**

## **Minutes**

**Monday, 17 April 2023**

**Commenced at 9.41am**

### **Shire of Merredin**

Merredin Regional Community & Leisure Centre  
Bates Street, Merredin Western Australia 6415

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## 1. Opening and Welcome

The Chair declared the meeting open at 9.41am

### 1.1 Acknowledgement of Country

The Great Eastern Country Zone of WALGA acknowledges the Traditional Custodians of this land, and pays our respects to their Elders past, present and future.

Noted

### 1.3 Announcements

## 2. Attendance

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Deputy President Cr Anthony Cook
<b>Shire of Cunderdin</b>	Mr Stuart Hobley, Chief Executive Officer, non-voting
<b>Shire of Dowerin</b>	Ms Rebecca McCall, Chief Executive Officer, non-voting
<b>Shire of Kondinin</b>	Mr David Burton, Chief Executive Officer, non-voting
<b>Shire of Koorda</b>	Mr Darren Simmons, Chief Executive Officer, non-voting
<b>Shire of Merredin</b>	President Cr Mark McKenzie Ms Lisa Clack, Chief Executive Officer, non-voting
<b>Shire of Mount Marshall</b>	President Cr Tony Sachse (Chair) Mr Ben McKay, Chief Executive Officer, non-voting
<b>Shire of Narembeen</b>	President Cr Kellie Mortimore Mr Paul Sheedy, Acting Chief Executive Officer, non-voting
<b>Shire of Nungarin</b>	Deputy President Cr Gary Coumbe Cr Eileen O'Connell, non-voting
<b>Shire of Tammin</b>	President Cr Glenice Batchelor
<b>Shire of Trayning</b>	President Cr Melanie Brown Ms Leanne Parola, Chief Executive Officer, non-voting
<b>Shire of Westonia</b>	President Cr Mark Crees Deputy President Cr Ross Della Bosca Cr Karin Day
<b>Shire of Wyalkatchem</b>	President Cr Quentin Davies (Deputy Chair) Mr Peter Klein, Chief Executive Officer, non-voting



**Shire of Yilgarn**

President Cr Wayne Della Bosca  
Mr Nic Warren, Chief Executive Officer, non-voting

**Guests**

Main Roads WA

Rich Bain, Manager Heavy vehicle Road Network Access  
Mohammad Siddiqui, Regional Manager Wheatbelt

Wheatbelt Development Commission

Susan Hall Acting Chief Executive Officer  
Renee Manning, Principal Regional Development Officer

Water Corporation

Rebecca Bowler, Manager, Customer & Stakeholder

Regional Development Australia WA

Mandy Walker, Director Regional Development

**Members of Parliament**

Hon Mia Davies MLA, Member for Central Wheatbelt

**WALGA**

President Cr Karen Chappel JP, WALGA President  
James McGovern, Manager Governance & Procurement  
Naoimh Donaghy, Governance & Organisational Services Officer

**Apologies**

Shire of Cunderdin,

President Cr Alison Harris

Shire of Bruce Rock,

Mr Darren Mollenoyux, Chief Executive Officer, non-voting

Shire of Cunderdin

Deputy President Cr Tony Smith

Shire of Dowerin

President Cr Robert Trepp

Cr Darrel Hudson

Shire of Kellerberrin

President Cr Scott O' Neill

Deputy President Cr Emily Ryan

Mr Raymond Griffiths, Chief Executive Officer, non-voting

Shire of Kondinin

President Kent Mouritz

Deputy President Cr Beverley Gangell

Shire of Koorda

President Cr Jannah Stratford

Deputy President Cr Buster Cooper

Shire of Merredin

Cr Donna Crook

Shire of Mount Marshall

Deputy President Cr Nick Gillett

Shire of Mukinbudin

President Cr Gary Shadbolt

Deputy President Romina Nicoletti

Mr Dirk Sellenger, Chief Executive Officer, non-voting

Shire of Narembeen

Deputy President Cr Scott Stirrat

Shire of Nungarin

President Cr Pippa de Lacy

Mr Leonard Long, Chief Executive Officer, non-voting

Shire of Tammin

Deputy President Cr Tanya Nicholls

Ms Joanne Soderlund, Chief Executive Officer, non-voting

Shire of Trayning

Deputy President Cr Geoff Waters

Shire of Westonia

Mr Bill Price, Chief Executive Officer, non-voting

Shire of Wyalkatchem

Deputy President Cr Owen Garner

Shire of Yilgarn

Deputy President Cr Bryan Close

Hon Rick Wilson MP, Federal Member for O'Connor

Hon Steve Martin MLC, Liberal Member for the Agricultural Region

Hon Peter Rundle MLA, Member for Roe

Hon Martin Aldridge MLC, Member for Agricultural Region

Hon Shelley Payne MLC, Member for Agricultural Region

Hon Darren West MLC, Member for Agricultural Region  
Hon Sandra Carr MLC, Member for Agricultural Region  
Hon Colin de Grussa MLC, Member for Agricultural Region

Department of Local Government, Sport, & Cultural Industries,  
Samantha Cornthwaite, Regional Manager Wheatbelt  
Cliff Simpson, Regional Road Safety Advisor

### **3 Attachments**

Attachments to the Minutes:

1. Item 5.1 Main Roads presentation
2. Item 11.5 WALGA President's Report
3. Item 7.5 Water Corporation presentation

### **4. Declarations of Interest**

Nil

### **5. Guest Speakers / Deputations**

#### **5.1 Rich Bain, Manager Heavy Vehicle Road Network Access, Main Roads**

Rich Bain, Manager Heavy Vehicle Road Network Access, Main Roads, presented on Heavy Vehicles Services – **Attachment 1**.

**Noted**

#### **5.2 James McGovern, WALGA Manager Governance and Procurement**

James McGovern, Zone Executive Officer, presented on the Local Government Legislation Amendment Bill tabled in Parliament in February 2023.

**Noted**

### **6. Members of Parliament**

*Any Members of State and Federal Government, in attendance will be invited to provide a brief update on matters relevant to the Zone.*

- Hon Mia Davies MLA, Member for Central Wheatbelt
  - Mia provided an update and responded to questions on her portfolios: Aboriginal affairs, electoral affairs, and mines/petroleum
  - The guidelines for the new *Aboriginal Cultural Heritage Act (2021)* were released last week
    - The new Act and Regulations will take effect from 1 July 2023
    - Aboriginal Affairs Minister Dr Tony Buti has made assurances about the consultation process requirements under the Act
  - The WAEC has just released calls for suggestions to boundary changes for the next election in 2025

- Local Government and community groups encouraged to consider submitting suggestions
- There will likely be a significant redistribution with this election, in both the Upper and Lower House, including a risk of reduction of regional seats in the Lower House
  - Suggestions close 1 May
- State budget upcoming in May
- Live export
  - See Item 12.1
- Ports
  - There is an internal review of ports underway by the State Government

#### **11.5 WALGA President's Report**

President Cr Karen Chappel was in attendance for this meeting and spoke to her report (**Attachment 2**)

**That the Great Eastern Country Zone notes the WALGA President's Report.**

**Resolved**

*The meeting broke for morning tea at 11.10am*

*The meeting reconvened at 11.23am*

## 7. Agency Reports

### 7.1 Department of Local Government, Sport, and Cultural Industries (DLGSC)

The Department of Local Government, Sport, and Cultural Industries were an apology for this meeting, however the attached report has been provided to the Zone.

The Department ask that if you have any questions, WALGA will note and send to DLGSC, the response will come back to you through WALGA. For individual queries from members, a list of DLGSC contacts have been provided within the report.

**Noted**

### 7.2 Wheatbelt Development Commission (WDC)

Wheatbelt Development Commission was an apology for this meeting.

**Noted**

### 7.3 Regional Development Australia Wheatbelt (RDAB)

Mandy Walker, Director Regional Development, provided an update to the Zone.

**Noted**

### 7.4 Main Roads Western Australia

Mohammad Siddiqui, Regional Manager Wheatbelt, provided an update to the Zone. **Attachment 3.**

Mohammad addressed queries from Members in regards to inadequate intersections. Mohammad welcomed suggested areas that warrant analysis to be carried out to bring worrisome sections up to spec. He invited Members to contact him directly with concerns.

**Noted**

### 7.5 Water Corporation

Rebecca Bowler, Manager, Customer & Stakeholder, provided an update to the Zone (**Attachment 3**)

**Noted**

## 8. Minutes

### 8.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held on Monday, 13 February 2023

The Minutes of the Great Eastern Country Zone meeting held on Monday, 13 February 2023 were previously circulated to Member Councils.

#### **RECOMMENDATION**

**Moved: President Cr Glenice Batchelor**  
**Seconded: President Cr Wayne Della Bosca**

**That the minutes of the Great Eastern Country Zone meeting held on Monday, 13 February 2023 be confirmed as a true and accurate record of the proceedings.**

**CARRIED**



## **8.2 Business Arising from the Minutes from the Great Eastern Country Zone Meeting held on Monday, 13 February 2023**

### **8.2.1 (Item 13.1) Review of Audit Process by the Office of Auditor General**

#### **Background:**

The conduct of the 2021/2022 audit was raised by the Shire of Yilgarn at the February 2023 meeting and reflected similar commentary and recommendation by the Shire of Tammin in November 2022. The Zone Status Report at Item 11.3 provides an update on actions taken.

#### **Comment:**

The Shire's of Yilgarn, Westonia, Nungarin and Narembeen reiterated frustrations at the process, changing staff within the Auditors office, short periods of time by Auditor staff on site which then was followed by Shire staff spending an enormous amount of time sending missed information to the Auditor. Auditors were noted to be unfamiliar with Local Government processes and displayed an unfamiliarity with what was needed on site again resulting in Shire staff filling the gap of missed information. Members are also frustrated at the timing of the audits to align with Elected Member availability outside of harvesting etc.

Cr Day addressed the word 'comply' used to describe 40 Local Governments who have not complied with auditing guidelines when she believes the number of Local Governments who have not completed their audits is heavily influenced by lack of available Auditors as opposed to a delay on the Local Governments behalf.

#### **ACTION:**

**That Members who wish to make a report, supply a timeline of correspondences and events with the Office of Auditor General to WALGA's Zone Executive Officer James McGovern, and consider responding to the joint Local Government Professionals/WALGA survey.**

### **8.2.2 Mental Health checks for firearm owners**

Cr Glenice Batchelor requested clarity around the requirements for all firearm owners to undergo a mental Health check. Hon Mia Davis advised she will seek further information from the Hon Colin de Grussa who is shadowing the Agriculture portfolio at present.

**Noted**

## **8.3 Minutes of the Great Eastern Country Executive Committee Meeting held on Thursday, 7 April 2023**

The Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday, 2 February 2023 were attached.

#### **RECOMMENDATION**

**Moved: Cr Stephen Strange**

**Seconded: Cr Kellie Mortimore**

**That the Minutes of the Great Eastern Country Zone Executive Committee meeting held on Thursday 7 April 2023 be endorsed.**

**CARRIED**

## **8.4 Business Arising from the Minutes from the Great Eastern Country Zone Executive Meeting held on Thursday 7 April 2023**

Items 8.4.1, 8.4.2 and 8.4.3 relate to proposals and opportunities arising from the Great Eastern Country Conference held on 28 February 2023.

#### 8.4.1 Zone Meeting – Local Government Presentations

A number of WALGA Zones operate on the basis of rotating meetings through all member Local Government locations, with the host Local Government providing attendees with a 5-to-10-minute summary of current activities and strategic initiatives. This approach helps all Zone members gain a greater understanding of what is happening throughout the region. The Great Eastern Country Zone members have a standing agreement to share in-person meetings between Kellerberrin and Merredin and do not have an arrangement for a 'host' Local Government presentation.

The Executive Committee identified that it may take some time to cycle through all 16 Zone Local Governments and proposed an alternative initiative to invite a representative of Voluntary Regional Organisation of Council (VROCs) to provide an update presentation, also on a rotational basis.

#### **ACTION:**

**That Great Eastern Country Zone Members are given the opportunity to present as well as inviting ROCs on a rotational basis to present from a collaborative front.**

#### 8.4.2 Post-meeting Zone Updates

The Zone Conference set out as one of its intentions to provide opportunity for Council Members that do not currently attend regular Zone meetings to hear about regional collaboration and meet with contemporaries from across the region. Keeping non-attending Council Members informed of Zone meeting outcomes and presentations was raised a potential opportunity.

The Executive Committee supported the proposal for the Zone Secretariat to prepare a summary of the outcomes of Zone meetings ('Minutes on a Page') to ensure that those Council Members not in attendance continue to receive information relating to Zone meeting outcomes. WALGA has capacity to directly email individual Council Members for this purpose.

#### **ACTION:**

**That the Zone Executive Officer prepare a 'Minutes on a Page' summary of the outcomes of each Great Eastern Country Zone meeting, for distribution to all Council Members of the 16 Zone Local Governments.**

#### 8.4.3 Great Eastern Country Zone Conference Survey

The Executive Officer developed a Conference survey in consultation with the Zone Executive Committee and issued the finalised survey to all Local Government attendees of the Great Eastern Country Zone Conference held on 23 February. Survey analysis has yet to be concluded at the issue of Agenda, and a summary report will be presented at the meeting.

#### **Noted**

#### **8.4.4 WALGA Annual Convention – Opportunity to Influence Program Content**

The Executive Committee discussed the apparent difficulty that WALGA Zones experience having direct influence in establishing the theme and speakers invited to present at the annual WALGA Local Government Convention. Whilst it is acknowledged that attendees have opportunity to provide feedback via a post-Convention survey, there is no opportunity to provide input at the Convention planning stage. The Executive Committee also discussed the venue of Crown Burswood has limited room availability for additionally speaker opportunities and break out session, compared to the Perth Exhibition and Convention Centre.

The Executive Committee agreed to the action that a future Zone agenda item be developed to raise this issue and to provide State Council with comment in time for the planning of the 2024 WALGA Local Government Convention.

#### **RECOMMENDATION**

**Moved: President Cr Stephen Strange**  
**Seconded: President Cr Glenice Batchelor**

**That a future Zone agenda item be developed to raise this issue and to provide State Council with comment in time for the planning of the 2024 WALGA Local Government Convention.**

**CARRIED**

#### **8.4.5 Memorandum of Understanding - Emergency Management Resource Sharing**

The Great Eastern Country Zone resolved in August 2022 to endorse a Memorandum of Understanding (MoU) for emergency management purposes:

*That the Zone endorse the Memorandum of Understanding for the provision of mutual aid during emergencies and post incident recovery.*

The Zone Executive Officer will arrange to distribute the MoU to each Zone Local Government for signature, and arrange for the collation of a comprehensive schedule of machinery and equipment relevant to this agreement.

#### **Comment:**

The Zone Executive requested the administration to compile a list of all machinery owned by their Local Government.

#### **ACTION:**

**That the Zone Executive Officer arrange to distribute the MoU to each Zone Local Government for signature, and arrange for the collation of a comprehensive schedule of machinery and equipment relevant to this agreement**

#### **8.4.6 Disposal of e-Cigarettes (Vapes)**

A Zone Local Government was recently approached buy a state agency to request the disposal of vaping implements, on the mistaken belief that Local Government has responsibility for the disposal of toxic waste items.

The following information is provided by WALGA's Waste and Environment team to inform all Zone Local Governments on this matter:

*This is the information in our Consistent Communications Collective agenda (which any Local Government can join) – it includes the general advice DOE has provided Schools.*

- *There has been a significant increase in the number of queries Local Government, and consequently WALGA, are receiving regarding appropriate disposal for e-cigarettes ('vapes'). This includes recent [media coverage](#).*
- *The WALGA President has put forward a clear message, through the media, that effective product stewardship is needed for these products.*
- *Government agencies involved include:*
  - *Department of Education (DoE). WALGA met with DoE to discuss vape disposal messaging provided to schools. DoE advised they have provided general advice to schools regarding vape disposal. The advice includes:*
    - \* **Using caution when handling the devices as they can combust and cause burns.**
    - \* **Storing devices in a cool place (for battery safety).**
    - \* **Contacting a suitable waste disposal company that is capable of disposing of lithium batteries and liquid nicotine.**
    - \* **Not placing vapes in General Waste bins.**
    - \* **That it is the responsibility of the individual school to find a suitable waste contractor.**
    - \* *That DoE is continuing to engage with key stakeholders, including WALGA, to investigate options for schools to dispose of vapes.*
  - *Department of Health is the regulatory agency for vapes but seems to have limited resources.*
  - *Department of Water and Environmental Regulation is also receiving queries regarding disposal.*
  - *Federal Department of Climate Change, Energy, the Environment and Water, which is investigating product stewardship options.*
- *WALGA has met with the federal Environment Department to determine what national approach is being taken (noting regulation on vapes may vary between jurisdictions).*
- *There appears to be one company in WA, Perth Chemical Specialists (PCS), who have the relevant licences to recycle/dispose of vapes safely. PCS is a subcontractor of Cleanaway and undertakes the unknown chemical testing for the Household Hazardous Waste Program. WALGA staff met with PCS to discuss options for recycling/recovery of vapes and associated costs.*

*Vapes are another example of a product which has been placed on the market without any consideration regarding the end of life. Embedded lithium batteries that can be found in disposable vapes are likely to present a significant fire risk, as even if the vape has been fully utilised the batteries have been found to retain significant charge.*

**Noted**

## 9. Zone Business

### 9.1 Wheatbelt Interagency Health & Wellbeing Plan

#### **Background**

WA Country Health Service-Wheatbelt contacted the Zone Executive Officer in March of 2023 (**Attachment 5**).

In summary, a working group is being formalised to develop the *Wheatbelt Interagency Health & Wellbeing Plan: Towards 2035 Working Group WAPHA membership*. WA Country Health Service are taking expressions of interest for one Local Government representative from each Zone in the Wheatbelt to sit on the working group.

The Chair seeks feedback from the Members; is there an interest from a Zone perspective and would anyone like to nominate themselves to be on the working group.

#### **Comment:**

Cr Tony Sachs corresponded with Ms Nancy Bineham, Director Strategy, Change & Service Development prior to the meeting. Ms Bineham confirmed should a representative come forward from the Great Eastern Country Zone, the group intends to meet for an hour via MSTEams, once every six weeks.

Cr Bachelor nominated Cr Alison Harris to be the Zone's representative. Cr Harris was not in attendance at the meeting.

#### **RECOMMENDATION**

**Moved: President Cr Glenice Batchelor**

**Seconded: President Cr Kellie Mortimore**

**That Cr Alison Harris be the Great Eastern Country Zone has representation, pending her acceptance.**

**CARRIED**

## 10. Zone Reports

### 10.1 Zone President Report

Zone Chair Cr Tony Sachse

The GECZ Wheatbelt Conference held in Merredin on 28th February 2023 was very attended with a quality line up of speakers on the theme of regional collaboration. Thank you to all the GECZ Local Governments for supporting the conference in such a positive way. Thanks also to WALGA staff for their expertise, guidance and work in assisting us to run the conference in such a professional way. Special thanks to James McGovern and Janine Neugebauer for their help and participation. For those attendees you should have received a short evaluation questionnaire on the conference. Your feedback would be greatly appreciated.

Janine Neugebauer's contract with WALGA has come to an end. We have thanked Janine very much for her excellent contribution to the WALGA GECZ. We all really enjoyed working with her and wish her all the best in the future. We welcome back Naoimh Donaghy to the GECZ as she has recently returned to work with WALGA.

The Executive has been working through the GECZ Strategic Priorities. At the last meeting a discussion took place on adding waste management to the priorities in the future.

It is hoped that the Hon. John Carey MLA, Minister for Housing; Local Government will be able to attend the GECZ during 2023 with particular reference to the Government Regional Officer Housing (GROW) strategies. Also invited is the Hon. Amber-Jade Sanderson MLA, Minister for Health; Mental Health Government regarding Hospitals, Aged Care and the future of the Nurse Practitioner Services. Rich Bain, Manager Heavy Vehicle Road Network Access, Main Roads, presented to the WALGA Transport and Roads Forum in March 2023. Rich has accepted an informal invitation to present on Heavy Vehicles Services to the GECZ in 2023.

Other discussions have taken place on ROC and/or Council presentations at Zone meetings. Also, for the Zone to provide a summary of the meeting outcomes to help Council Members who were unable to attend receive information.

Finally, there have been some very significant rainfall events over recent weeks and although patchy, these events have been well received by the agricultural community.

## **RECOMMENDATION**

Moved: Cr Quentin Davies

Seconded: President Cr Wayne Della Bosca

**That the Zone President's Report be received.**

**CARRIED**

### **10.2 Local Government Agricultural Freight Group (LGAFG)**

Zone Chair Cr Tony Sachse

The LGAFG meeting last met on 13th July 2022. A meeting in 2023 has so far not been scheduled. There is nothing else to report.

**Noted**

### **10.3 Wheatbelt District Emergency Management Committee (DEMC)**

Zone Chair Cr Tony Sachse

The last Wheatbelt DEMC met in Northam on 20th October, 2022. The unconfirmed minutes of this meeting have already been distributed. The next meeting has been rescheduled to Wednesday, 17th May 2023. In alignment with the Wheatbelt DEMC strategy, to encourage partnerships and engagement across Local Government boundaries and between agencies, the Wheatbelt DEMC are holding a number of EM Days in the Wheatbelt in 2023.

The Wheatbelt Operational Area Support Group (OASG)/ISG is now only meeting as needed. There have not been any meetings over recent months.

The Wheatbelt Human Services Managers Forum last met on 4th April, 2023. The minutes are not yet available. The meeting included an Introduction by Sue Chapman (Senior Project Officer –

Wheatbelt District Leadership Group). This was an opportunity to outline the provision of support to the Wheatbelt DLG and Priority Area Working Groups (PAWG's)

There was also a Collective Impact Presentation by Jo Drayton on the Country Football Wellbeing Program (CFWP) partnership between Holyoake, WA Country Football Commission, Healthways, and the Mental Health Commission. The project is conducting a pilot over three leagues, and is quite visionary using sport as a medium to build wellbeing in this area.

Other areas of discussion included Family & Domestic Violence, Employment Transition & Pathways and Education Engagement and Retention. There was also the Identification of key project/s that demonstrate that organisations/agencies are working within the Collective Impact Framework and potential supports/resources for consideration of approval by the Wheatbelt DLG. Working parties on Mental Health and Aging were also updated. Local Government Representation has been requested on the Aging Well Priority Area Working Group. As I am the current Wheatbelt HSMF LG representative, this working group now becomes part of that representation/responsibility. An attachment of the Priority Area/Working Group/Aging Well In The Wheatbelt Summary is attached to this report (**Attachment 6**). It is suggested that a separate delegate from the GECZ be considered for the Wheatbelt HSMF as it is separate from the Wheatbelt DEMC delegation. The representation really grew out of the OASG during the COVID-19 State of Emergency.

## **RECOMMENDATION**

**Moved: President Cr Quentin Davies**

**Seconded: Deputy President Cr Gary Coumbe**

**That the Great Southern District Emergency Management Committee Report be received.**

**CARRIED**

### **10.4 Regional Health Advocacy Group**

Cr Alison Harris was an apology for the meeting.

**Noted**

### **10.5 WALGA RoadWise**

Cliff Simpson, Regional Road Safety Advisor was an apology for this meeting.

**Noted**

## **11. Western Australian Local Government Association (WALGA) Business**

### **11.1 2023 Local Government Honours Program**

The annual Local Government Honours Program affords significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Local Government officers to their respective Councils, the WA Local Government sector, and the wider community.

Nominations for the 2023 Honours Program are open now.

There are six awards in the 2023 Program:

1. Local Government Medal
2. Life Membership
3. Eminent Service Award
4. Merit Award
5. Local Government Distinguished Officer Award
6. Young Achievers Award

Nominations will close at **5:00pm on Friday, 9 June** and the awards will be presented as part of the WALGA Annual General Meeting held on Monday, 18 September.

For more information or to submit a nomination, visit the WALGA website or contact Kathy Robertson, Executive Officer Governance, on 9213 2036 or via email at [honours@walga.asn.au](mailto:honours@walga.asn.au).

#### **Noted**

### **11.2 State Councillor Report**

Cr Stephen Strange

Cr Stephen Strange gave a verbal report.

#### **RECOMMENDATION**

**Moved: President Cr Stephen Strange**

Seconded: President Cr Quentin Davies

**That the State Councillor Report be received.**

**CARRIED**



### 11.3 WALGA Status Report

By James McGovern, Executive Officer

## COMPLETE ZONE STATUS REPORT April 2023

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	1 March 2023 State Council Agenda Item 7.1 <b>Proposed Advocacy Position on Constitutional Recognition of Aboriginal and Torres Strait Islander People</b>	That the Great Eastern Country Zone does not believe that WALGA should actively participate in the National Referendum on a Voice to Parliament.	State Council Resolution  That WALGA: 1. Supports respectful conversations about constitutional recognition of Aboriginal and Torres Strait Islanders and the Voice to Parliament. 2. Requests that the Commonwealth Government ensure that Local Governments and communities are kept informed on the proposal.  COMPLETE	April 2023	Nicole Matthews Executive Manager Policy nmatthews@walga.asn.au 9213 2039
Great Eastern C	13 February 2023 Zone Agenda Item 13.1 <b>Review of Audit Process by the Office of Auditor General</b>	That the Great Eastern Country Zone supports a comprehensive review, prioritised, and led by WALGA, of the audit process managed by the Office of the Auditor General.	A number of Local Governments have raised concerns with the OAG audit performance for 2021/22 either formally through Zones or directly to WALGA. As a consequence, WALGA in conjunction with LG Professionals is carrying out a survey of the Local Government sector on their experiences with the Audit process. Results will be analysed and reported to WALGA's Governance and Organisational Services Policy Team for action consideration.	April 2023	James McGovern, Zone Executive Officer
Great Eastern C	November 2022 Zone Minutes Item 13.1 <b>Firearms Use on State Barrier Fence Reserve</b>	That WALGA correspond with the Department of Primary Industries and Regional Development and inform the Zone on feedback on concerns raised including: - The use of firearms is an important and necessary and efficient control measure in the management of wild dogs; - That firearm use in some circumstances is a warranted for reasons personal protection of Licensed Pest Management Technicians; and	WALGA corresponded with DPIRD on the terms of the Zone resolution but have yet to receive a satisfactory response. DPIRD has advised that firearms can be used on occasion where an animal welfare issue arises. WALGA will continue to seek clarity on the use of firearms on the State Barrier Fence Reserve.	April 2023	James McGovern, Zone Executive Officer

		<ul style="list-style-type: none"><li>- Clarity be sought on the DPIRD policies associated with issuing permits for access to the State Barrier Fence Reserve.</li></ul>			
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**Noted**

## 11.4 Review of WALGA State Council Agenda – 3 May 2023

### Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found [here](#).

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

### Matters for Decision

#### 7.1 Best Practice Governance Review – Feedback on Governance Model

##### Executive Summary

- State Council commissioned the Best Practice Governance Review with the appointment of a Steering Committee in March 2022.
- The Steering Committee, which met nine times over the course of the project to date and reported back to State Council several times, finalised its [Final Report](#) in February 2023.
- On the basis of member feedback, the Steering Committee recommended Model 1 as the alternate governance model, which would result in the retention of State Council and Zones and the creation of a Board, with the majority of members elected from and by State Council.
- At their March 2023 meeting, State Council resolved to seek feedback from Members on the proposed model.
- To facilitate feedback from Members, the Final Report was distributed and a webinar was held, which was attended by 48 Local Government leaders;
- Feedback was received from 17 Member Local Governments, with nine Member Local Governments expressing support for the proposed Model 1, and eight Member Local Government outlining concerns with the proposed Model 1 or expressing support for the Current Governance Model.
- Concerns with the proposed Model 1 mostly related to concerns around representation at Board level, including the potential for representational imbalances, and the appointment of independent members, including a suggestion that independent members would be more likely to be metropolitan based.
- Next steps for the project are for two sets of constitutional amendments to be presented to State Council at the July 2023 meeting with the view that these amendments would be presented to Members at the 2023 Annual General Meeting.

### WALGA Recommendation

That:

1. **This report summarising feedback from Members on the Best Practice Governance Review Final Report be received; and**
2. **Two sets of constitutional changes be developed for consideration by State Council at the July 2023 meeting to be put to the 2023 Annual General Meeting, that:**
  - a. **Give effect to the revised Model 1, as per the Best Practice Governance Review Final Report; and**
  - b. **Refine the constitution to address inconsistencies and other issues while maintaining the current governance model.**

## **7.2 Department of Local Government, Sport and Cultural Industries' Child Safe Awareness Policy Template**

### **Executive Summary**

- Since 2020, the State Government has consulted with the Local Government sector in relation to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse (Royal Commission), which recommended that Local Governments should designate Child Safety Officers, with support from governments at the National and State level.
- In 2022, the Department of Communities (DoC) facilitated a series of co-design sessions which involved 35 representatives from Local Government, the Commissioner for Children and Young People (CCYP), WALGA, and the Department of Local Government, Sport and Cultural Industries (DLGSC) to develop the Child Safe Awareness Policy Template for Local Government (the Policy) to support implementation of Recommendation 6.12.
- The Policy supports initial action by Local Governments in addressing Recommendation 6.12, and forms part of the broader environment of child safe reforms developed out of the findings of the Royal Commission that will impact Local Government.
- DLGSC is seeking WALGA support for the Policy.
- WALGA considers support for the Policy is appropriate but notes that Local Governments will require ongoing support and resourcing assistance consistent with WALGA's *Advocacy Position 3.10.2 Child Safeguarding*.
- WALGA will continue to advocate to the State Government for the Policy to be considered in the context of a broader implementation plan for all the Royal Commission's recommendations relevant to Local Government.

### **WALGA Recommendation**

#### **That State Council:**

- 1. Supports the draft Child Safe Awareness Policy Template being provided to Local Governments to assist with their implementation of Recommendation 6.12 of the Royal Commission (Child Safety Officers in Local Government); and**
- 2. Notes the Department of Local Government, Sport and Cultural Industries' commitment to providing ongoing support and resourcing assistance to Local Governments to assist with implementation of the draft Child Safe Awareness Policy Template and other relevant actions relating to child safeguarding, through the Child Safeguarding Implementation Unit.**

## **7.3 Abandoned Shopping Trolleys Advocacy Position**

### **Executive Summary**

- Abandoned trolleys in the public domain, create safety hazards for pedestrian and vehicular traffic and negatively impact public amenity and the natural environment.
- Some retailers prioritise their civic and social responsibilities, however the cost of physically retrieving illegally dumped trolleys is now substantially more than the cost of replacing trolleys.
- The absence of economic or legally enforceable imperative means retailers are increasingly not responding to this issue within reasonable timeframes, if at all.
- In response to community expectations, Local Governments bear the increasing cost burden to remove, impound and eventually dispose of abandoned trolleys.
- The *Public Spaces (Unattended Property) Act 2021* (NSW), presents an example of how legislation can be used to address issues arising from shopping trolleys.

## **WALGA Recommendation**

**That State Council endorse the following position on Abandoned Shopping Trolleys:**

***The Local Government Sector advocates for State Government to consult with the Sector and prioritise legislative reforms that require retailers to contain shopping trolleys within shopping centre property boundaries, inclusive of enforcement and modified penalty mechanisms that are a realistic economic imperative for retailers to comply with containment requirements.***

## **7.4 Speed Management Reform Advocacy Position**

### **Executive Summary**

- WALGA's existing policy on speed management is narrow in scope and is inadequate for advocating the varying needs of the Local Government sector.
- Speed management is an important tool for Local Governments, for managing the safety performance of local roads and to help create healthy, vibrant, and connected communities.
- Changing speed limits is an important element of speed management but the application process can be difficult and Local Governments currently have limited influence in the determination of speed limit changes on local roads.
- A contemporary advocacy position on speed management will enable WALGA to advocate for reforms that are needed to better reflect the diverse needs of Local Governments and enable effective and responsible management of travel speeds on local roads.

## **WALGA Recommendation**

**That the Speed Management Advocacy Position as follows, be endorsed:**

- 1. That WALGA supports Local Governments wishing to manage travel speeds, including speed limit changes, as a means of achieving the many health, social and environmental benefits for communities.***
- 2. That Main Roads WA (MRWA) retain the overarching authority for speed limit setting/zoning.***
- 3. That Main Roads WA speed zoning policies and processes be reformed so that Local Governments are more influential in the determination of speed limit decreases or increases for local roads.***
  - a. This will include applications that are deemed to be approved when the application:***
    - i. is based on assessments by competent Local Government practitioners,***
    - ii. contains evidence-based identification of the benefits,***
    - iii. contains preliminary designs for infrastructure safety upgrades associated with applications to increase speed limits, and***
    - iv. includes an engagement strategy for managing community and stakeholder expectations.***
  - b. Allows for Main Roads WA to decline an application, within a mutually agreed timeframe, on the basis that it:***
    - i. does not meet the above criteria, and***
    - ii. provides specific evidence for declining the application.***
- 4. The WALGA seeks to work with Main Roads WA and other stakeholders, to develop a speed management guide for Local Governments.***

## **7.5 State Road Funds to Local Government Agreement 2023/24 to 2027/28**

### **Executive Summary**

- The State Road Funds to Local Government Agreement (Agreement) provides funding for Local Governments to improve and maintain the local road network.
- The new Agreement continues to provide 20% of vehicle license fee revenue collected by the State Government to be applied to Local Government roads and paths.
- The proposed Agreement is for a five-year term from 2023/24 to 2027/28.
- The overall structure and intent of the Agreement remains largely unchanged from the previous Agreement.
- Commitments to road safety, aboriginal employment and recycled materials have been expanded.
- The Agreement was developed through consultation with Local Government members of the State Road Funds to Local Government Advisory Committee (SAC), Main Roads WA and Regional Road Group representatives.

### **WALGA Recommendation**

**That the State Roads Funds to Local Government Agreement 2023/24 – 2027/28 be endorsed.**

### **Policy Team Reports**

#### **8.1 Environment and Waste Policy Team Report**

*The Environment and Waste Policy Team includes the following subject areas:*

- *Climate change*
- *Native vegetation and biodiversity*
- *Biosecurity*
- *Water resources*
- *Sustainability*
- *Waste management*

### **WALGA Recommendation**

**That the matters considered by the Environment and Waste Policy Team be noted.**

#### **8.2 Governance and Organisational Services Policy Team Report**

*The Governance and Organisational Services Policy Team includes the following subject areas:*

- *Employee Relations*
- *Governance*
- *Strategy and Association Governance*
- *Training*
- *Regional Capacity Building / Local Government Reform*

## **WALGA Recommendation**

### **That State Council:**

1. **Retain, without amendment, Advocacy Positions:**
  - (a) **2.1.14 Financial Assistance Grants**
  - (b) **2.4.4 Remote Area Tax**
  - (c) **2.5.21 Conduct of Postal Elections**
  - (d) **2.5.39 Exemption from ASSB124**
2. **Delete Advocacy Positions:**
  - (a) **2.5.14 Tender Threshold**
  - (b) **2.5.26 Simple and Absolute Majority**
3. **Notes the GOS Policy Team's consideration of WALGA AGM 2022 Item 3.12.1 Abandoned Shopping Trolleys.**

### **8.3 Infrastructure Policy Team Report**

*The Infrastructure Policy Team includes the following subject areas:*

- *Roads and paths*
- *Road safety*
- *Transport*
- *Freight*
- *Utilities (including telecommunications and underground power)*

## **WALGA Recommendation**

**That the matters considered by the Infrastructure Policy Team be noted.**

### **8.4 People and Place Policy Team Report**

*The People and Place Policy Team includes the following subject areas:*

- *Community*
- *Emergency Management*
- *Planning and Building*

## **WALGA Recommendation**

**That the matters considered by the People and Place Policy Team be noted.**

## **Matters for Noting/Information**

- 9.1 2023 Policy Priorities
- 9.2 Local Emergency Management Arrangements (LEMA) Review Project
- 9.3 Submission to the Independent Review of WA's COVID-19 Management and Response
- 9.4 Submission to the DWER E-waste to Landfill Ban Consultation Paper
- 9.5 Report Municipal Waste Advisory Council (MWAC)
- 9.6 March 2023 Economic Briefing

## RECOMMENDATION

That the Great Eastern Country Zone

1. Supports all Matters for Decision as listed above in the May 2023 State Council Agenda.
2. Notes all Matters for Noting and Organisational Reports as listed in the May 2023 State Council Agenda.

Moved: President Cr Kellie Mortimore

Seconded: President Cr Glenice Batchelor

CARRIED

## 12. Emerging Issues

### 12.1 Live Export

*President Cr Quentin Davies, Shire of Wyalkatchem*

## RECOMMENDATION

That the Great Eastern Country Zone:

1. Consult with other affected Zones to assess their status on this issue
2. Write to the Premier and Minister for Agriculture and request their strong public advocacy to retain live sheep export.

Moved: President Cr Glenice Batchelor

Seconded: President Cr Mark McKenzie

CARRIED

## 13. Date, Time, and Place of Next Meetings

The next Great Eastern Country Zone meeting will be held on Monday, 19 June 2023 commencing at 9.30am. This meeting will be hosted by the Shire of Kellerberrin.

## 14. Closure

There being no further business the Chair declared the meeting closed at 1.17pm.





North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

# Council Meeting

Thursday 27 April 2023

Bencubbin CRC

## MINUTES

1pm Lunch

1.30pm Workshop

3.30pm Council Meeting

[www.newroc.com.au](http://www.newroc.com.au)

E caroline@newroc.com.au

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>👉 Council reviews NEWROC project priorities / strategic plan</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>👉 WDC attendance to respond to NEWROC project priorities</li> <li>👉 Submit priority projects to WDC, Regional Development and WA Planning</li> </ul>	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> <li>👉 NEWROC Draft Budget Presented</li> <li>👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027)</li> <li>👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend</li> </ul>	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> <li>👉 Information for Councillors pre-election</li> <li>👉 NEWROC Audit</li> </ul>	Council
September		Executive
October	<ul style="list-style-type: none"> <li>👉 NEWROC CEO and President Handover (every 2yrs)</li> <li>👉 NEWROC Dinner</li> </ul>	Council
November	<ul style="list-style-type: none"> <li>👉 NEWROC Induction of new Council representatives (every other year)</li> <li>👉 Review NEWROC MoU (every other year)</li> </ul>	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC Rotation**

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

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## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Bencubbin CRC on 27 April 2023 commencing at 4pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

Cr Shadbolt NEWROC Chair opened the meeting at 4pm.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Cr Gary Shadbolt	President, Shire of Mukinbudin, NEWROC Chair
Cr Jannah Stratford	President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin

John Merrick	A/CEO NEWROC, A/CEO Shire of Mukinbudin
Darren Simmons	CEO Shire of Koorda
Ben McKay	CEO, Shire of Mt Marshall
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Peter Klein	CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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##### 2.2. Apologies

Cr Quentin Davies	President, Shire of Wyalkatchem
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##### 2.3. Guests

Nil

##### 2.4. Leave of Absence Approvals / Approved

Nil

#### 3. Declarations of Interest and Delegations Register

Caroline Robinson Item 7.5

##### 3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017

*NEWROC Council Meeting 27 April 2023 - MINUTES*

Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

**4. Presentations**

Nil

**5. MINUTES OF MEETINGS**

Minutes of the Executive Meeting held on 28 March 2023 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Executive Meeting held on 28 March 2023 be received.**

**Moved Cr Brown**

**Seconded Cr Stratford**

**CARRIED 6/0**

Minutes of the Council Meeting held on 20 February 2023 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Council Meeting held on 20 February 2023 be received as a true and correct record of proceedings.**

**Moved Cr De Lacy**

**Seconded Cr Trepp**

**CARRIED 6/0**

**5.1. Business Arising**

NEWROC wrote to DFES and as yet a response has not been received.

**6. FINANCIAL MATTERS**

**6.1. Income, Expenditure and Profit and Loss**

**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 21 April 2023  
**ATTACHMENT NUMBER:** #1P and L  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

Account transactions for the period 1 February to 31 March 2023

Date	Description	Reference	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>					
<b>Opening Balance</b>			<b>122,959.38</b>	<b>0.00</b>	<b>122,959.38</b>
01 Feb 2023	Xero Australia	XERO Subscription	0.00	56.05	122,903.33
01 Feb 2023	Bendigo Bank		0.00	0.40	122,902.93
18 Feb 2023	Bank Transfer from BB NEWROC Funds-5557 to ATO Integrated Client Account	BPAY TO: TAX OFFICE PAYMENTS 0143811001	0.00	1,542.00	121,360.93
18 Feb 2023	Payment: 150Square	INV-0198	0.00	3,715.63	117,645.30
01 Mar 2023	Bendigo Bank	Bank Fee	0.00	0.80	117,644.50
01 Mar 2023	Xero Australia	XERO Subscription	0.00	56.05	117,588.45
07 Mar 2023	Payment: 150Square	INV-0201	0.00	4,090.63	113,497.82
07 Mar 2023	Payment: Alyce Ventris	TTM	0.00	4,294.99	109,202.83
15 Mar 2023	Payment: Western Australian Local Government Association	Training	0.00	638.00	108,564.83
28 Mar 2023	Payment: Shire of Trayning	INV-0093	14,300.00	0.00	122,864.83
<b>Total BB NEWROC Funds-5557</b>			<b>14,300.00</b>	<b>14,394.55</b>	<b>122,864.83</b>
<b>Closing Balance</b>			<b>122,864.83</b>	<b>0.00</b>	<b>122,864.83</b>

<b>BB Term Deposit Account-1388</b>					
<b>Opening Balance</b>			<b>295,712.15</b>	<b>0.00</b>	<b>295,712.15</b>
26 Mar 2023	Bendigo Bank		3,313.54	0.00	299,025.69
<b>Total BB Term Deposit Account-1388</b>			<b>3,313.54</b>	<b>0.00</b>	<b>299,025.69</b>
<b>Closing Balance</b>			<b>299,025.69</b>	<b>0.00</b>	<b>299,025.69</b>

The following resolution was carried at the Executive meeting:

**RESOLUTION**

Upon maturity NEWROC invests its current term deposit plus earnings at: Bendigo Bank Mukinbudin 3.75% for 12 months

Moved R McCall

Seconded P Klein

CARRIED 7/0

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 31 March 2023

Cash Basis

31 MAR 2023

## Assets

### Bank

ATO Integrated Client Account	1,542.00
BB NEWROC Funds-5557	122,864.83
BB Term Deposit Account-1388	299,025.69
<b>Total Bank</b>	<b>423,432.52</b>

**Total Assets** 423,432.52

## Liabilities

### Current Liabilities

GST	(4,177.09)
Rounding	0.01
Unpaid ATO Liabilities	1,542.00
<b>Total Current Liabilities</b>	<b>(2,635.08)</b>

**Total Liabilities** (2,635.08)

**Net Assets** 426,067.60

## Equity

Current Year Earnings	73,105.07
Retained Earnings	352,962.53
<b>Total Equity</b>	<b>426,067.60</b>

## RESOLUTION

That the income and expenditure from 1 February 2023 to 31 March 2023, P and L and balance sheet be received.

Moved Cr Trepp

Seconded Cr De Lacy

CARRIED 6/0

## Discussion:

- Interest rates for the Term Deposit were discussed at the Executive meeting

**6.2. 2023/24 BUDGET**

**FILE REFERENCE:** 032-1 Budget  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 21 April 2023  
**ATTACHMENT NUMBER:** #2 NEWROC 23/24 Budget  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The NEWROC Budget is presented for comment (attached).

At the June Council meeting an end of year 2022/23 Budget V Actuals will be presented.

At the Executive meeting in March the following resolution was carried:

**RESOLUTION**

2023/24 Budget include possible contributions to the Bike Plan and AGO Tourism Development.

NEWROC to apply for Bendigo Bank sponsorship for Town Team activities across each community.

Moved R McCall

Seconded L Parola

CARRIED 7/0

*Members agreed for the item to Lay on Table and return to the item following Matters for Decision.*

**RESOLUTION**

**The 2023/24 NEWROC Budget is adopted (including changes discussed at the meeting)**

**NEWROC to apply for Bendigo Bank sponsorship for Town Team activities across each community.**

**Moved Cr Trepp**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**Discussion:**

- Include the energy project (in and out) \$27,500
- New telecommunications connections as per our agreement with Crisp Wireless. New customers in Shire of Yilgarn, Tammin and Quairading
- Include \$9K for the Place Based Capital Program
- NEWROC EO to invoice Crisp Wireless



## 7. MATTERS FOR CONSIDERATION

### 7.1. ENERGY

<b>FILE REFERENCE:</b>	107-1 Power
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	21 April 2023
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### COMMENT

The NEWROC was successful in securing \$27,500 under the 2021 REDS grant. This required a cash co-contribution of \$27,500 from the NEWROC. No funds have been expended as yet and the NEWROC needs to decide the direction and desired outcomes it wants to achieve (if any).

#### WDC REDS Grant

##### Purpose of funds:

Technical and engineering work as part of the implementation of the microgrid in Bencubbin.

The Bencubbin project will help overcome barriers to mass uptake of grid-connected battery systems into the Western Australian and Australian power grid. Working together with the Future Battery Industries Cooperative Research Centre Microgrid initiative, this will be achieved by:

- 1) Aggregating energy loads, installing distributed PV solar panels and community battery storage to form an industry-scale microgrid. The latest research in the areas of mathematical forecasting, optimisation and behavioural science will underpin participation of the microgrid in the wholesale electricity market. Apart from improved energy reliability and voltage stability, this will enable significant tariff reductions for low socio-economic customers. Customer feedback and energy usage profiles will also inform new business models that co-optimize the utilisation and benefits of batteries in a microgrid. This information will be valuable for additional microgrids in the region and around the State.
- 2) Coordinating the control of power-electronic interfaced batteries in microgrids as uncoordinated control of batteries represents a significant stability and reliability risk to microgrids. This is a challenge that must be overcome for the combination of batteries and renewables to replace fossil fuel based generation. Therefore, the project will develop standardised control approaches that are compatible with major equipment vendors, for battery systems deployed in microgrids.
- 3) Developing power electronic circuits, which serve as the interface between batteries and a microgrid/grid, that are modular, reliable and mass-producible. Such power electronic solutions will provide voltage and current scalability that simultaneously meets multiple market segments, with reduced engineering effort and onsite installation costs.

##### Grant Agreement Milestones:

	<b>Main Activities / Milestone</b>	<b>Milestone Date</b>	<b>Milestone Payment (GST Excl)</b>
1.	<del>1. Execution of this agreement</del> <del>2. Consultation with NEWROC as to preferred solution to investigate</del> <del>3. WDC provided evidence that consultants have been engaged to undertake technical design</del>	<del>30 June 2021</del>	<b>Completed</b>
2.	Progress report showing evidence of: a) Record of consultations undertaken with various stakeholders to progress the project	<del>31 August 2021</del> 30 November 2022	
3.	Progress report showing evidence of: a) Contract indicating consultant has been engaged b) Level of progress against contracted work c) Evidence of contribution from NEWROC and Infranomics to progress contract d) WDC receives an invoice for payment	<del>30 October 2021</del> 30 January 2023	<b>\$27,500</b>
4.	Evidence provided to WDC that the technical design plan has been presented to NEWROC	<del>28 February 2022</del> 30 April 2023	
5.	Progress report showing evidence of: a) Technical design plan completed b) Record of meeting with NEWROC to present design plan	<del>31 March 2022</del> 31 August 2023	
	<b>Main Activities / Milestone</b>	<b>Milestone Date</b>	<b>Milestone Payment (GST Excl)</b>
6.	c) Investor ready report completed Technical design plan presented to NEWROC Progress report showing evidence of: a) Meetings held with potential funders b) Report on outcome of meetings with funders	<del>30 April 2022</del> 30 September 2023	
7.	<b>Date for Project Completion</b> Update provided to the WDC on the project being completed	<del>30 June 2022</del> 31 December 2023	
8.	<b>Acquittal Reporting Date</b> Acquittal (Full written report, with matching invoices and budget)	<del>30 September 2022</del> 31 March 2024	
	<b>Total:</b>		<b>\$27,500.00 (GST Excl)</b>

**OFFICER RECOMMENDATION**

Council provides direction on the REDS Grant to the NEWROC EO as follows: convene a VPN meeting and subject to the outcome of that meeting the Council will consider the next step for the REDS grant

**MOTION**

**Council provides direction on the REDS Grant to the NEWROC EO as follows: convene a VPN meeting and subject to the outcome of that meeting the Council will consider the next step for the REDS grant**

**Moved Cr Sachse****Seconded Cr De Lacy****RESOLUTION**

**Council provides direction on the REDS Grant to the NEWROC EO as follows: convene a VPN meeting and subject to the outcome of that meeting we will move to the next step for the REDS grant.**

**Moved Cr Sachse****Seconded Cr De Lacy****CARRIED 6/0****Discussion:**

- Critical businesses to be supported by a battery, perhaps an EV Charger (small grouping of industries)
- ARENA has funding available for a Community Battery. REDS could be used for the RD and E. NEWROC EO to investigate.
- Energy Sub Committee includes Peter Klein, Cr Trepp, Cr Sasche

**7.2. REGIONAL SUBSIDIARY**

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	22 March 2023
<b>ATTACHMENT NUMBER:</b>	#3 Letter Minister Carey
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENT**

A letter was received from Minister Carey regarding our application to become a regional subsidiary.

A response to the points raised in his letter are below:

<p>A Regional Subsidiary must be formed for a specific purpose</p>	<p>NEWROC has been very strong on not establishing a RS for a specific purpose e.g. program or service. If we create it for a specific service or program we risk creating two organisations – a NEWROC with an MoU and a NEWROC RS</p>
<p>On the evidence provided, the application process set out in Regulation 4 was not met.</p>	<p>We provided evidence of Shire websites with the Charter and Business Plan on it, plus NEWROC. We provided evidence of public notices within the 6 week time frame. We provided evidence of Council minutes. We provided evidence of responses to questions.</p> <p>Potential area of fault is not providing the presentation we used.</p> <p>Have sought additional information from DLGSC.</p>
<p>The business plan provided does not, meet Regulation 4(3)(a) - (b)</p> <p>(3) The participants must prepare a business plan that includes an overall assessment of the formation of the regional subsidiary and is to include details of —</p> <p>(a) its expected effect on the provision of facilities and services by the participants; and</p> <p>(b) its expected effect on other persons providing facilities and services in the participants' districts; and</p>	<p>We have addressed some of this regulation but it needs more detail.</p> <p>DLGSC did not identify prior to application.</p>
<p>Regulation 4(3)(d) - (f)</p> <p>its expected effect on matters referred to in each participant's current plan prepared under section 5.56; and Local Government (Regional</p>	<p>We have addressed some of this regulation, but it needs more detail.</p> <p>DLGSC did not identify prior to application.</p>

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Subsidiaries) Regulations 2017 (e) the service that is proposed to be provided, or the activity that is proposed to be carried on, by the regional subsidiary; and (f) why the regional subsidiary is proposed to be formed to provide that service or carry on that activity.	
Does not meet Regulation 9 (d) procedures for the participants to request information from the regional subsidiary and, if information is requested by only one participant, for determining whether the regional subsidiary must provide the information to each of the other participants;	DLGSC did not advise this when they reviewed our Charter. NEWROC EO oversight.  WALGA did not have a draft Charter template on current regulations.  Clause can be added in.
Does not meet Regulation 9(g) in relation to the financial management of the regional subsidiary — details of any of the listed provisions (as defined in regulation 19(1) and applied by that subregulation to a regional subsidiary subject to its charter) that do not apply to the regional subsidiary, and the reasons why they do not apply;	DLGSC did not advise this when they reviewed our Charter. NEWROC EO oversight but need some advice on this. WALGA did not have a draft Charter template on current regulations.  Advice sought.
Does not meet Regulation 9(j) the circumstances (if any) in which the regional subsidiary may operate at a loss and, if it does operate at a loss, a means for preventing its insolvency;	Clause can be added in.
Does not meet Regulation 9 (o) the way in which money may be invested by the regional subsidiary in accordance with the Act, as modified by regulation 22;	Included but needs more detail. DLGSC did not advise either
Does not meet Regulation 9(p) procedures for the disposal of property;	Included but needs separate clause
Does not meet Regulation 9 (q) a means of developing a code of conduct (if any) for the employees of the regional subsidiary, for the members of the regional subsidiary's governing body or for the members of a committee of the governing body;	Included but not the means for establishing

The NEWROC EO has requested some further details from DLGSC and hope to have this information at the meeting for discussion.

At the Executive meeting the following resolution was passed:

RESOLUTION		
The NEWROC EO acknowledge receipt of the Ministers letter.		
NEWROC Executive (presented by D Simmons and B McKay) to meet with the Department of LGSC.		
Moved L Parola	Seconded R McCall	CARRIED 7/0

A meeting between NEWROC delegates and DLGSC will be held on Wednesday 26 April and an update will be provided at the meeting.

**RESOLUTION**

**The NEWROC EO acknowledge receipt of the Ministers letter.**

**Moved Cr Trepp**

**Seconded Cr Sachse**

**CARRIED 6/0**

**Discussion:**

- NEWROC will leave the Regional Subsidiary on the table at present
- Minister requires the NEWROC to deliver a specific service or project under the Regional Subsidiary legislation
- Individual Council resolutions are now void
- Executive to bring back proposed correspondence to the Minister / DLGSC for Council to consider

**7.3. WASTE MANAGEMENT**

**FILE REFERENCE:**  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 21 April 2023  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Peter Klein  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

**Kerbside Waste Collection Services**

In 2021 the Shires of Koorda, Nungarin, Trayning and Wyalkatchem ran a joint request for quotation for the provision of kerbside waste collection services with a common expiry date of 30 June 2023 with the possibility of options to extend for a further two years to 30 June 2025.

At the time the NEWROC had planned that the regional landfill site proposal would have progressed to a stage where we knew when changes would be required to existing services.

Shire of Dowerin	June 2025
Shire of Nungarin	June 2023
Shire of Mt Marshall	

Members to confirm their consensus on kerbside waste collection contract term.

**Regional Waste Transfer Stations and Central Site**

Recently, the Shire of Wyalkatchem hosted DEWR to assess the landfill capacity and site. Report to follow.

The following table has been prepared by Peter Klein regarding the next stage for the project:

TASK	RESPONSIBILITY	TIMELINE	STATUS
<b>1. Feasibility Study</b>			
Preliminaries			
Wyalkatchem Landfill capacity report	PK		Completed
DWER Site visit to Wyalkatchem	PK		Completed
DWER Clearing Approval re Wylie landfill site	DWER	30/04/23	
High level review of infrastructure & operating costs & update financial model (v2)	NEWROC Ex	30/06/23	
Draft a v1 business plan (including budget & operating model)	CR & PK	31/07/23	
Present v1 business plan & financial model to NEWROC for in-principle support	CR	Aug	
Individual council, in-principle support for participation & investment in refining the regional landfill model (based on v1 business plan).	CEO's	Sept/Oct	
<b>2. Design &amp; Cost Refinement (due diligence)</b>			
Infrastructure			
Participating shires each agree in principle to locations for their transfer station/s & operating model (manned or remote)	CEO's	30/11/23	

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Surveys of each transfer station location to enable detailed transfer station design		15/12/23	
Draft detailed transfer station design & produce a budget capital cost estimate for each transfer station	Each shire	28/02/24	
Draft detailed design & produce a budget capital cost estimate for establishment of regional landfill.	NEWROC Ex	28/02/24	
NEWROC and Shires discuss financial implications (collective and individual).	NEWROC	March '24	
<b>Design &amp; cost refinement (operations)</b>			
Confirm preferred operating model for each transfer station & operating cost	CEO's	28/02/24	
Confirm operating model for the regional landfill site & operating cost	NEWROC Ex	28/02/24	
Produce a whole of life cost analysis for the regional landfill	NEWROC Ex	28/02/24	
NEWROC and Shires discuss financial implications (collective and individual).	NEWROC	March '24	
<b>Governance Model</b>			
Draft governance structure	NEWROC Ex	28/02/24	
Approve governance structure	NEWROC	March'24	
<b>3. Final Investment Decision</b>			
NEWROC resolves to (i) support the business plan & (ii) recommend adoption by participating Shires.	NEWROC	March'24	
Participating Shires; (i) Undertake community consultation; and (ii) resolve to invest in the transfer station & regional landfill project.	CEO's	30/04/24	
External funding applications	CR/NEWROC Ex	30/05/24	
Licence Applications	CR/NEWROC Ex	30/05/24	
<b>4. Procurement &amp; Construction</b>			

**RESOLUTION**

**Council receives the Waste Project Plan.**

**Moved Cr Stratford**

**Seconded Cr Brown**

**CARRIED 6/0**



**7.4. PLACE BASED CAPITAL PROGRAM**

**FILE REFERENCE:**  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:**  
**DATE:** 21 April 2023  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Meaghan Burkett  
 Executive  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The NEWROC Executive participated in an online meeting with Meaghan Burkett of Ethical Fields to discuss the Place Based Capital Program (Proof of Concept Phase). This program will bring together a group of local places from across Australia to create the Place Based Capital Community of Practice. Working together, this community of practice will:

- Explore the individual and common economic development, community development and investment opportunities and challenges of local places and people
- Research and explore alternative and innovative funding, finance, and investment solutions to support local economic and community development goals.
- Specifically, solutions that support locally-led, owned and inclusive development, investment, returns and impact
- Research and explore funding, finance, and investment solutions that use cooperation and aggregation across regions to leverage economies of scale and access larger forms of capital
- Design and evaluate these solutions
- Create a next steps plan to implement the preferred solutions in your region and across Australia

The cost to participate in the program is \$9,000 (as NEWROC) or \$2,500 individually. This cost has been reduced through private funding.

If the group proceeds there will need to be some thought into the participants for the working group to ensure we build local capacity.

This project would work well within the Economic Development Strategy NEWROC will develop.

**RESOLUTION**

**NEWROC to participate in the Place Based Capital Program at a once off cost of \$9,000.**

**Council requests the NEWROC EO to develop an EOI for the working group.**

**Moved Cr Sachse**

**Seconded Cr Stratford**

**CARRIED 6/0**

**7.5. FUTURE DROUGHT FUND**

**FILE REFERENCE:**  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Caroline Robinson is engaged by Wheatbelt NRM to develop the Funding Roadmap  
**DATE:** 21 April 2023  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Wheatbelt NRM  
 Linda Vernon, NEWTravel  
 Leanne Parola, Shire of Trayning  
 Alyce Ventris, TTM  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The Australian Government's Future Drought Fund includes the Helping Regional Communities Prepare for Drought Initiative- Community Impact Program.

Through the Foundation for Rural, Regional Renewal (FRRR) and the Australian Rural Leadership Foundation funding is available to not for profit organisations in the Central Wheatbelt to activate projects, events, initiatives, capability building activities and small scale community infrastructure that will assist people and communities prepare for future droughts.

Leanne Parola, Linda Vernon and Alyce Ventris attended the co-design workshop in Kellerberrin to request funds. Caroline Robinson assisted NEWTravel, Mukinbudin P and C and the Town Team Movement prepare and submit applications. The following projects were submitted:

**Town Team Movement:** (NEWROC and WEROC local government areas) - \$80K. Initiatives specific to the NEWROC

- NEWROC Do Overs
- New Town Teams in our area
- Funded local projects (place activation, upgrades etc)
- 4 leadership workshops
- Support a dedicated youth space in the NEWROC

**NEWTravel Events Officer - \$80K**

- Local support for volunteers delivering events in the district
- Tools, templates and resources
- Events Trailer (equipment for events etc)
- Events marketing
- Supplier platform

**Mukinbudin P and C - \$65K**

- School and community master plan
- Support for apprentices and trainees

**Members received this information (no resolution)**

## 8. GENERAL UPDATES

### EV Grant

- Shire of Mt Marshall not progressing with EV grant
- Shires of Koorda and Dowerin would like to participate but as there is not a majority of Councils, costs would be higher
- All agreed to wait until the Fast Charger EV grants

### Emergency Services Grant Proposal

- NEWROC EO will seek a quote for the work to be done and circulate a proposed motion before the grant closes at the end of May 2023

### Live Sheep Trade

**NEWROC EO to write to the Premier and State Minister for Agriculture requesting their support to continue Live Sheep Trade by Sea. NEWROC EO to prepare a submission to the Phase Out Panel.**

**Moved Cr Stratford**

**Seconded Cr De Lacy**


**CARRIED 6/0**

## 9. 2023 MEETING SCHEDULE

30 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Trayning
21 August	Council	Merredin (straight after GECZ)
26 September	Executive	Shire of Mukinbudin
31 October	Council	Shire of Mt Marshall
28 November	Council	Shire of Nungarin

## 10. CLOSURE

NEWROC Chair Cr Shadbolt thanked everyone for their attendance and closed the meeting at 5.16pm.

 <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>	<p><b>Local Emergency Management Committee Dowerin</b></p>
	<p><b>Minutes</b> <b>Monday 8 May 2023</b> <b>Shire of Dowerin, Dowerin</b></p>

**ABBREVIATIONS**

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

**1. WELCOME, ATTENDANCE AND APOLOGIES**

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 4.02pm.

**In Attendance:**

Robert Trepp	SoD - Shire President (Chair)
Rebecca McCall	SoD - CEO
Linley Dreghorn	SoD - Executive & Governance Officer
Phil Pickering	DBFB - Deputy Chief Bush Fire Control Officer
	SJA - Dowerin
Tracy Jones	SJA - Dowerin
Adrian Bailey	WAP - Officer in Charge
Danielle Green	DEM - General Manager
Aaron Wooldridge	SoD - DCEO

**In Attendance Via Teams:**

Jo Spadaccini	DC - District Emergency Service Officer Wheatbelt
---------------	---

**Non-Attendance:**

Yvette Grigg	DFES - District Emergency Management Advisor
Shelley Matthews	DCRC - Coordinator
Siobhan Bishop	DFES Northam - Area Officer Upper Wheatbelt

**Apologies:**

Lisa Begley	SoD - Dowerin Home Care Coordinator
Paul Millstead	DBFB - Chief Bush Fire Control Officer
Rob Boase	Welfare Liaison Officer
Barb Garner	DDHS - Principal
Peter Richards	SJA - Dowerin Chair
Maxi McDonald	SJA - Community Paramedic
Paul Pochintesta	WAP - Officer

Non-Attendance = No apology submitted

**2. CONFIRMATION OF MINUTES**

**Moved** Adrian Bailey **Seconded:** Danielle Green

***That the minutes of the Local Emergency Management Committee meeting held on 27 February 2023 be confirmed as a true and correct record of proceedings.***

**CARRIED**

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Redding Road – Main Roads WA have declined to amend the speed limit for this road.

CESM funding – Still addressing with Koorda, Wongan Hills and Dowerin. CEO to follow up a business case for shared resources between the Shire’s and continue discussions with Councils.

NEWROC Emergency Management Day held in Trayning on 15 March 2023. The aim of this Emergency Management Workshop and exercise was to;

- Gain a better understanding of how a changing climate may impact our communities.
- Better understand how resilient we are to these changing impacts and discuss how we can build capabilities against them.
- More fully understand the role of our LEMCs and the potential they have to assist build our community’s preparedness and resilience.
- Build awareness of recovery principles and challenges and explore the use of district recovery processes.

A cyclone incident scenario was conducted. The suggestion that a database of water points (farmers dams, waterways etc) within the District be established to assist in emergency situations.

**4. STANDING ITEMS**

**4.1 Agency Updates**

- |                           |   |
|---------------------------|---|
| CC                        | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DC                        | <ul style="list-style-type: none"><li>• Contacted by Rachel Armstrong – WALGA, mapping risks in the area and evacuation points. This is to determine if current evacuation premises listed in plans are adequate for all emergency scenarios. Jo will be working with WALGA on this.</li><li>• Jo currently in Broome, was in Port Hedland for Cyclone Ilsa, went across to Exmouth for eclipse and back to Broome. This has been a great opportunity to watch other District Emergency Service Officer’s undertake their roles and the sharing of knowledge and experiences is invaluable.</li></ul> |
| DFES Operational          | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DFES Emergency Management | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DBFB                      | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DCRC                      | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DDHS                      | <ul style="list-style-type: none"><li>• No representation</li></ul>   |
| DEM                       | <ul style="list-style-type: none"><li>• Event Plan and TMP 98% completed. Induction still a work in progress.</li><li>• Permanent markings on FD sites will assist with a smoother bump in and out process.</li></ul>   |

- Speeding through the site and some instances of hooning have occurred lately.
- Cordoned off area near RAM shed to minimise access whilst construction of shed is underway.
- DEM staff to undertake First Aid training. Wanting to follow up with Maxi to promote St John. Kevin Brown, CEO of St John will be talking at Perth luncheon this year. This is to highlight the link between agriculture and the region.
- Dowerin Downtown Luncheon - there will be an emphasis on highlighting regional challenges.

Secured guest speakers and panellist include Karl O'Callaghan - NRM Wheatbelt, Luke Chamberlain - John Deere, Craig James, Chief Economist CommSec, Ben McNamara - CBH, Senator Hon Murray Watt, Minister for Agriculture, Drought and Emergency Management Australia.

Hoping to secure Mark McGowan, WA Premier or alternatively Roger Cook WA Deputy Premier. Hon Jackie Jarvis MLC, Minister for Agriculture and Food, Forestry, and Small Business.

- Exhibitor applications close this Friday 12 May 2023.

#### SJA/DSJA

- Kristel Couper and Peter Richards are running training sessions as VDO
- Maxi is available in town on the first and third Tuesday of every month.
- Membership drive about to be undertaken.
- Sub-centre is now able to fundraise and have proceeds paid directly into DSJA account. Funds will help sub-centre to re-new equipment and purchase new vital equipment.
- Cr Trepp suggested an Information drive to spread the word about the services available and provided by DSJ through Despatch and social media.
- Tracy Jones thanked Rebecca the CEO for all her support to the community and DSJ during her tenure.

#### SoD

- Still work to do with BFB's
- Ucarty is already a Farmer Response Brigade. We are continuing to formalise training requirements and framework.
- Council ratified basic training requirements for brigades at its April meeting.
- Looking at reviewing Emergencies in Shire Facilities in first quarter of new financial year.
- Minnivale Brigade received \$16,500 worth of new PPE. This fully kitted out 12 members. The Shire will continue to replace outdated equipment via LGGS Grant.

#### WAP

- Local Inspector has visited Dowerin for familiarisation of town.
- Paul Pochintesta is currently undertaking forensic training this week.
- Local Hotel - licence still in progress.
- Joint agency meeting with Dowerin Events Management for scenario exhibit at 2023 Dowerin Field Days
- CEO advised Adrian that DCC may be looking into opening 7 days a week whilst hotel is not operational. Puma is also on the market.
- Adrian Bailey thanked Rebecca the CEO for all her support to the community and WA Police throughout the Covid pandemic and her tenure.

## 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.

- Pg 127 - Wheatbelt Vet - Wongan hills 9671 1108 A/H 0428 671 022

- Pg 128 - IGA 9631
- Pg 133 - update contact number 0418 943 835

**5. GENERAL BUSINESS**

5.1 - LEWP - Shire of Dowerin LEMC

**Move a motion to table and accept the LEWP to the Dowerin LEMC as a live document to be updated as required.**

**MOVED** - Cr Trepp

**SECONDED** - Adrian Bailey

**CARRIED**

5.2 - Redding Road and Stewart Street - Redesign has been completed and pricing being sourced.

**6. NEXT MEETING**

To be held on the first Monday of the month at 4:00pm. Venue to be Dowerin Community Club.

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

Wednesday 15 March 2023	NEWROC joint major EM Day including exercise.
Monday 1 May 2023	LEMC - Dowerin Community Club, Memorial Ave Dowerin
Monday 7 August 2023	LEMC - Dowerin Community Club, Memorial Ave Dowerin
Monday 7 November 2023	LEMC - Dowerin Community Club, Memorial Ave Dowerin

**7. MEETING CLOSED**

There being no further business the Chair thanked those in attendance and closed the meeting at 4.49pm.

**SHIRE OF DOWERIN**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 30 APRIL 2023**

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

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\* Indicates report is required by Legislation.

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



Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.25 M	\$1.01 M	\$1.01 M	\$0.00 M
Closing	\$0.00 M	\$0.11 M	\$1.02 M	\$0.91 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$4.22 M	% of total
Unrestricted Cash	\$1.74 M	41.3%
Restricted Cash	\$2.48 M	58.7%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.32 M	% Outstanding
Trade Payables	(\$0.15 M)	
Over 30 Days		(34.5%)
Over 90 Days		-35.1%

Refer to Note 5 - Payables

Receivables

	\$0.20 M	% Collected
Rates Receivable	\$0.13 M	88.4%
Trade Receivable	\$0.20 M	
Over 30 Days		62.0%
Over 90 Days		21.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.35 M)	\$0.57 M	\$0.78 M	\$0.22 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.51 M	% Variance
YTD Budget	\$1.51 M	(0.3%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$1.22 M	% Variance
YTD Budget	\$1.30 M	(6.0%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.71 M	% Variance
YTD Budget	\$0.68 M	4.4%

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)
(\$0.41 M)	(\$1.40 M)	(\$0.70 M)	\$0.70 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.13 M	%
Adopted Budget	\$0.12 M	7.5%

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$2.98 M	% Spent
Adopted Budget	\$4.00 M	(25.6%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	\$2.14 M	% Received
Adopted Budget	\$3.47 M	(38.3%)

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)
(\$0.49 M)	(\$0.07 M)	(\$0.07 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.07 M
Interest expense	\$0.02 M
Principal due	\$1.19 M

Refer to Note 9 - Borrowings

Reserves

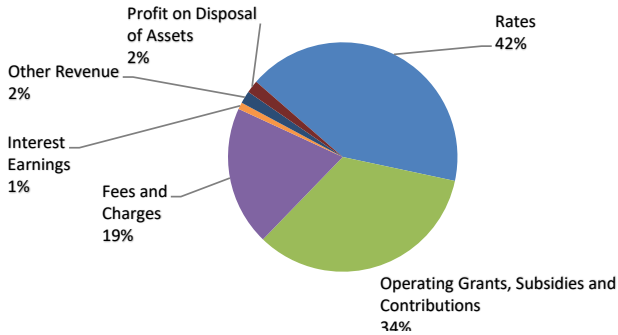
Reserves balance	\$2.48 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

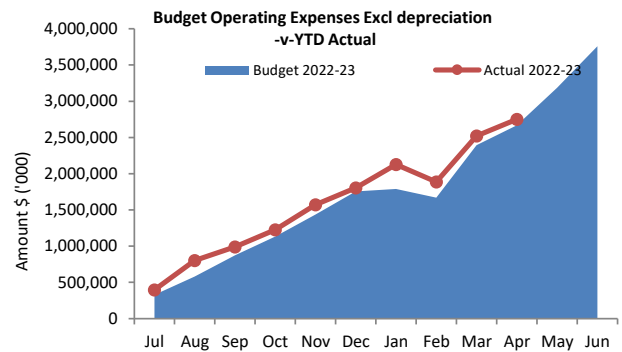
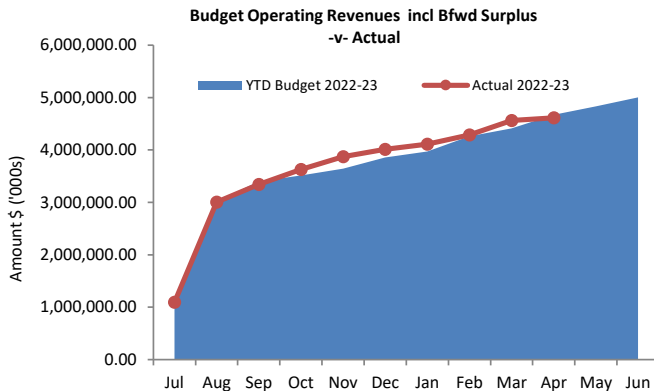
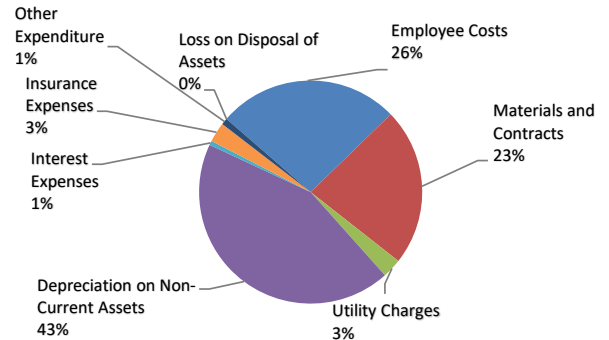
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**OPERATING ACTIVITIES**

**OPERATING REVENUE**

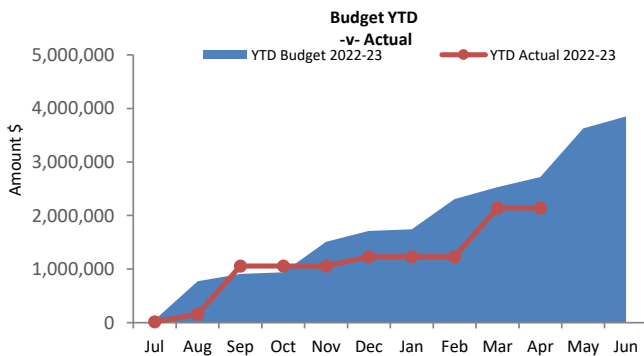


**OPERATING EXPENSES**

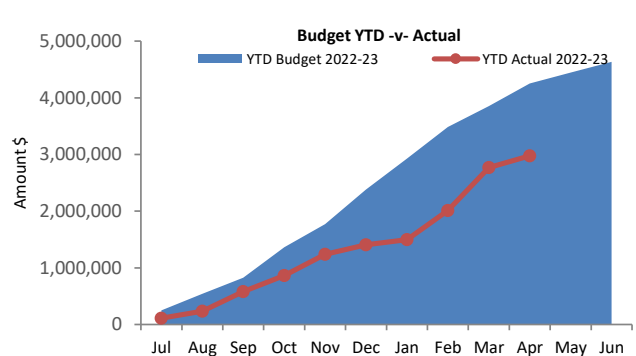


**INVESTING ACTIVITIES**

**Non-operating grants, subsidies and contributions**



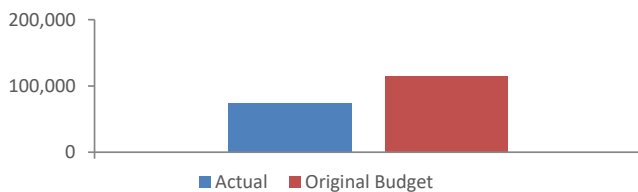
**Payments for property, plant and equipment and infrastructure**



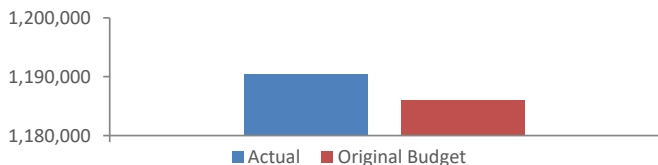
**FINANCING ACTIVITIES**

**BORROWINGS**

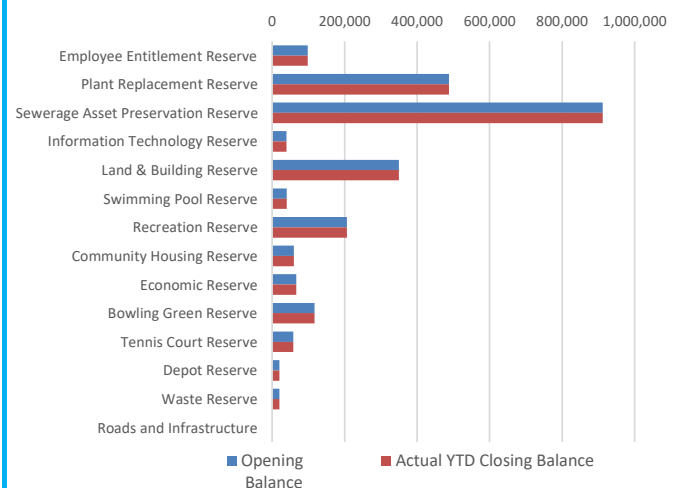
**Principal Repayments**



**Principal Outstanding**



**RESERVES**



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2023

## NATURE OR TYPE DESCRIPTIONS

### 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.

### 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 30 APRIL 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,251,657	1,013,936	1,013,936	1,013,936	0	0.00%	
<b>Revenue from operating activities</b>								
Rates	6	1,514,214	1,514,214	1,514,214	1,510,346	(3,868)	(0.26%)	
Operating grants, subsidies and contributions	12	1,252,739	1,521,024	1,298,303	1,220,353	(77,950)	(6.00%)	
Fees and charges		669,810	746,650	677,371	706,937	29,566	4.36%	
Interest earnings		47,000	47,000	29,240	34,596	5,356	18.32%	
Other revenue		84,500	84,000	59,970	63,491	3,521	5.87%	
Profit on disposal of assets		42,120	77,120	77,120	64,107	(13,013)	(16.87%)	☹️
		<b>3,610,383</b>	<b>3,990,008</b>	<b>3,656,218</b>	<b>3,599,830</b>	(56,388)		
<b>Expenditure from operating activities</b>								
Employee costs		(1,796,711)	(1,501,526)	(1,259,430)	(1,284,310)	(24,880)	(1.98%)	
Materials and contracts		(1,651,443)	(1,758,681)	(1,363,027)	(1,114,407)	248,620	18.24%	😊
Utility charges		(179,674)	(182,358)	(151,520)	(136,459)	15,061	9.94%	
Depreciation on non-current assets		(2,135,767)	(2,135,767)	(1,779,630)	(2,122,810)	(343,180)	(19.28%)	☹️
Interest expenses		(32,281)	(32,281)	(27,551)	(30,063)	(2,512)	(9.12%)	
Insurance expenses		(164,857)	(164,857)	(142,710)	(139,944)	2,766	1.94%	
Other expenditure		(107,925)	(105,977)	(65,428)	(45,829)	19,599	29.96%	😊
Loss on disposal of assets		0	0	0	0	0	0.00%	
		<b>(6,068,658)</b>	<b>(5,881,449)</b>	<b>(4,789,296)</b>	<b>(4,873,822)</b>	(84,526)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,702,510	2,058,703	356,193	20.92%	☹️
<b>Amount attributable to operating activities</b>		<b>(349,628)</b>	<b>182,206</b>	<b>569,432</b>	<b>784,711</b>	215,279		
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	2,719,827	2,141,917	(577,910)	(21.25%)	☹️
<i>Net Non- Operating grants recognised as revenue</i>	13	3,470,765	3,850,259	2,719,827	2,141,917	(577,910)	(21.25%)	
Proceeds from disposal of assets	7	121,000	209,500	132,000	130,046	(1,954)	(1.48%)	
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,633,610)	(4,253,194)	(2,975,513)	1,277,681	30.04%	😊
<b>Amount attributable to investing activities</b>		<b>(408,377)</b>	<b>(573,851)</b>	<b>(1,401,367)</b>	<b>(703,550)</b>	697,817		
<b>Financing Activities</b>								
Transfer from reserves	10	102,561	370,620	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(74,503)	(74,503)	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	0	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(493,652)</b>	<b>(622,291)</b>	<b>(74,503)</b>	<b>(74,503)</b>	0		
Closing funding surplus / (deficit)	1(c)	0	0	107,498	1,020,594	913,096	(849.41%)	

KEY INFORMATION

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

By Nature or Type	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Rates	(3,868)	(0.26%)		Within Variance
Operating grants, subsidies and contributions	(77,950)	(6.00%)		Within Variance
Fees and charges	29,566	4.36%		Within Variance
Sewerage charges	0	0.00%		Within Variance
Interest earnings	5,356	18.32%		Within Variance
Other revenue	3,521	5.87%		Within Variance
Profit on disposal of assets	(13,013)	(16.87%)	☹ Permanent	Profit on Sale of Plant is lower than budget, as this is a non-cash item it has no impact on the Shires Cash position.
<b>Expenditure from operating activities</b>				
Employee costs	(24,880)	(1.98%)		Within Variance
Materials and contracts	248,620	18.24%	😊 Timing	Lower expenses of \$102K in Building and general maintenance and operations, \$57K in Aged services and \$15K consultants. These may even out during the year.
Utility charges	15,061	9.94%		
Depreciation on non-current assets	(343,180)	(19.28%)	☹ Permanent	Depreciation expense is higher than budget due to prior year revaluations. This has no impact in the Shires cash position.
Interest expenses	(2,512)	(9.12%)		Within Variance
Insurance expenses	2,766	1.94%		Within Variance
Other expenditure	19,599	29.96%	😊 Timing	Various other expenditure items are lower than YTD budget of less than \$6K.
Loss on disposal of assets	0	0.00%		Within Variance
<b>Investing activities</b>				
Non-operating grants, subsidies and contributions	(577,910)	(21.25%)	☹ Timing	Refer to Note 13 , the main variance is in receipt of LCRIP and Road funding which are recouped as milestone works are completed
Proceeds from disposal of assets	(1,954)	(1.48%)		Within Variance
Payments for property, plant and equipment and infrastructure	1,277,681	30.04%	😊 Timing	Refer to Note 8 for Project Details
<b>Financing Activities</b>				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance
Opening funding surplus / (deficit)	0	0.00%		

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**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)	1,251,657	1,013,936	1,013,936	<b>1,013,936</b>	0	0.00%	
<b>Revenue from operating activities</b>								
Governance		3,000	7,000	5,830	<b>4,027</b>	(1,803)	(30.93%)	
General purpose funding		1,596,014	2,015,799	1,912,264	<b>2,039,424</b>	127,160	6.65%	
Law, order and public safety		37,356	37,356	31,465	<b>29,417</b>	(2,048)	(6.51%)	
Health		3,300	2,500	2,500	<b>2,647</b>	147	5.88%	
Education and welfare		797,481	622,581	481,090	<b>364,497</b>	(116,593)	(24.24%)	☹️
Housing		131,081	153,081	125,050	<b>131,157</b>	6,107	4.88%	
Community amenities		270,973	271,473	268,183	<b>273,570</b>	5,387	2.01%	
Recreation and culture		47,650	48,550	42,020	<b>54,671</b>	12,651	30.11%	😊
Transport		419,658	419,658	416,728	<b>311,406</b>	(105,322)	(25.27%)	☹️
Economic services		213,100	224,740	187,258	<b>199,016</b>	11,758	6.28%	
Other property and services		90,770	187,270	183,830	<b>189,996</b>	6,166	3.35%	
		<b>3,610,383</b>	<b>3,990,008</b>	<b>3,656,218</b>	<b>3,599,828</b>	(56,390)		
<b>Expenditure from operating activities</b>								
Governance		(594,780)	(538,222)	(441,540)	<b>(397,058)</b>	44,482	10.07%	😊
General purpose funding		(207,328)	(180,682)	(121,595)	<b>(108,215)</b>	13,380	11.00%	😊
Law, order and public safety		(151,556)	(157,053)	(124,166)	<b>(119,427)</b>	4,739	3.82%	
Health		(60,504)	(60,712)	(48,150)	<b>(43,079)</b>	5,071	10.53%	
Education and welfare		(585,233)	(553,024)	(463,235)	<b>(359,277)</b>	103,958	22.44%	😊
Housing		(307,140)	(302,399)	(261,968)	<b>(205,250)</b>	56,718	21.65%	😊
Community amenities		(394,647)	(420,581)	(333,572)	<b>(458,279)</b>	(124,707)	(37.39%)	☹️
Recreation and culture		(983,900)	(1,006,428)	(847,021)	<b>(986,159)</b>	(139,138)	(16.43%)	☹️
Transport		(2,174,714)	(1,987,746)	(1,655,420)	<b>(1,694,254)</b>	(38,834)	(2.35%)	
Economic services		(536,244)	(491,591)	(397,591)	<b>(408,224)</b>	(10,633)	(2.67%)	
Other property and services		(72,612)	(183,011)	(95,038)	<b>(94,600)</b>	438	0.46%	
		<b>(6,068,658)</b>	<b>(5,881,449)</b>	<b>(4,789,296)</b>	<b>(4,873,823)</b>	(84,527)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,702,510	<b>2,058,703</b>	356,193	20.92%	☹️
<b>Amount attributable to operating activities</b>		<b>(349,628)</b>	<b>182,206</b>	<b>569,432</b>	<b>784,708</b>	215,276		
<b>Investing Activities</b>								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	2,719,827	<b>2,141,917</b>	(577,910)	(21.25%)	☹️
Proceeds from disposal of assets	7	121,000	209,500	132,000	<b>130,046</b>	(1,954)	(1.48%)	
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,633,610)	(4,253,194)	<b>(2,975,513)</b>	1,277,681	30.04%	😊
<b>Amount attributable to investing activities</b>		<b>(408,377)</b>	<b>(573,851)</b>	<b>(1,401,367)</b>	<b>(703,550)</b>	697,817		
<b>Financing Activities</b>								
Transfer from reserves	10	102,561	370,620	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(74,503)	<b>(74,503)</b>	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	<b>0</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>(493,652)</b>	<b>(622,291)</b>	<b>(74,503)</b>	<b>(74,503)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>0</b>	<b>107,498</b>	<b>1,020,591</b>	913,093		😊

**KEY INFORMATION**

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

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

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

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2023

## 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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Governance	(1,803)	(30.93%)		Within Variance
General purpose funding	127,160	6.65%		Within Variance
Law, order and public safety	(2,048)	(6.51%)		Within Variance
Health	147	5.88%		Within Variance
Education and welfare	(116,593)	(24.24%)	☹️ Timing	CHSP and HCP funding lower than YTD budget. This is offset by lower expenditure in these programs
Housing	6,107	4.88%		Within Variance
Community amenities	5,387	2.01%		Within Variance
Recreation and culture	12,651	30.11%	😊 Permanent	Other Culture Grants \$12K higher than YTD budget. These will be offset with higher expenses.
Transport	(105,322)	(25.27%)	☹️ Timing	Road Operating grants are lower than YTD budget. This is a considered a timing issue with grants received as milestones are claimed.
Economic services	11,758	6.28%		Within Variance
Other property and services	6,166	3.35%	Permanent	Private works income is \$33K higher than budget. This will be offset by higher expenditure.
<b>Expenditure from operating activities</b>				
Governance	44,482	10.07%	😊	Within Variance
General purpose funding	13,380	11.00%	😊 Timing	Bank Fees are \$6K lower than budget that makes up the majority of this timing variance.
Law, order and public safety	4,739	3.82%		Within Variance
Health	5,071	10.53%		Within Variance
Education and welfare	103,958	22.44%	😊 Timing	Aged Services expenditure is \$72K lower than YTD budget. This is offset by lower revenue. Other welfare Events is \$23K lower than YTD Budget. These items are expected to be timing issues that may even out over the year.
Housing	56,718	21.65%	😊 Timing	Staff and Other Housing maintenance in \$59K lower than YTD budget with \$38 lower to YTD budget for materials with \$11K committed in Purchase Orders. This may even out over the year.
Community amenities	(124,707)	(37.39%)	☹️ Permanent	Sewerage depreciation is \$89K higher than YTD budget, this has no cash impact in the Shires financial position and is reflective of changes in prior years revaluations. Sewerage maintenance is \$20K higher than budget.
Recreation and culture	(139,138)	(16.43%)	☹️ Permanent	Swimming and recreation depreciation is \$233K higher than YTD budget, this has no cash impact in the Shires financial position and is reflective of changes in prior years revaluations. This is offset by lower expenditure to date in Swimming area consultants \$13K, recreation facilities maintenance and operations \$49K and Cultural events \$26K.
Transport	(38,834)	(2.35%)		Within Variance
Economic services	(10,633)	(2.67%)		Within Variance
Other property and services	438	0.46%		Within Variance



**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 00 January 1900

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
<b>Non-cash items excluded from operating activities</b>			
		\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	7	(42,120)	(64,107)
Movement in liabilities associated with restricted cash		15,000	0
Add: Depreciation on assets		2,135,767	2,122,810
<b>Total non-cash items excluded from operating activities</b>		<b>2,108,647</b>	<b>2,058,703</b>

(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.

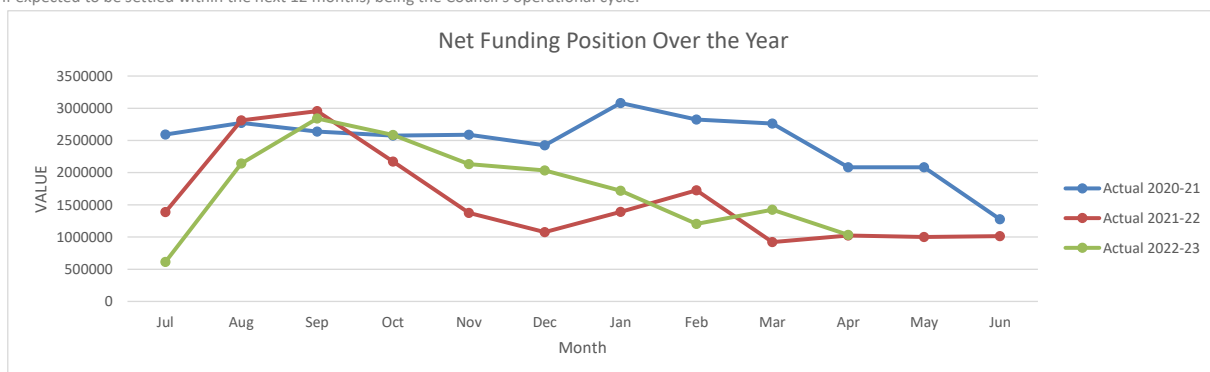
	Notes	Adopted Budget	Last Year UnAudited Actual 30 June 2022	This Time Last Year 30 April 2022	Year to Date 30 April 2023
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(2,413,691)	(2,475,964)	(2,282,998)	(2,475,964)
Add: Borrowings	9	113,975	113,970	66,882	39,468
Add: Provisions funded by Reserve		97,883	97,883	77,864	97,883
<b>Total adjustments to net current assets</b>		<b>(2,201,833)</b>	<b>(2,264,111)</b>	<b>(2,138,252)</b>	<b>(2,338,613)</b>

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

	Notes	Adopted Budget	Last Year UnAudited Actual 30 June 2022	This Time Last Year 30 April 2022	Year to Date 30 April 2023
<b>Current assets</b>					
Cash and cash equivalents	2	3,553,086	3,518,379	3,469,302	4,201,350
Rates receivables	3	119,592	119,592	177,540	189,183
Receivables	3	849,018	857,489	438,223	136,189
Stock on Hand	4	37,337	5,266	33,389	46,087
<b>Total Current Assets</b>		<b>4,559,033</b>	<b>4,500,726</b>	<b>4,118,454</b>	<b>4,572,809</b>
<b>Less: Current liabilities</b>					
Payables	5	(383,329)	(472,643)	(664,111)	(321,643)
Borrowings	9	(113,975)	(113,970)	(66,882)	(39,468)
Contract liabilities	11	(436,394)	(433,769)	52,648	(650,193)
Provisions	11	(171,845)	(202,298)	(171,845)	(202,298)
<b>Total Current Liabilities</b>		<b>(1,105,543)</b>	<b>(1,222,680)</b>	<b>(850,190)</b>	<b>(1,213,602)</b>
		<b>3,453,490</b>	<b>3,278,046</b>	<b>3,268,264</b>	<b>3,359,206</b>
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(2,201,833)</b>	<b>(2,264,111)</b>	<b>(2,138,252)</b>	<b>(2,338,613)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,251,657</b>	<b>1,013,936</b>	<b>1,130,012</b>	<b>1,020,593</b>

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
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	1,739,446	0	1,739,446	0	NAB	0.05%	At Call
<b>Term Deposits</b>								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	2.55%	25/06/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	3.26%	4/07/2023
	Financial assets at amortised cost	569	475,964	476,533		Bendigo	0.45%	1/07/2023
<b>Total</b>		<b>1,740,415</b>	<b>2,475,964</b>	<b>4,216,379</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,739,846	0	1,739,846	0			
Financial assets at amortised cost		569	2,475,964	2,476,533	0			
		<b>1,740,415</b>	<b>2,475,964</b>	<b>4,216,379</b>	<b>0</b>			

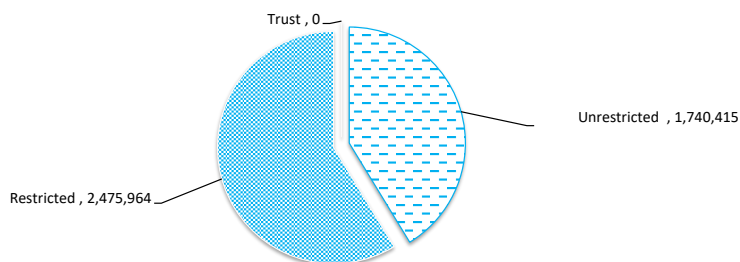
**KEY INFORMATION**

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

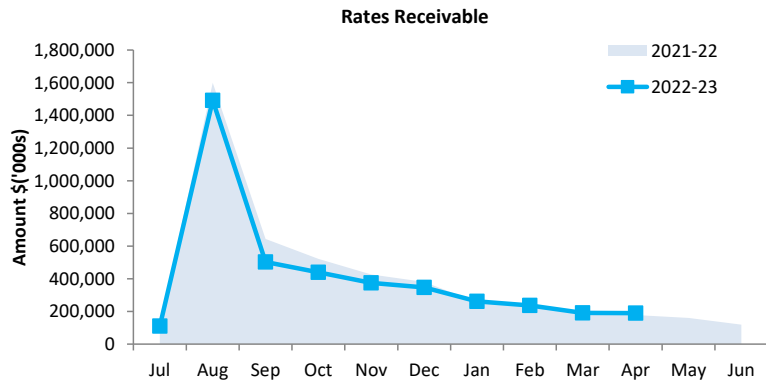
Rates receivable	30 June 2022	30 Apr 2023
	\$	\$
Opening arrears previous years	133,185	119,592
Levied - Rates revenue	1,402,771	1,510,346
Less - collections	(1,416,364)	(1,440,755)
Equals current outstanding	<b>119,592</b>	<b>189,183</b>
Less allowance for impairment of receivables		(59,782)
<b>Net rates collectable</b>	<b>119,592</b>	<b>129,401</b>
% Collected	92.2%	88.4%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(141)	17,650	10,714	7,773	10,038	46,033
Percentage	(0.3%)	38.3%	23.3%	16.9%	21.8%	
<b>Balance per trial balance</b>						
Sundry receivable	(141)	17,650	10,714	7,773	10,038	46,033
GST receivable	0	139,029	0	0	0	139,029
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Accrued Income	0	0	0	0	0	0
<b>Total receivables general outstanding</b>						<b>195,971</b>

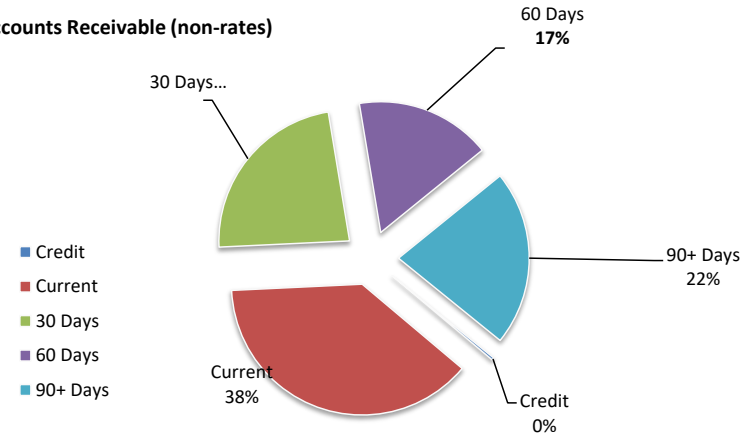
Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



**Accounts Receivable (non-rates)**



Other current assets	Opening Balance 1 July 2022	Asset Increase/(Decrease)	Closing Balance 30 April 2023
	\$	\$	\$
<b>Inventory</b>			
Stock On Hand	5,266	40,821	46,087
<b>Total other current assets</b>	<b>5,266</b>	<b>40,821</b>	<b>46,087</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

##### Inventory

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

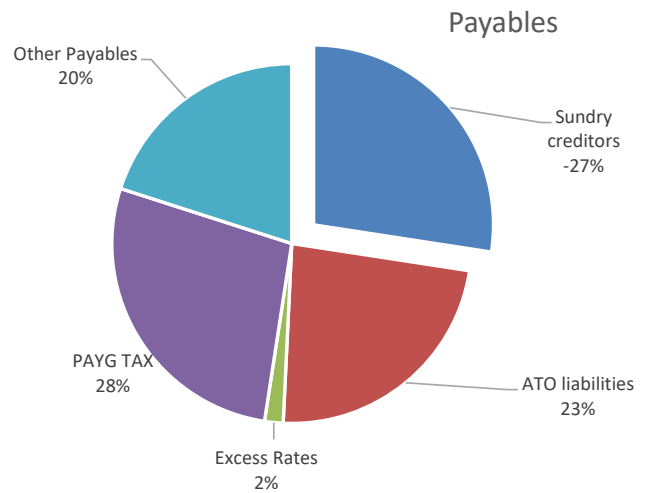
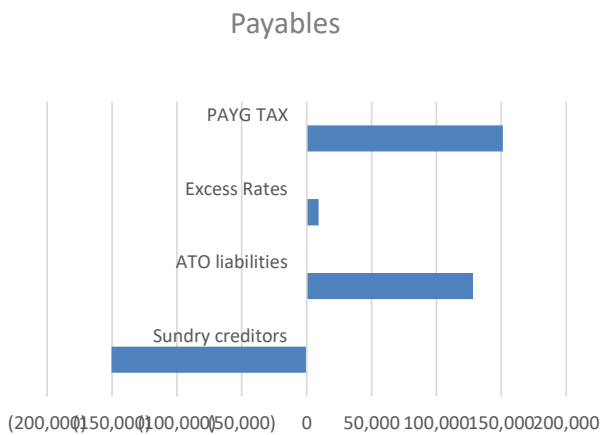
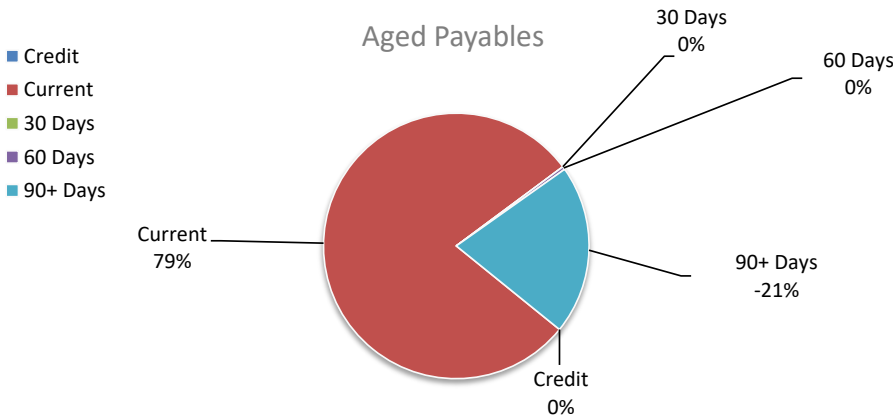
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	432,626	0	2,025	(113,008)	321,643
Percentage	0%	134.5%	0%	0.6%	-35.1%	
<b>Balance per trial balance</b>						
Sundry creditors	0	(39,491)	0	2,025	(113,008)	(150,474)
ATO liabilities	0	128,081	0	0	0	128,081
Excess Rates	0	9,122	0	0	0	9,122
PAYG TAX	0	151,056	0	0	0	151,056
Other Payables	0	110,022	0	0	0	110,022
Payroll Creditors	0	86,086	0	0	0	86,086
Accrued Loan Interest	0	7,141	0	0	0	7,141
<b>Total payables general outstanding</b>						<b>321,643</b>

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.

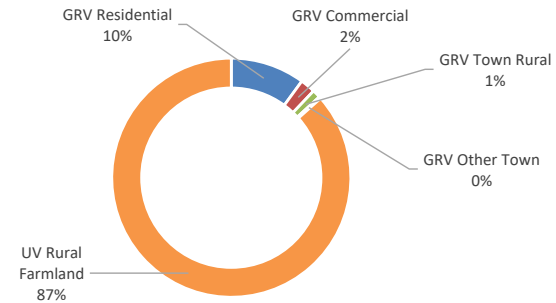
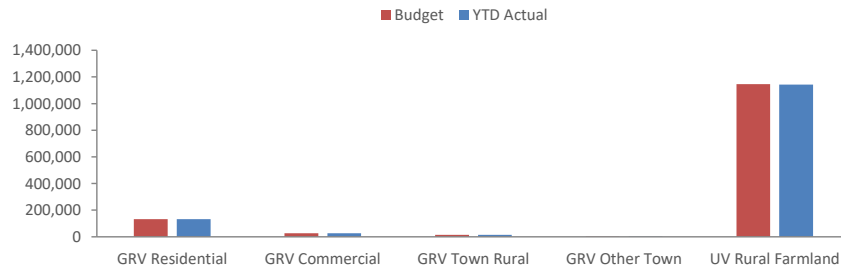


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.10450	131	1,269,347	132,647	0	0	132,647	132,646	0	0	132,646
GRV Commercial	0.10450	15	256,474	26,802	0	0	26,802	26,802	0	0	26,802
GRV Town Rural	0.10450	12	138,892	14,514	0	0	14,514	14,514	0	0	14,514
GRV Other Town	0.10450	8	33,384	3,489	0	0	3,489	3,489	0	0	3,489
<b>Unimproved value</b>											
UV Rural Farmland	0.00676	223	169,617,000	1,146,611	0	0	1,146,611	1,146,611	(3,917)	0	1,142,694
<b>Sub-Total</b>		<b>389</b>	<b>171,315,097</b>	<b>1,324,062</b>	<b>0</b>	<b>0</b>	<b>1,324,063</b>	<b>1,324,062</b>	<b>(3,917)</b>	<b>0</b>	<b>1,320,145</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	824	48	292,295	39,552	0	0	39,552	39,552	0	0	39,552
GRV Commercial	824	17	65,470	14,008	0	0	14,008	14,008	0	0	14,008
GRV Town Rural	824	16	38,685	13,184	0	0	13,184	13,184	0	0	13,184
GRV Other Town	241	20	7,974	4,820	0	0	4,820	4,820	0	0	4,820
<b>Unimproved value</b>											
UV Rural Farmland	824	64	4,190,300	52,736	0	0	52,736	52,736	0	0	52,736
UV Commercial	824	4	400	3,296	0	0	3,296	3,296	0	0	3,296
UV Town Rural	824	4	109,500	3,296	0	0	3,296	3,296	0	0	3,296
UV Mining	241	15	99,452	3,615	0	0	3,615	3,615	0	0	3,615
<b>Sub-total</b>		<b>188</b>	<b>4,804,076</b>	<b>134,507</b>	<b>0</b>	<b>0</b>	<b>134,507</b>	<b>134,507</b>	<b>0</b>	<b>0</b>	<b>134,507</b>
<b>Amount from general rates</b>							<b>1,458,570</b>	<b>1,458,569</b>	<b>(3,917)</b>	<b>0</b>	<b>1,454,652</b>
Ex-gratia rates							55,644				55,694
<b>Total general rates</b>							<b>1,514,214</b>				<b>1,510,346</b>

**KEY INFORMATION**



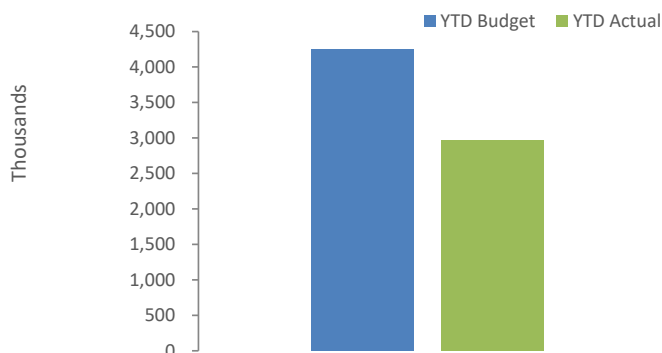
**NOTES TO THE STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 30 APRIL 2023**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	10,000	10,000	10,000	1,138	(8,862)
Plant and equipment	62,000	280,059	280,059	188,730	(91,329)
Infrastructure - roads	3,710,766	4,055,890	3,675,474	2,675,499	(999,975)
Infrastructure - sewerage	0	50,000	50,000	26,972	(23,028)
Infrastructure -Parks And Ovals	122,000	140,085	140,085	20,293	(119,792)
Infrastructure - other	95,376	97,576	97,576	62,882	(34,694)
<b>Payments for Capital Acquisitions</b>	<b>4,000,142</b>	<b>4,633,610</b>	<b>4,253,194</b>	<b>2,975,513</b>	<b>(1,277,681)</b>
<b>Total Capital Acquisitions</b>	<b>4,000,142</b>	<b>4,633,610</b>	<b>4,253,194</b>	<b>2,975,513</b>	<b>(1,277,681)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	3,470,765	3,850,259	2,719,827	2,141,917	(577,910)
Other (disposals & C/Fwd)	121,000	121,000	132,000	130,046	(1,954)
Cash backed reserves					
Plant Replacement Reserve	32,000	32,000	0	0	0
Swimming Pool Reserve	40,561	40,561	0	0	0
Recreation Reserve	30,000	30,000	0	0	0
Contribution - operations	305,816	559,790	1,401,367	703,550	(697,817)
<b>Capital funding total</b>	<b>4,000,142</b>	<b>4,633,610</b>	<b>4,253,194</b>	<b>2,975,513</b>	<b>(1,277,681)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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





Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
<b>Land and Buildings</b>						
BC001B Admin Building - Refurbishment - Building (Capital)	10,000	10,000	10,000	1,138	8,862	Completed, expenditure not finalised.
<b>Total</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>1,138</b>	<b>8,862</b>	
<b>Plant &amp; Equipment</b>						
PE201 Cemetery Grave Shoring Box	10,000	10,000	10,000	16,686	(6,686)	Acquisition completed.
PE206 Ride On Mower	0	0	0	10,532	(10,532)	PO from FY 22, to be funded from operational budget.
PE100 Diesel Fuel Bowser - Shire Depot	10,000	10,000	10,000	0	10,000	Not continuing in 22/23, to be addressed in 23/24 Budget.
PE105 Dual Cab 4x2 Team Leader	42,000	42,000	42,000	43,341	(1,341)	Complete.
PE704 Hino WaterCart	0	0	0	8,365	(8,365)	Services to fit upgraded pump to P704 Hino Watercart, to be funded from operational budget.
PE146 Purchase New Slasher	0	28,000	28,000	27,900	100	Funded by Plant Reserve
PE202 Light Hino Truck 500 Series	0	108,700	108,700	81,904	26,796	Funded by Plant Reserve. PO Raised - Arrived.
PE203 Light Hino Truck 300 Series	0	81,359	81,359	0	81,359	Funded by Plant Reserve. PO raised
<b>Total</b>	<b>62,000</b>	<b>280,059</b>	<b>280,059</b>	<b>188,730</b>	<b>91,329</b>	
<b>Infrastructure - Roads</b>						
RRCR025 Commodity Route - Dowerin - Koorda Road	248,220	248,220	248,220	229,255	18,965	Completed, expenditure not finalised.
LRC006 LRCIP - Nambling Road	90,000	90,000	90,000	62,440	27,560	Completed, expenditure not finalised.
LRC013 LRCIP - Berring East Road	200,000	200,000	200,000	34	199,966	Scheduled for QTR 4
LRC023 LRCIP - Wongan-Koorda Road	242,000	242,000	242,000	9,784	232,216	Scheduled for QTR4; expenses to date are for stockpile of gravel
LRC162 LRCIP - Nambling South Road	170,000	170,000	170,000	212,128	(42,128)	Completed, expenditure not finalised
R2R004 Hindmarsh Road (R2R)	0	0	0	69	(69)	Costing to be corrected
R2R026 Minnivale North East Road (R2R)	72,130	72,130	60,100	55,431	4,669	Completed, expenditure not finalised
R2R042 McHugh Road (R2R)	45,000	45,000	45,000	43,110	1,890	Works completed.
R2R056 Quelagetting West Road (R2R)	62,050	62,050	62,050	52,654	9,396	Completed, expenditure not finalised
R2R162 Nambling South Road (R2R)	202,000	202,000	202,000	176,228	25,772	Completed; expenditure not finalised
RRG001 Cunderdin-Minnivale Road (RRG)	195,252	195,252	162,710	98,708	64,002	Works completed, expenses not finalised.
RRG003 Koombekine North Road (RRG)	358,128	358,128	358,126	131,548	226,578	Works completed, expenses not finalised.
BS183 Dowerin-Meckering Road (BS)	104,344	104,344	104,344	16,793	87,551	Budgeted works are for survey preliminaries; expenses to date are survey costs
WFN182E WSNF Dowerin-Kalannie Road SLK27.28 to SL30.89	1,144,238	1,002,176	839,457	866,762	(27,305)	Works completed, expenses not finalised pending gravel pit rehabilitation.
WFN182F WSNF Dowerin-Kalannie Road SLK12.28 to SLK15.70	577,404	1,064,590	891,467	720,554	170,913	Works completed, expenses not finalised pending gravel pit rehabilitation.
<b>Total</b>	<b>3,710,766</b>	<b>4,055,890</b>	<b>3,675,474</b>	<b>2,675,499</b>	<b>999,975</b>	

Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
<b>Infrastructure - Parks And Ovals</b>					
PC070 Centenary Park Capital Works	22,000	22,000	22,000	20,293	1,707 Works completed.
PC075 Town Site Greening Water Scheme	100,000	100,000	100,000	0	100,000 Project deferred to 2023/24.
PC076 Replace Goal Posts	0	8,085	8,085	0	8,085 Goals installed, expenditure not finalised.
PC078 Shade Sails	0	10,000	10,000	0	10,000 PO raised.
<b>Total</b>	<b>122,000</b>	<b>140,085</b>	<b>140,085</b>	<b>20,293</b>	<b>119,792</b>
<b>Infrastructure - Sewerage</b>					
SC002 Sewerage Pump	0	50,000	50,000	26,972	23,028 Emergency works completed.
<b>Total</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>26,972</b>	<b>23,028</b>
<b>Infrastructure - Other</b>					
OC003 Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	3,413	(3,413) 21/22 project; final payments expended in 2022/23
OC017 Dowerin Community Club Infrastructure Improvements	40,000	40,000	40,000	0	40,000 Project deferred to 2023/24.
OC007 Main Street Improvements	10,600	10,600	10,600	0	10,600 Decision not to proceed with Street Banner System.
OC010 Tin Dog Walk Stage 2	14,500	16,700	16,700	21,595	(4,895) Signage arrived, yet to be installed.
OC016 Short Stay Accommodation Improvements	5,276	5,276	5,276	324	4,952 Project completed in 2021/22. Carry over underbudget.
OC008 Street Lighting LED Upgrade	25,000	25,000	25,000	25,106	(106) Works completed.
OC043 Swimming Pool - Repair Leaks - Infrastructure Other	0	0	0	12,445	(12,445) 21/22 project; Works completed in 2022/23.
<b>Total</b>	<b>95,376</b>	<b>97,576</b>	<b>97,576</b>	<b>62,882</b>	<b>34,694</b>
<b>TOTALS</b>	<b>4,000,142</b>	<b>4,633,610</b>	<b>4,253,194</b>	<b>2,975,513</b>	<b>1,277,681</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2022	Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>											
Government Regional Officer Housing	100	244,136	11,090	11,090	11,090	233,046	233,046	233,046	4,358	8,618	8,618
<b>Recreation and culture</b>											
Dowerin Community Club	97	0	0	0	0	0	0	0	0	0	0
Dowerin Swimming Pool	101	143,716	9,678	19,444	19,444	134,038	124,272	124,272	1,293	2,500	2,500
DEM Interest Free Swimming Pool Loan	LP000	35,000	0	10,000	10,000	0	25,000	25,000	0	0	0
<b>Transport</b>											
Multi Tyre Roller	103	138,981	10,426	20,895	20,895	128,555	118,086	118,086	580	926	964
Smooth Drum Tyre Roller	104	122,625	9,199	18,437	18,437	113,426	104,188	104,188	511	793	1,137
<b>Economic services</b>											
Short Stay Accommodation	99	615,516	34,109	34,109	34,109	581,407	581,407	581,407	9,664	19,062	19,062
<b>Total</b>		<b>1,299,974</b>	<b>74,503</b>	<b>113,975</b>	<b>113,975</b>	<b>1,190,471</b>	<b>1,185,999</b>	<b>1,185,999</b>	<b>16,406</b>	<b>31,899</b>	<b>32,281</b>
Current borrowings		113,975				39,468					
Non-current borrowings		1,185,999				1,151,003					
		1,299,974				1,190,471					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

The Budget did not provide for any new borrowing during the year.

**KEY INFORMATION**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

FINANCING ACTIVITIES  
NOTE 10  
CASH RESERVES

Cash backed reserve

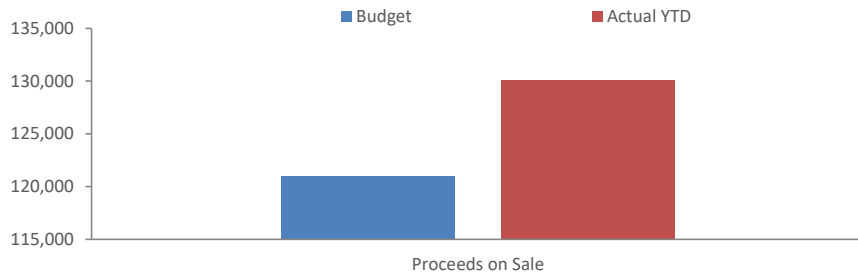
Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Employee Entitlement Reserve	97,883	16,217	16,217	0	0	0	0	114,100	114,100	97,883
Plant Replacement Reserve	487,477	138,617	227,117	0	(32,000)	(250,059)	0	594,094	464,535	487,477
Sewerage Asset Preservation Reserve	912,088	45,336	45,336	0	0	(50,000)	0	957,424	907,424	912,088
Information Technology Reserve	39,651	20,493	20,493	0	0	0	0	60,144	60,144	39,651
Land & Building Reserve	349,816	13,574	13,574	0	0	0	0	363,390	363,390	349,816
Swimming Pool Reserve	40,561	0	0	0	(40,561)	(40,561)	0	0	0	40,561
Recreation Reserve	206,109	53,066	53,066	0	(30,000)	(30,000)	0	229,175	229,175	206,109
Community Housing Reserve	60,005	746	746	0	0	0	0	60,751	60,751	60,005
Economic Reserve	66,971	832	832	0	0	0	0	67,803	67,803	66,971
Bowling Green Reserve	117,245	11,457	11,457	0	0	0	0	128,702	128,702	117,245
Tennis Court Reserve	58,128	6,722	6,722	0	0	0	0	64,850	64,850	58,128
Depot Reserve	20,015	50,249	50,249	0	0	0	0	70,264	70,264	20,015
Waste Reserve	20,015	20,249	20,249	0	0	0	0	40,264	40,264	20,015
Roads and Infrastructure	0	104,680	412,878	0	0	0	0	104,680	412,878	0
	<b>2,475,964</b>	<b>482,238</b>	<b>878,936</b>	<b>0</b>	<b>(102,561)</b>	<b>(370,620)</b>	<b>0</b>	<b>2,855,641</b>	<b>2,984,280</b>	<b>2,475,964</b>

KEY INFORMATION

**NOTES TO THE STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 30 APRIL 2023**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>												
	<b>Transport</b>												
*	Single Cab - Light Utility - 1GIL668	650	1,000	350	0	650	1,000	350	0	625	1,637	1,012	0
	<b>Other property and services</b>												
*	Toyota Hilux SR5 4WD Turbo	36,500	50,000	13,500	0	36,500	50,000	13,500	0	20,414	52,273	31,859	0
*	Passenger Vehicle; MCCS	21,730	50,000	28,270	0	21,730	50,000	28,270	0	25,230	47,954	22,724	0
**	Dual Cab 4x2; D002; Team Leader	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0
BR	Light Hino Truck 500 Series	P009	0	0	0	20,000	32,000	12,000	0	0	0	0	0
BR	Light Hino Truck 300 Series	P005	0	0	0	19,000	31,000	12,000	0	19,669	28,182	8,513	0
BR	Ford Ranger Crew Cab D002 - P002	P002	0	0	0	14,000	22,000	8,000	0	0	0	0	0
BR	Toyota Hilux D018 - P18	P18	0	0	0	500	3,500	3,000	0	0	0	0	0
		<b>78,880</b>	<b>121,000</b>	<b>42,120</b>	<b>0</b>	<b>132,380</b>	<b>209,500</b>	<b>77,120</b>	<b>0</b>	<b>65,938</b>	<b>130,046</b>	<b>64,107</b>	<b>0</b>



\*\* Item will not be disposed as budgeted

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 30 April 2023
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements		433,769	216,424	0	650,193
<b>Total unspent grants, contributions and reimbursements</b>		433,769	216,424	0	650,193
<b>Provisions</b>					
Annual leave		135,872	0	0	135,872
Long service leave		66,426	0	0	66,426
<b>Total Provisions</b>		202,298	0	0	202,298
<b>Total other current assets</b>		<b>636,067</b>	<b>216,424</b>	<b>0</b>	<b>852,491</b>
Amounts shown above include GST (where applicable)					

#### KEY INFORMATION

##### Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

##### Employee benefits

###### Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

###### Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

##### Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer. Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

OPERATING ACTIVITIES

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>					
<b>General purpose funding</b>					
GEN PUR - Financial Assistance Grant - General	0	239,180	287,023	287,023	215,267
GEN PUR - Financial Assistance Grant - Roads	0	110,630	132,762	132,762	275,705
<b>Law, order, public safety</b>					
ESL BFB - Operating Grant	34,000	28,335	34,000	0	24,902
<b>Education and welfare</b>					
AGED OTHER - Grant Funding - CHSP	226,260	150,840	226,260	0	123,865
WELFARE - Grants	3,000	9,250	11,100	8,100	0
AGED OTHER - Grant Funding - HCP	549,721	291,430	349,721	(200,000)	218,061
<b>Recreation and culture</b>					
OTH CUL - Grants - Other Culture	12,000	3,250	3,900	(8,100)	15,300
<b>Transport</b>				0	
ROADM - Direct Road Grant (MRWA)	153,588	153,588	153,588	0	156,892
ROADC - Other Grants - Roads/Streets	248,220	248,220	248,220	0	132,384
<b>Other property and services</b>					
ADMIN - Reimbursements	0	0	0	0	1,736
PWO - Other Reimbursements	0	0	0	0	1,491
POC - Reimbursements	1,000	830	1,000	0	0
	<b>1,227,789</b>	<b>1,235,553</b>	<b>1,447,574</b>	<b>219,785</b>	<b>1,165,603</b>
<b>Operating contributions and reimbursements</b>					
<b>Governance</b>					
MEMBERS - Contributions & Donations	3,000	2,500	3,000	0	0
<b>General purpose funding</b>					
<b>Education and welfare</b>					
AGED OTHER - Contributions	500	410	500	0	0
AGED OTHER - Reimbursements	0	14,160	17,000	17,000	16,531
<b>Housing</b>					
OTH HOUSE - Rental Reimbursements	0	18,330	22,000	22,000	20,633
<b>Recreation and culture</b>					
REC - Contributions & Donations	8,750	8,620	8,750	0	7,273
REC - Reimbursements - Other Recreation	0	0	0	0	559
LIBRARY - Other Grants	1,200	5,160	6,200	5,000	5,000
OTH CUL - Contributions & Donations - Other Culture	1,500	1,500	1,500	0	78
<b>Other property and services</b>					
POC - Fuel Tax Credits Grant Scheme	10,000	8,330	10,000	0	0
	<b>24,950</b>	<b>62,750</b>	<b>73,450</b>	<b>39,500</b>	<b>54,750</b>
<b>TOTALS</b>	<b>1,252,739</b>	<b>1,298,303</b>	<b>1,521,024</b>	<b>259,285</b>	<b>1,220,353</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023

INVESTING ACTIVITIES  
NOTE 13  
NON-OPERATING GRANTS AND CONTRIBUTIONS

		Non operating grants, subsidies and contributions revenue				
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Variance
		\$	\$	\$	\$	
<b>Non-operating grants and subsidies</b>						
<b>General purpose funding</b>						
	Gen Pur - Grant Funding (No Gst)	764,276	764,276	382,138	158,064	224,074
<b>Recreation and culture</b>						
	Rec - Grants	70,000	70,000	0	0	
	Rec - Contributions & Donations	0	5,390	2,695	0	
<b>Transport Funding</b>						
RRG	Roadc - Regional Road Group Grants (Mrwa)	368,920	382,900	319,080	181,367	137,713
R2R	Roadc - Roads To Recovery Grant	381,180	381,180	304,944	143,757	161,187
WSFN	Roadc - Other Grants - Roads/Streets	1,886,389	2,246,513	1,710,970	1,658,729	52,241
<b>TOTALS</b>		<b>3,470,765</b>	<b>3,850,259</b>	<b>2,719,827</b>	<b>2,141,917</b>	



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 14  
BUDGET AMENDMENTS**

The following note disclosed the approved amendments to the original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
	<b>Budget adoption - Budgeted Closing Position</b>		Opening Surplus(Deficit)	1,251,657	1,013,936		(237,721)	(237,721)
3030210	GEN PUR - Financial Assistance Grant - General	Feb 22 Budget Review	Operating Revenue	0	287,023	287,023		49,302
3030211	GEN PUR - Financial Assistance Grant - Roads	Feb 22 Budget Review	Operating Revenue	0	132,762	132,762		182,064
3040101	MEMBERS - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	4,000	4,000		186,064
3070421	HEALTH - Health Regulatory Licenses	Feb 22 Budget Review	Operating Revenue	800	0		(800)	185,264
3080601	AGED OTHER - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	17,000	17,000		202,264
3080615	AGED OTHER - Grant Funding - HCP	Feb 22 Budget Review	Operating Revenue	549,721	349,721		(200,000)	2,264
3080710	WELFARE - Grants	Feb 22 Budget Review	Operating Revenue	3,000	11,100	8,100		10,364
3090101	STF HOUSE - Staff Rental Reimbursements	Feb 22 Budget Review	Operating Revenue	31,884	3,500		(28,384)	(18,020)
3090120	STF HOUSE - Fees & Charges	Feb 22 Budget Review	Operating Revenue	0	28,384	28,384		10,364
3090201	OTH HOUSE - Rental Reimbursements	Feb 22 Budget Review	Operating Revenue	99,197	118,197	19,000		29,364
3090235	OTH HOUSE - Other Income	Feb 22 Budget Review	Operating Revenue	0	3,000	3,000		32,364
3100501	ENVIRON - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	500	500		32,864
3110300	REC - Contributions & Donations	Feb 22 Budget Review	Operating Revenue	8,750	14,140	5,390		38,254
3110320	REC - Fees & Charges	Feb 22 Budget Review	Operating Revenue	11,000	15,000	4,000		42,254
3110511	LIBRARY - Other Grants	Feb 22 Budget Review	Operating Revenue	1,200	6,200	5,000		47,254
3110710	OTH CUL - Grants - Other Culture	Feb 22 Budget Review	Operating Revenue	12,000	3,900		(8,100)	39,154
3120110	ROADC - Regional Road Group Grants (MRWA)	Feb 22 Budget Review	Operating Revenue	368,920	382,900	13,980		53,134
3120113	ROADC - Other Grants - Roads/Streets	Feb 22 Budget Review	Operating Revenue	2,134,609	2,494,733	360,124		413,258
3130221	TOUR - Caravan Park Fees	Feb 22 Budget Review	Operating Revenue	190,000	175,000		(15,000)	398,258
3130320	BUILD - Fees & Charges (Licences)	Feb 22 Budget Review	Operating Revenue	1,500	3,140	1,640		399,898
3130335	BUILD - Other Income	Feb 22 Budget Review	Operating Revenue	12,000	2,000		(10,000)	389,898
3130821	OTH ECON - Standpipe Income	Feb 22 Budget Review	Operating Revenue	5,000	40,000	35,000		424,898
3140120	PRIVATE - Private Works Income	Feb 22 Budget Review	Operating Revenue	10,000	75,000	65,000		489,898
3140201	ADMIN - Reimbursements	Feb 22 Budget Review	Operating Revenue	500	2,000	1,500		491,398
3140736	UNCLASS - Unclassified Income - GST Free	Feb 22 Budget Review	Operating Revenue	10,000	5,000		(5,000)	486,398
3140390	PWO - Profit on Disposal of Assets	Feb 22 Budget Review	Non- Cash Item	13,500	48,500			486,398
2030100	RATES - Employee Costs	Feb 22 Budget Review	Operating Expenses	(82,853)	(57,207)	25,646		512,044
2030103	RATES - Uniforms	Feb 22 Budget Review	Operating Expenses	(500)	0	500		512,544
2030109	RATES - Travel & Accommodation	Feb 22 Budget Review	Operating Expenses	(500)	0	500		513,044
2040100	MEMBERS - Employee Costs	Feb 22 Budget Review	Operating Expenses	(105,911)	(104,881)	1,030		514,074
2040109	MEMBERS - Members Travel and Accommodation	Feb 22 Budget Review	Operating Expenses	(2,002)	(1,500)	502		514,576
2040114	MEMBERS - Communications Allowance	Feb 22 Budget Review	Operating Expenses	(1,000)	(502)	498		515,074
2040141	MEMBERS - Subscriptions & Publications	Feb 22 Budget Review	Operating Expenses	(25,300)	(49,300)		(24,000)	491,074
2040185	MEMBERS - Legal Expenses	Feb 22 Budget Review	Operating Expenses	(1,000)	(502)	498		491,572
2040200	OTH GOV - Employee Costs	Feb 22 Budget Review	Operating Expenses	(105,911)	(104,881)	1,030		492,602
2040208	OTH GOV - Other Employee Expenses	Feb 22 Budget Review	Operating Expenses	(80,000)	0	80,000		572,602
2040211	OTH GOV - Civic Functions, Refreshments & Receipts	Feb 22 Budget Review	Operating Expenses	(6,000)	(8,000)		(2,000)	570,602
2040285	OTH GOV - Legal Expenses	Feb 22 Budget Review	Operating Expenses	(5,000)	(6,000)		(1,000)	569,602
2050100	FIRE - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		569,694
2050112	FIRE - Fire Prevention/Burning/Control - recoverable	Feb 22 Budget Review	Operating Expenses	0	515		(575)	569,119
2050140	FIRE - Advertising & Promotion	Feb 22 Budget Review	Operating Expenses	(300)	(100)	200		569,319
2050187	FIRE - Other Expenditure	Feb 22 Budget Review	Operating Expenses	(500)	(250)	250		569,569
2050216	ANIMAL - Relief Ranger Services	Feb 22 Budget Review	Operating Expenses	(6,000)	(13,000)		(7,000)	562,569
2050387	OLOPS - Other Expenditure	Feb 22 Budget Review	Operating Expenses	(5,130)	(2,594)	2,536		565,105
2050588	ESL BFB - Utilities, Rates & Taxes	Feb 22 Budget Review	Operating Expenses	(921)	(2,421)		(1,500)	563,605
2050589	ESL BFB - Maintenance Land & Buildings	Feb 22 Budget Review	Operating Expenses	(5,714)	(5,214)	500		564,105
2070553	PEST - Pest Control Programs	Feb 22 Budget Review	Operating Expenses	(833)	(1,133)		(300)	563,805
2070700	OTH HEALTH - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		563,897
2080388	FAMILIES - Building Operations	Feb 22 Budget Review	Operating Expenses	(3,084)	(5,784)		(2,700)	561,197
2080389	FAMILIES - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(14,784)	(10,884)	3,900		565,097
2080600	AGED OTHER - Employee Costs	Feb 22 Budget Review	Operating Expenses	(244,433)	(208,569)	35,864		600,961
2080609	AGED OTHER - Travel & Accommodation	Feb 22 Budget Review	Operating Expenses	(3,000)	(5,500)		(2,500)	598,461
2080610	AGED OTHER - Motor Vehicle Expenses	Feb 22 Budget Review	Operating Expenses	(12,500)	(10,000)	2,500		600,961
2080660	AGED OTHER - Client Services	Feb 22 Budget Review	Operating Expenses	(167,200)	(151,200)	16,000		616,961
2080686	AGED OTHER - Expensed Minor Asset Purchases	Feb 22 Budget Review	Operating Expenses	(1,000)	(4,000)		(3,000)	613,961
2080753	WELFARE - Events	Feb 22 Budget Review	Operating Expenses	(13,300)	(25,515)		(12,215)	601,746
2080789	WELFARE - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(21,140)	(26,780)		(5,640)	596,106
2090188	STF HOUSE - Staff Housing Building Operations	Feb 22 Budget Review	Operating Expenses	(20,577)	(18,577)	2,000		598,106
2090189	STF HOUSE - Staff Housing Building Maintenance	Feb 22 Budget Review	Operating Expenses	(49,505)	(40,622)	8,883		606,989
2090288	OTH HOUSE - Building Operations	Feb 22 Budget Review	Operating Expenses	(16,281)	(16,831)		(550)	606,439
2090289	OTH HOUSE - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(50,084)	(55,676)		(5,592)	600,848
2100111	SAN - Waste Collection	Feb 22 Budget Review	Operating Expenses	(32,370)	(33,390)		(1,020)	599,828
2100165	SAN - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(65,762)	(87,926)		(22,164)	577,664
2100265	SAN OTH - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,683)	(1,392)	291		577,955
2100289	SAN OTH - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(500)	(1,350)		(850)	577,105
2100352	SEW - Consultants	Feb 22 Budget Review	Operating Expenses	(6,000)	(4,000)	2,000		579,105
2100365	SEW - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(34,961)	(47,711)		(12,750)	566,355
2100700	COM AMEN - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		566,447
2100711	COM AMEN - Cemetery Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(17,642)	(14,142)	3,500		569,947
2100788	COM AMEN - Public Conveniences Operations	Feb 22 Budget Review	Operating Expenses	(18,436)	(13,669)	4,767		574,714
2100789	COM AMEN - Public Conveniences Maintenance	Feb 22 Budget Review	Operating Expenses	(2,630)	(2,430)	200		574,914
2110189	HALLS - Town Halls and Public Bldg Maintenance	Feb 22 Budget Review	Operating Expenses	(3,834)	(6,694)		(2,860)	572,054
2110265	SWIM AREAS - Grounds Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(45,047)	(39,047)	6,000		578,054
2110364	REC - Trails & Tracks Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,000)	(2,000)		(1,000)	577,054
2110365	REC - Parks & Gardens Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(115,807)	(81,011)	34,796		611,850
2110366	REC - Town Oval Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(51,891)	(60,829)		(8,938)	602,911
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(5,559)	(4,344)	1,215		604,126
2110368	REC - Playground Equipment Mtce	Feb 22 Budget Review	Operating Expenses	(6,753)	(4,984)	1,769		605,895
2110387	REC - Other Expenses	Feb 22 Budget Review	Operating Expenses	(3,000)	(3,100)		(100)	605,795
2110388	REC - Other Rec Facilities Building Operations	Feb 22 Budget Review	Operating Expenses	(67,987)	(63,507)	4,480		610,275
2110389	REC - Other Rec Facilities Building Maintenance	Feb 22 Budget Review	Operating Expenses	(55,179)	(46,144)	9,035		619,310
2110587	LIBRARY - Other Expenses	Feb 22 Budget Review	Operating Expenses	(6,000)	(10,500)		(4,500)	614,810
2110665	HERITAGE - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(2,761)	(8,836)		(6,075)	608,735

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 APRIL 2023**

**NOTE 14  
BUDGET AMENDMENTS**

The following note disclosed the approved amendments to the original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
2110711	OTH CUL - Australia Day	Feb 22 Budget Review	Operating Expenses	(1,900)	(3,600)		(1,700)	607,035
2110712	OTH CUL - ANZAC Day	Feb 22 Budget Review	Operating Expenses	(2,250)	(3,750)		(1,500)	605,535
2110725	OTH CUL - Festival & Events	Feb 22 Budget Review	Operating Expenses	(23,950)	(78,500)		(54,550)	550,985
2110787	OTH CUL - Other Expenses	Feb 22 Budget Review	Operating Expenses	(2,900)	(1,500)	1,400		552,385
2120211	ROADM - Road Maintenance - Built Up Areas	Feb 22 Budget Review	Operating Expenses	(145,124)	(35,137)	109,987		662,372
2120212	ROADM - Road Maintenance - Sealed Outside BUA	Feb 22 Budget Review	Operating Expenses	(190,013)	(220,476)		(30,463)	631,909
2120213	ROADM - Road Maintenance - Gravel Outside BUA	Feb 22 Budget Review	Operating Expenses	(544,299)	(339,101)	205,198		837,107
2120217	ROADM - Ancillary Maintenance - Built Up Areas	Feb 22 Budget Review	Operating Expenses	(12,466)	(92,120)		(79,654)	757,453
2120234	ROADM - Street Lighting	Feb 22 Budget Review	Operating Expenses	(27,000)	(25,000)	2,000		759,453
2120287	ROADM - Other Expenses	Feb 22 Budget Review	Operating Expenses	0	(150)		(150)	759,303
2120288	ROADM - Depot Building Operations	Feb 22 Budget Review	Operating Expenses	(13,978)	(20,478)		(6,500)	752,803
2120500	LICENSING - Employee Costs	Feb 22 Budget Review	Operating Expenses	0	(8,850)		(8,850)	743,953
2120665	AERO - Airstrip & Grounds Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,000)	(5,600)		(4,600)	739,353
2130111	RURAL - Noxious Weed Control	Feb 22 Budget Review	Operating Expenses	0	(200)		(200)	739,153
2130200	TOUR - Employee Costs	Feb 22 Budget Review	Operating Expenses	(88,899)	(74,493)	14,406		753,559
2130211	TOUR - Visitor Centre Contribution	Feb 22 Budget Review	Operating Expenses	(3,500)	(3,000)	500		754,059
2130240	TOUR - Public Relations & Area Promotion	Feb 22 Budget Review	Operating Expenses	(20,040)	(21,600)		(1,560)	752,499
2130265	TOUR - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(40,950)	(28,459)	12,491		764,990
2130266	TOUR - Caravan Park General Maintenance/Operat	Feb 22 Budget Review	Operating Expenses	(17,015)	(6,616)	10,399		775,389
2130288	TOUR - Building Operations	Feb 22 Budget Review	Operating Expenses	(120,636)	(108,687)	11,949		787,338
2130289	TOUR - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(19,101)	(20,083)		(982)	786,356
2130865	OTH ECON - Standpipe Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(5,300)	(6,300)		(1,000)	785,356
2130889	OTH ECON - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(2,586)	(3,936)		(1,350)	784,006
2140187	PRIVATE - Other Expenses	Feb 22 Budget Review	Operating Expenses	(500)	(18,000)		(17,500)	766,506
2140200	ADMIN - Employee Costs	Feb 22 Budget Review	Operating Expenses	(304,058)	(261,584)	42,474		808,980
2140204	ADMIN - Training & Development	Feb 22 Budget Review	Operating Expenses	(20,000)	(21,650)		(1,650)	807,330
2140205	ADMIN - Recruitment	Feb 22 Budget Review	Operating Expenses	(3,000)	(1,500)	1,500		808,830
2140206	ADMIN - Fringe Benefits Tax (FBT)	Feb 22 Budget Review	Operating Expenses	(10,000)	(27,000)		(17,000)	791,830
2140289	ADMIN - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(31,205)	(40,055)		(8,850)	782,980
2140300	PWO - Employee Costs	Feb 22 Budget Review	Operating Expenses	(193,065)	(287,128)		(94,063)	688,917
2140304	PWO - Training & Development	Feb 22 Budget Review	Operating Expenses	(45,836)	(18,245)	27,591		716,508
2140308	PWO - Other Employee Expenses	Feb 22 Budget Review	Operating Expenses	0	(500)		(500)	716,008
2140324	PWO - Annual Leave	Feb 22 Budget Review	Operating Expenses	(53,575)	(41,575)	12,000		728,008
2140325	PWO - Public Holidays	Feb 22 Budget Review	Operating Expenses	(26,054)	(18,953)	7,101		735,109
2140330	PWO - OHS and Toolbox Meetings,	Feb 22 Budget Review	Operating Expenses	(24,319)	(15,319)	9,000		744,109
2140365	PWO - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(2,500)	(9,500)		(7,000)	737,109
2140386	PWO - Expensed Minor Asset Purchases	Feb 22 Budget Review	Operating Expenses	(8,000)	(18,000)		(10,000)	727,109
2140400	POC - Internal Plant Repairs - Wages & O/Head	Feb 22 Budget Review	Operating Expenses	(10,000)	(13,500)		(3,500)	723,609
2140411	POC - External Parts & Repairs	Feb 22 Budget Review	Operating Expenses	(80,000)	(140,000)		(60,000)	663,609
2140418	POC - Expendable Tools / Consumables	Feb 22 Budget Review	Operating Expenses	(20,000)	(10,000)	10,000		673,609
2140500	SAL - Gross Salary and Wages	Feb 22 Budget Review	Operating Expenses	(1,669,149)	(1,584,443)	84,706		758,315
2140501	SAL - LESS Salaries & Wages Allocated	Feb 22 Budget Review	Operating Expenses	1,669,149	1,584,443		(84,706)	673,609
	Land and Buildings	Feb 22 Budget Review	Investing Activities	(10,000)	(10,000)		-	673,609
	Plant & Equipment	Feb 22 Budget Review	Investing Activities	(62,000)	(280,059)		(218,059)	455,550
	Infrastructure - Roads	Feb 22 Budget Review	Investing Activities	(3,710,766)	(4,055,890)		(345,124)	110,426
	Infrastructure -Sewerage	Feb 22 Budget Review	Investing Activities	0	(50,000)		(50,000)	60,426
	Infrastructure -Parks And Ovals	Feb 22 Budget Review	Investing Activities	(122,000)	(140,085)		(18,085)	42,341
	Infrastructure - Other	Feb 22 Budget Review	Investing Activities	(95,376)	(97,576)		(2,200)	40,141
	Proceeds on Disposal of Assets	Feb 22 Budget Review	Investing Activities	121,000	209,500	88,500		128,641
	Reserves Transfer In	Feb 22 Budget Review	Financing Activities	(482,238)	(878,936)		(396,698)	(268,057)
	Reserves Transfers out	Feb 22 Budget Review	Financing Activities	102,561	370,620	268,059		2
	Rounding						(2)	0
<b>TOTALS</b>						<b>2,161,830</b>	<b>(2,161,830)</b>	<b>0</b>



**SHIRE OF DOWERIN**  
**List of Payments for the Period Ending**  
**30 APRIL 2023**

Last EFT No: :10803

<u>EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT10804	05/04/2023	Rebecca McCall	Reimbursement for electricity supply as per employment contract	\$ 446.42	
EFT10805	05/04/2023	Western Australian Treasury Corporation	Loan No. 100 Interest payment - Government Housing accommodation	\$ 9,853.62	
EFT10806	17/04/2023	Edwina Forward Engraving	Supply, machine engrave and paintfill ss plaque Citizen of The Year	\$ 137.50	
EFT10807	17/04/2023	Frontline Fire & Rescue Equipment	Repair of foam system on D1444 - Dowerin BFB	\$ 2,480.50	
EFT10808	17/04/2023	Fire Response Pty Ltd	Supply K2 Thermal Imaging Camera and Nanuk 920 case	\$ 2,585.00	<b>Fully Funded</b>
EFT10809	17/04/2023	Farmscan	Supply GEO240-5-3 with dump valve for verge spraying	\$ 4,004.00	
EFT10810	17/04/2023	GGJ Consultants	Annual Subscription to GGJ Home Care	\$ 825.00	<b>Fully Funded</b>
EFT10811	17/04/2023	Holberton Earthmoving	Supply road building services as per tender 2022-01 for stabilisation and final trim on Koombekine North Road SLK 2.28-4.45 RRG003	\$ 100,339.80	<b>Part Funded</b>
EFT10812	17/04/2023	Hoist Sales & Hydraulic Repairs Pty Ltd	Supply hinge rod for D003 tipper tailgate	\$ 269.50	
EFT10813	17/04/2023	Interfire Agencies	PPE for Minnivale Bush Fire Brigade	\$ 6,831.80	<b>Fully Funded</b>
EFT10814	17/04/2023	Johns Building Supplies	Marine ply & screws for Skatepark Upgrade	\$ 1,397.02	<b>Part Funded</b>
EFT10815	17/04/2023	Lloyd's Air-conditioning and Refrigeration Services	Supply and install new air conditioner at 11D Hilda St	\$ 5,043.50	
EFT10816	17/04/2023	Lloyd's Earthmoving & Garden Supplies	Supply 6m3 of lawn mix soil for town oval	\$ 425.00	
EFT10817	17/04/2023	Lo-Go Appointments	Provision of Governance Projects Officer w/e 18/05/23 & 25/03/2023	\$ 2,556.92	
EFT10818	17/04/2023	Lite n' Easy	Aged care easy meals	\$ 410.05	<b>Fully Funded</b>
EFT10819	17/04/2023	Cheryl Murray	Reimbursement for payment of gun licence on behalf of Shire	\$ 147.00	
EFT10820	17/04/2023	Rebecca McCall	Reimbursement for power usage as per employment contract	\$ 313.61	
EFT10821	17/04/2023	Midland Trophies	Medals for the Dowerin Triathlon 2023	\$ 227.00	<b>Part Funded</b>
EFT10822	17/04/2023	Mainform Corporation Pty Ltd	Carry out level 1 visual bridge inspection and provide written and photographic report as per quote, Bridge 4681 Dowerin Koorda Rd	\$ 1,523.50	
EFT10823	17/04/2023	James Newton	Cleaning of Admin Office Carpets and Chairs	\$ 210.00	
EFT10824	17/04/2023	5Rivers Plumbing & Gas	Replace cook top at 3/13 Stacy St	\$ 1,152.16	
EFT10825	17/04/2023	Goomalling Pharmacy	Rocky 8 Scooter IM for client	\$ 7,709.90	<b>Fully Funded</b>
EFT10826	21/04/2023	Tutt Bryant Equipment	Carry out 1000hr service on Bomag roller	\$ 3,600.08	
EFT10827	21/04/2023	State Library Of Western Australia	Freight recoup Jan - Jun 2023	\$ 177.38	
EFT10828	21/04/2023	Naughty Bugs Pest Control	Carry out annual internal & external pest treatment on all shire properties	\$ 6,705.00	
EFT10829	21/04/2023	Premium Publishers	AGO 2023 Road Trip Holiday Planner Publication Booking - Shire of Dowerin Page	\$ 2,792.90	
EFT10830	21/04/2023	Rural Ranger Services	Ranger Services (10/1/23,18/1/23) (8/3/23,15/3/23,23/3/23,30/3/23,31/3/23)	\$ 1,807.74	
EFT10831	21/04/2023	Star Track Express Pty Ltd	Freight Delivery to Wongan Hills	\$ 26.93	
EFT10832	21/04/2023	Shred-X Pty Ltd	Collection and Replacement of Shredding Bin - 13.04.2023	\$ 13.00	

EFT10833	21/04/2023	Team Global Express	Deliveries Dowerin and Wangara	\$	60.16	
EFT10834	21/04/2023	Ray's Auto Mech & Engineering Services	Weld crack in hydraulic tank on Sewer Jetter	\$	286.00	
EFT10835	21/04/2023	Workwear Supplies	Bulk staff Uniforms	\$	781.78	
EFT10836	21/04/2023	Wheatbelt Signs	Supply 100 X Shire of Dowerin stickers	\$	99.99	
EFT10837	21/04/2023	WA Hino Sales & Service	Purchase Hino 300S 816 less trade-in	\$	59,094.50	Trade-in
EFT10838	21/04/2023	Wallis Computer Solutions	Microsoft 365 Business Basic Commercial Licence	\$	166.82	
EFT10839	21/04/2023	Yleena Farm	Supply approximately 2800m3 of loose gravel for Dowerin Kalannie Road SLK 12.28-15.70 WFN 182 F	\$	4,419.36	Part Funded
EFT10840	21/04/2023	Arrow Bronze	Niche wall plaque	\$	514.82	
EFT10841	21/04/2023	Avon Waste	Refuse and recycling collection	\$	2,734.97	
EFT10842	21/04/2023	Advanced Traffic Management	Traffic management Dowerin Kalannie Minnivale 09/03/2023	\$	15,447.69	Part Funded
EFT10843	21/04/2023	Accwest Pty Ltd	Financial Assistance support - Jan/Feb23	\$	5,544.00	
EFT10844	21/04/2023	Aqua Cooler Pty Ltd	Under bench water chiller for Admin	\$	1,170.50	
EFT10845	21/04/2023	Boya Equipment Pty Ltd	Supply of Air, Oil and Fuel filters - P711 Sewer Jet Ranger	\$	212.17	
EFT10846	21/04/2023	Bear Pantry Cafe	Catering for Curtin Fieldwork Visit	\$	945.00	
EFT10847	21/04/2023	Complete Office Supplies	Admin stationery	\$	338.46	
EFT10848	21/04/2023	Competent Solutions Pty Ltd	Bulk outside staff Uniforms	\$	1,988.29	
EFT10849	21/04/2023	Country Copiers	Copier lease meter reading 07/11/2022 - 18/03/2023	\$	2,878.65	
EFT10850	21/04/2023	Dowerin Community Resource Centre	Advertising 2x Public Notices - Tenders @ \$40 each	\$	128.00	
EFT10851	21/04/2023	Department Of Fire and Emergency Services	2022/23 ESLB 3rd Qtr Contribution	\$	15,958.80	Recovery
EFT10852	21/04/2023	Comfort Style Furniture & Bedding	Queen base and Spinecare Firm mattress for client	\$	2,630.00	Fully Funded
EFT10853	21/04/2023	Roadside Products Pty Ltd	Supply 150 FSG2143 guide posts for road works	\$	5,076.50	
				<b>\$</b>	<b>284,488.29</b>	

**One Off Sundry Payments:**

D/C	13/04/2023	Rhonda Ratcliffe	Triathlon refund	\$	5.00	
D/C	13/04/2023	Joanna Rayner	Triathlon refund	\$	10.00	
D/C	13/04/2023	Kristel Couper	Triathlon refund	\$	15.00	
D/C	13/04/2023	Nicole Kennedy	Refund of overpayment of pet bond	\$	20.00	
000000	18/04/2023	Jessica Lantzk	Triathlon refund	\$	30.00	
000001	18/04/2023	Michelle James	Triathlon refund	\$	20.00	
000002	18/04/2023	Dianne Griffin	Triathlon refund	\$	10.00	
				<b>\$</b>	<b>110.00</b>	

**Direct Debits:**

DD12248.1	06/04/2023	Xenex Systems Pty Ltd	Duplicated payment from 03/03/2023 - to be credited back by Xenex	\$	879.95	
DD12250.1	15/04/2023	Synergy	Energy supplies 19/01/2023 - 15/02/2023	\$	1,702.98	
DD12254.1	01/04/2023	Telstra Limited	Service charges to 26 Feb 2023	\$	591.91	
DD12258.1	15/04/2023	Xenex Systems Pty Ltd	Credit received for duplicated payment	-\$	418.00	
DD12271.1	06/04/2023	Synergy	Street lighting 25/01/2023 - 24/02/2023	\$	2,605.39	
DD12282.1	13/04/2023	Rebecca McCall	Reimbursement for Synergy Account	\$	215.61	
DD12295.1	18/04/2023	Shire of Dowerin - Visa Payments	Visa charges for March 2023	\$	3,764.19	
DD12304.1	24/04/2023	Synergy	Energy supply 18/01/2023 - 20/03/2023	\$	5,078.61	
DD12304.2	24/04/2023	Water Corporation	Water usage 23/01/2023 - 21/03/2023	\$	8,374.22	
DD12304.3	24/04/2023	Precision Administration Services Pty Ltd	Superannuation PPE 11/04/2023	\$	5,934.89	

DD12326.1	28/04/2023 Synergy	Energy supply 20/01/2023 - 21/03/2023	\$ 8,174.63
DD12326.2	15/04/2023 Telstra Limited	Service charges 27/03/2023 - 26/04/2023	\$ 591.91
DD12326.3	28/04/2023 Water Corporation	Water service charge 01/03/2023 - 30/04/2023	\$ 48.88
DD12326.4	28/04/2023 Wesfarmers Kleenheat Gas	Year equipment service charge for 45kg VAP CYL	\$ 201.28
130935	28/04/2023 BF - BANK FEE	BANK FEE	\$ 46.10
130935	28/04/2023 BF - BANK FEE	BANK FEE	\$ 22.82
130935	28/04/2023 BF - BANK FEE	BANK FEE	\$ 37.99
130935	28/04/2023 BF - BANK FEE	BANK FEE	\$ 146.99
			<b>\$ 38,000.35</b>

**Payroll:**

\$40,789.46 PPE 11/04/2023  
\$40,312.87 PPE 25/04/2023

**\$81,102.33**

**Superannuation:**

\$5,934.89 PPE 11/04/2023

**\$5,934.89**

**Summary**

\$ 284,488.29 EFT 10804 - 10853  
\$ 38,000.35 Direct Debits  
\$ 110.00 One Off Sundry Payments  
\$ 81,102.33 Payroll  
**\$ 403,700.97**

# SHIRE OF DOWERIN

## MARCH 2023

Date: 11/04/2023  
Voucher: 710



Amount in words:

Three thousand seven hundred and sixty four dollars and nineteen cents

**\$ 3,764.19**

Dr to:

**NAB VISA D89**

**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 .....

*Amccall*

DATE OF SERVICE	GL	PARTICULARS <small>(If progress payment, state total amount of contract and amount of previous payments, if any)</small>	GST	AMOUNT
2/03/2023	2140220.2100	Corporate Internet - monthly charge	\$70.45	\$ 775.00
2/03/2023	2140209.2002	Accommodation for LGPro Training - RFO	\$44.75	\$ 492.28
8/03/2023	2040211.2700	Refreshments for Councillors and Management	\$1.91	\$ 21.00
10/03/2023	2140241.2100	Monthly subscriptions - CDP	\$2.00	\$ 21.99
20/03/2023	2140216	PO Box renewal		\$ 47.00
20/03/2023	2140241.2100	Monthly subscriptions - EGO	\$2.00	\$ 21.99
22/03/2023	2140209.2003	Cab charge - DCEO LG Conference	\$1.28	\$ 26.98
22/03/2023	2140209.1003	Cab charge - DCEO LG Conference	\$0.92	\$ 19.41
03/2023	P005.266.2266	Change plate for vehicle trade-in - D005		\$ 30.50
22/03/2023	2140209.2003	Accommodation and meals LG Conference - DCEO	\$96.47	\$ 1,061.45
24/03/2023	FEY001.298.2101	Nisbets		\$ 18.59
24/03/2023	2140386.296	Four leg lifting chains	\$32.50	\$ 357.50
27/03/2023	2050586.2101	2 x wall mounts and 1 x Smart TV		\$ 808.00
27/03/2023	P005.266.2266	Plate remake - D005		\$ 44.50
28/03/2023	2030211.2100	NAB Visa Card Fee CEO		\$ 9.00
28/03/2023	2030211	NAB Visa Card Fee DCEO		\$ 9.00
				<b>\$ 3,764.19</b>

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

CERTIFIED SPECIAL EMERGENCY PAYMENT .....PRESIDENT

*R. Lepp*



Statement for  
**NAB Business Visa**  
 NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST  
 AEDT Saturday and Sunday  
 Fax 1300 363 658  
 Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)



#8152  
 DOWERIN SHIRE  
 PO BOX 111  
 DOWERIN WA 6461

Statement Period **1 March 2023 to 28 March 2023**  
 Company Account No: 4557 0498 0002 7159  
 Facility Limit: \$16,000

**Your Account Summary**

Balance from previous statement	\$2,896.77 DR
Payments and other credits	\$2,896.77 CR
Purchases, cash advances and other debits	\$3,746.19 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$3,764.19 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$3,764.19 WILL BE  
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
 03/04/2023 AS PER OUR AGREEMENT.**

see reverse for transaction details



0001211 00111100110000002 1001 1210102 0114010 100001



STATEMENT FOR

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
 Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
 Fax 1300 363 658  
 Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MRS REBECCA LOUISE MCCALL  
 Account No: 4557 0455 3794 2934  
 Statement Period: 1 March 2023 to 28 March 2023  
 Cardholder Limit: \$10,000

**Transaction record for: MRS REBECCA LOUISE MCCALL**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Mar 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Monthly corporate internet		70.45	775.00	74564723060
8 Mar 2023	\$21.00	WATERFORD IGA KARAWARA	Crs & Mgmt refreshments		1.91	21.00	74940523065
10 Mar 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Monthly subs - CDO		2.00	21.99	74069883067
20 Mar 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Monthly subs - EGO		2.00	21.99	74069883075
22 Mar 2023	\$30.50	SHIRE DOWERIN DOWERIN	DOT - Plate change for DOOS			30.50	01215159015
24 Mar 2023	\$18.59	NISBETS AUSTRALIA SMEATON GRANG	Aust Day Supplies			18.59	74229853082
24 Mar 2023	\$357.50	THE LIFTING COMPANY KEWDALE	4x Leg Lifting Chairs		32.50	357.50	74564453082
27 Mar 2023	\$808.00	SP JB HI-FI ONLINE SOUTHBANK	2x Wall mounts & 1x Smart TV		73.46	808.00	74201333083
28 Mar 2023	\$9.00	CARD FEE	Monthly fee CEO			9.00	74557043087
<b>Total for this period</b>	<b>\$2,063.57</b>		<b>Totals</b>			<b>\$ 2063.57</b>	

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_

*Rebecca R Jeff*

Date: 12/4/23





STATEMENT 1/21

### NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

### Cardholder Details

Cardholder Name: MR AARON GARTH WOOLDRIDGE  
Account No: 4557 0455 3822 0801  
Statement Period: 1 March 2023 to 28 March 2023  
Cardholder Limit: \$5,000

### Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Mar 2023	\$240.56	H.I. West Perth OPI West Perth	} Accomodation & Parking } LC Pro Training - S con				74619703060
13 Mar 2023	\$251.72	H.I. West Perth OPI West Perth				44-75	74619703067
* 20 Mar 2023	\$47.00	AUSPOST PO BOX MELBOURNE	Yearly PO box fee		4-27	47-00	74229853076
22 Mar 2023	\$26.98	Live Payments Barangaroo	Cab charge - DCEO		1-28	26-98	24109333080
22 Mar 2023	\$19.41	SWAN TAXIS PTY LTD VICTORIA PARK	Cab charge - DCEO		.92	19-41	74229853080
22 Mar 2023	\$812.85	Crown Promenade Perth Burswood	Accommodation & meals LC Conf	*	*	*	74773883079
27 Mar 2023	\$44.50	SHIRE DOWERIN DOWERIN	Plate remake - DOOS			44-50	01556471235
27 Mar 2023	\$248.60	Crown Promenade Perth Burswood	Accommodation & meals LC Conf	*96-47		1061-45	74773883083
28 Mar 2023	\$9.00	CARD FEE	Monthly fee DCEO			9-00	74557043087
<b>Total for this period</b>	<b>\$1,700.62</b>		<b>Totals</b>			<b>1700-62</b>	

### Employee declaration

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

Cardholder signature: \_\_\_\_\_

Date: \_\_\_\_\_

*AJ Wooldridge*  
*Smucak 12/4/23*

## Shire of Dowerin Risk Dashboard Report - March 2023

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

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

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

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

<b>Employment Practices</b>			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Develop a Health and Wellbeing Program	Implementing	CEO & DCEO		
Review Workforce Plan	Dec-22	CEO & DCEO		
Create Checklist for Human Resource Management Framework	Completed	CEO & DCEO		
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO		
Review Staff Induction Process	Mar-20	DCEO		
Conduct Annual Drivers License Checks	Annually in Apr	DCEO		
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO		

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

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

<b>Errors, Omissions &amp; Delays</b>			Risk	Control
			Moderate	Adequate
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.				
Actions	Due Date	Responsibility		
Review Employee Code of Conduct	Jul-23	CEO & EGO		
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO		
Centralise Checklists, Controls and Procedures	Dec-22	CEO & DCEO		
Review Customer Service Complaints & Request Process to include Snap Send Solve	Dec-22	DCEO		

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

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

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

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

## Shire of Dowerin Risk Dashboard Report - March 2023

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

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Dec-22	DCEO
Review IT Management Service Level Agreement	Jan-24	DCEO
Document IT Infrastructure Replacement Program	Dec-22	DCEO
Develop Secure Password Procedure	Dec-22	DCEO
Develop Secure Password Procedure	Completed	DCEO
Replacement of Phone System	Sep-21	DCEO
Document IT System Framework & Services	Jun-21	DCEO

Actions	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Completed	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 3.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

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

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

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

# Asset Management Practices

Mar-23

## Risk Context

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

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

## Objective:

Maintain assets at a suitable level from procurement to disposal.

## Potential causes include;

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

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

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

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

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

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	92%	
Asset Consumption Ratio	60%-75%	59%	
Asset Sustainability Ratio	90%-110%	69%	
AMP & LTFP	Reviewed Annually	Completed	<b>Improving</b>
Accidents and / or Damage to Property	<2 Per Quarter	<b>3 for Quarter</b>	<b>Improving</b>

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

## Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial	<b>Consequence:</b>	Moderate (3)
	<b>Likelihood:</b>	Possible (3)
	<b>Overall Risk Ratings:</b>	<b>Moderate</b>

## Additional / Final Comments

Reviewed by Management Team - March 2023  
 Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

# Business & Community Disruption

Mar-23

**Risk Context**

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

*This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".*

**Potential causes include;**

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

Key Controls	Type	Last Reviewed	Rating
Local Emergency Management Arrangements (LEMA)	Preventative	Oct 19	<b>Adequate</b>
Business Continuity Plan	Preventative	Aug 22	<b>Adequate</b>
Managing Emergencies in Shire Facilities	Preventative	Dec 16	<b>Adequate</b>
<b>Overall Control Ratings:</b>			<b>Adequate</b>

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

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

**Residual Risk Rating**

Consequence Category	Risk Ratings	Rating
Service Interruption; Reputation; Financial	<b>Consequence:</b>	Moderate (3)
	<b>Likelihood:</b>	Possible (3)
	<b>Overall Risk Ratings:</b>	<b>Moderate</b>

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

**Control Assurance**

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

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

**KPI / Action Data**

2020	2021	2022	Comments
1	1	1	Rate annually in December; 3 meetings held in 2022
2	0	0	Rate annually in December
Nil	Nil	1	Rate annually in December; Conducted June 2022 & March 2023
1	1	1	Rate annually in December; Conducted December 2022

**Additional / Final Comments**

Reviewed by Management Team - March 2023

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

# Failure to fulfil Compliance Requirements (Statutory and Regulatory)

Mar-23

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

<b>Objective:</b> Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act
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Potential causes include;	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping / failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

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

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Unqualified Audit</i>	<i>Unqualified Audit</i>	<i>Unqualified Audit</i>	Rated annually in December
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Completed February 2022; Rated annually in March
<i>Not Rated</i>	<i>Not Rated</i>	<i>Compliant</i>	Reviewed November 2022; Next due October 2025
<i>Compliant</i>	<i>Not Rated</i>	<i>Compliant</i>	Last reviewed September 2019; Due December 2022; Completed February 2023
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Submitted July 2022; Rated annually in July
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Submitted October 2022; Rated annually in October
<i>Not Rated</i>	<i>Non-Compliant</i>	<i>Compliant</i>	Every 3 years; Inspections completed November 2022; Next due November 2025
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	

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

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

# Document Management Processes

Mar-23

## Risk Context

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

This includes:

- Contact lists
- Procedural documents, personnel files, complaints
- Applications, proposals or documents
- Contracts
- Forms or requests

## Potential causes include;

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

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

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

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

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

## Objective:

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

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

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			
Completed			
Jun-21	Dec-21	Apr-22	Review underway, expected to be finalised by June 2023
Jun-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 23 due to other priorities
Ongoing			Form part of Induction Process
Jun-21	Dec-21	Jun-22	Completed

KPI / Action Data			
2020	2021	2022	Comments
<i>Not Rated</i>	<i>Not Rated</i>	<i>Not Rated</i>	Rate annually in December
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Recorded & destroyed as per R&D Schedule; Rate annually in December
<i>Not Rated</i>	<i>Non Compliant</i>	<i>Completed</i>	RKP Compliant

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

# Employment Practices

Mar-23

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

**Potential causes include;**

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

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

Actions (Treatments)	Due Date	Responsibility
Develop a Health and Wellbeing Program	Implementing	CEO & DCEO
Review Workforce Plan	Dec-22	CEO & DCEO
Create Checklist for Human Resource Management Framework	Completed	CEO & DCEO
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO
Review Staff Induction Process	Mar-20	DCEO
Conduct Annual Drivers License Checks	Annually in Apr	DCEO
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO

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

**Residual Risk Rating**

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

**Notes:**

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

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

**Control Assurance**

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

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

**KPI / Action Data**

2020	2021	2022	Comments
	Not Rated	Not Rated	Control not in place to rate indicator
	Not Rated	32%	KPI to be reviewed to consider tolerance and measure
	Not Rated	1.20%	KPI to be reviewed to consider tolerance and measure
	Not Rated	53.96%	KPI to be reviewed to consider tolerance and measure
100%	100%	100%	Rate annually in June
100%	100%	100%	Rate annually in June
2	4	2	Rate annually in June; 2020 cases (x2) closed in 2020/2021; 1 current cases

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



# Engagement Practices

Mar-23

**Risk Context**

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

For example;

- Following up on any access & inclusion issues
- Infrastructure Projects
- Local planning initiatives
- Strategic planning initiatives

*This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.*

**Objective:**  
**Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.**

**Potential causes include;**

Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups

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

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

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

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Sep-19	Jun-20	Apr-22	Reviewed in conjunction with SharePoint review; currently underway
			Review every 2 years; Due August 2023
			Completed Septmeber 2022; next due Septemebr 2024
Jun-22			Reviewed in conjunction with SharePoint review; currently underway
			Completed September 2022; Next due September 2024
			Register available on Shire website & update as required

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Not Rated</i>	<i>Not Rated</i>	<i>Not Rated</i>	Rated annually in December; control to be identified to capture indicator
<i>75%</i>	<i>Not Rated</i>	<i>70%</i>	Rated biannually in December; Next due 2024
<i>75%</i>	<i>Not Rated</i>	<i>56%</i>	Rated biannually in December; Next due 2024
<i>Not Rated</i>	<i>Completed</i>		Rate in December; Next due 2023

**Residual Risk Rating**

Consequence Category	Risk Ratings	Rating
Reputation	<b>Consequence:</b>	<i>Minor (2)</i>
	<b>Likelihood:</b>	<i>Likely (4)</i>
	<b>Overall Risk Ratings:</b>	<b>Moderate</b>

**Additional / Final Comments**

Reviewed by Management Team - March 2023

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

# Environment Management

Mar-23

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

**Objective:**  
Effective management and protection of our environment

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

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

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

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Submitted</i>	<i>Submitted</i>	<i>Submitted</i>	Completed as per statutory requirements; Next due October 2022
<i>100%</i>	<i>100%</i>	<i>100%</i>	Water sampling conducted monthly during irrigation season
<i>Maintained</i>	<i>Maintained</i>	<i>Maintained</i>	Last reviewed June 2021; Review annually in June
<i>Maintained</i>	<i>Maintained</i>	<i>Maintained</i>	Maintained

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

**Additional / Final Comments**  
Reviewed by Management Team - March 2023

# Errors, Omissions & Delays

Mar-23

## Risk Context

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Examples include;

- Incorrect planning, development, building, community safety and Emergency Management advice
- Incorrect health or environmental advice
- Inconsistent messages or responses from Customer Service Staff
- Any advice that is not consistent with legislative requirements or local laws.
- Human error
- Inaccurate recording, maintenance, testing or reconciliation of data.
- Inaccurate data being used for management decision-making and reporting.
- Delays in service to customers

*This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes"*

## Objective:

Minimal errors, omissions or delays in service delivery and advisory activities

## Potential causes include;

Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Unrealistic expectations from community, council or management	Health issues
Poor use of check sheets / FAQ's	Lack of understanding

Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	<b>Adequate</b>
Complaints Register	Preventative	Nov-19	<b>Adequate</b>
Complaints Process	Recovery	Nov-19	<b>Adequate</b>
Councillor Information Bulletin	Preventative	Nov-19	<b>Adequate</b>
Customer Service Charter	Preventative	Nov-19	<b>Adequate</b>
Delegations & Register	Preventative	Nov-19	<b>Adequate</b>
Electronic Records - Sharepoint	Recovery	Nov-19	<b>Adequate</b>
External Communications (website, news articles)	Preventative	Nov-19	<b>Adequate</b>
External Consultants (ie. legal)	Preventative	Nov-19	<b>Adequate</b>
Customer Service Request Procedure	Preventative	Nov-19	<b>Adequate</b>
File Note/Documentation	Preventative	Nov-19	<b>Adequate</b>
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	<b>Adequate</b>
Performance Reviews	Preventative	Nov-19	<b>Adequate</b>
Qualified Building, Health & Planning Officers	Preventative	Nov-19	<b>Adequate</b>
Segregation of Duties (financial control)	Preventative	Nov-19	<b>Adequate</b>
Staff Inductions	Preventative	Nov-19	<b>Adequate</b>
Staff Training (formal & on-the-job)	Preventative	Nov-19	<b>Effective</b>
Council Motions Register	Preventative	Nov-19	<b>Adequate</b>

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
All Staff	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
SMT	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	<b>Adequate</b>
<b>Overall Control Ratings:</b>			<b>Adequate</b>
<b>Actions (Treatments)</b>			
		<b>Due Date</b>	<b>Responsibility</b>
Review Employee Code of Conduct		Jul-23	CEO & EGO
Review and Document Organisations Controls and Systems		Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures		Dec-22	CEO & DCEO
Review Customer Service Complaints & Request Process to include Snap Send Solve		Dec-22	DCEO

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

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

CEO; DCEO	Yes	Yes	Yes	Yes	No	
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Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			July 2022 presented to all staff, next due July 2023
			Continuous improvement
Dec-20	Jun-21	Jun-22	Progressing as part of the review of SharePoint
Jun-22			Progressing as part of the review of SharePoint

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
Unqualified Audit	Unqualified Audit	Unqualified Audit	Rate annually in December
Not Rated	Unable to Rate	Unable to Rate	Rate annually in June; Control to be identified to rate indicator

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

# External Theft & Fraud (Including Cyber)

Mar-23

## Risk Context

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

For the purposes of;

-Fraud: benefit or gain by deceit

-Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems

-Theft: stealing of data, assets or information

## Potential causes include;

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

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

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

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

## Residual Risk Rating

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

## Objective:

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
100%	100%	100%	Rate annually in June

## Additional / Final Comments

Reviewed by Management Team - March 2023

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

# Management of Facilities / Venues / Events

Mar-23

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

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

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

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

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

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
81%	Not Rated	83%	Rated every 2 years; Due Setpember 2024
90%	Not Rated	Compliant	Rated every 2 years; Due Setpember 2024
Not Rated	Maintained	Maintained	New indicator; Rate in December 2022

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

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

# IT or Communication Systems and Infrastructure

Mar-23

## Risk Context

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

Examples include failures or disruptions caused by:

- Hardware or software
- Networks
- Failures of IT Vendors

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

- Configuration management
- Performance monitoring

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

## Potential causes include;

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

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

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

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

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

## Objective:

Stability and performance of information technology and communication systems

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

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

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
Not rated	Completed	Not rated	Rating based on completion
Not rated	Not rated	Not rated	Rating based on completion
Installed	Maintained	Maintained	System remains in place
Not rated	Not rated	Not rated	Rating based on completion
Not rated	Completed	Maintained	Rating based on completion

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

# Misconduct

Mar-23

## Risk Context

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Inappropriate use of plant, equipment or machinery
- Inappropriate use of social media.
- Inappropriate behaviour at work.
- Purposeful sabotage

*This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays.*

## Objective:

Compliance with our Code of Conduct

## Potential causes include;

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

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

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



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

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

Actions (Treatments)	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Completed	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 3.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
Prepare Credit Card Procedure	Completed	DCEO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

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

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Unqualified</i>	<i>Unqualified</i>	<i>Unqualified</i>	Rate annually in December
<i>Not rated</i>	35	0	Rate annually in December
0	4	1	Rate annually in December
0	0	0	Rate annually in December
0	0	0	Rate annually in December
<i>Not rated</i>	<i>Unable to Rate</i>	<i>Unable to Rate</i>	Rate annually in December; Control to rate indicator yet to be identified

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

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

# Project / Change Management

Mar-23

**Risk Context**

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

This includes:

- Inadequate change management framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Inadequate handover process

*This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"*

**Potential causes include;**

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

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

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

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

**Residual Risk Rating**

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

**Objective:**  
Adequate analysis, design, delivery and reporting of projects

**Control Assurance**

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

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

**KPI / Action Data**

2020	2021	2022	Comments
<i>Not rated</i>	<i>Unable to Rate</i>	<i>Not Rated</i>	Rate annually in December; Controls to rate indicator to be identified
<i>Not rated</i>	<i>Unable to Rate</i>	<i>Not Rated</i>	Rate annually in December; Controls to rate indicator to be identified
<i>Not rated</i>	<i>Completed</i>	<i>Not Rated</i>	Rate upon completion; Due August 2023

**Additional / Final Comments**

Reviewed by Management Team - March 2023

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

# Safety and Security Practices

Mar-23

## Risk Context

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

## Objective:

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

## Potential causes include;

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

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

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

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
100%	Unable to Rate	Not Rated	Rated annually in December; Control to be identified to rate indicator
Nil	Unable to Rate	Not Rated	Rated annually in December; Control to be identified to rate indicator
30 Hours	Unable to Rate	Note Rated	Rated annually in December; Control to be identified to rate indicator
Nil	4	0	Rated annually in December
2	2	1	2 overall for 2021/22 (nil for quarter); Rated annually in December
Not rated	74%	Not Rated	Safety Audit completed May 2021

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Health	<b>Consequence:</b>	Moderate (3)
	<b>Likelihood:</b>	Possible (3)
	<b>Overall Risk Ratings:</b>	<b>Moderate</b>

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

Nil

# Supplier / Contract Management

Mar-23

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

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

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

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

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

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

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

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

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

KPI / Action Data			
2020	2021	2022	Comments
90%	90%	90%	Rate annually in December
1	1	2	Rate annually in December

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

Measures of Consequence [V.2 - May 2019 - DRAFT FOR COUNCIL CONSIDERATION]

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

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

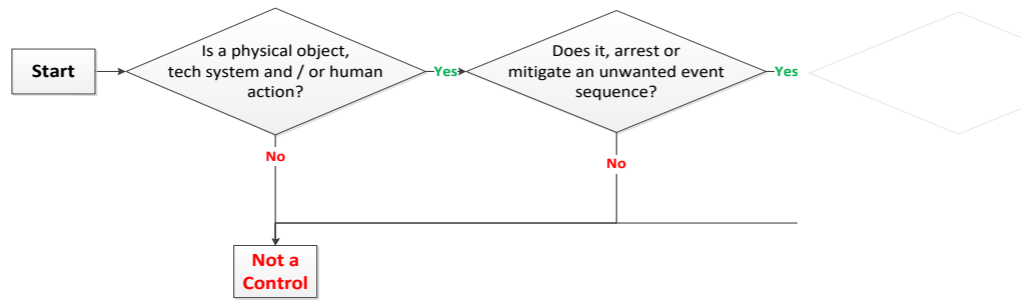
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

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

Existing Controls Ratings

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



Lagging Indicator

Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)

Leading Indicator

Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.

## Risk Register - Updated March 2023

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



# Integrated Strategic Plan

## Shire Priorities

### Quarterly Report - April 2023



Status Legend	
Not Commenced	●
In Progress	●
Completed	●

#### 1 Our Community - "We live in a diverse, healthy, safe and connected community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	✓	✓	✓	●	Council adopted the business case for the Shire to manage the CRC.
		1.1.2	Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	✓	✓	✓	✓	●	Funding secured & implementation continues; hosted Welcome to Dowerin, Pie & Pint Night & ANZAC Day in reporting period.
		1.1.3	Actively work with our community to strengthen relations to enhance safety, wellbeing, and a sense of belonging	✓	✓	✓	✓	●	Community stakeholder relations ongoing.
1.2	Support and maintain facilities that connect people, and promote an active and healthy community	1.2.1	Review and action the Shire Disability Access and Inclusion Plan (DAIP)	✓	✓	✓	✓	●	Next review due in July 2023.
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	✓	✓	✓	●	Service level review for transport completed and community development underway. Programmed service levels reviews for parks and garden commence in May.
.3	Encourage and support volunteers and community groups to strengthen an active volunteer base	1.3.1	Partner with community groups to develop and implement viable volunteer models	✓	✓	✓	✓	●	Working with the CRC & DCC to identify appropriate solutions.
		1.3.2	Advocate and support volunteer networks to expand the volunteer base across the region with a focus on continuous improvement	✓	✓	✓	✓	●	Advocacy and support ongoing.

		1.3.3	Continue to share and provide resources to community groups to encourage the capability and capacity of volunteers	✓	✓	✓	✓	●	Support and assistance provided upon request.
1.4	Boost and continue to support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership	1.4.1	Implement actions from the Youth Plan	✓	✓	✓	✓	●	Planning underway to implement action 3.1.1 Skate Park Redevelopment; Urban Art project completed in reporting period; Funding application for infrastructure improvements due to be lodged in May 2023.  Funding secured and planning finalised to implement action 1.1 Encourage skill and development training and action 3.1 Engage with young people in the development of public spaces and community facilities: Street Banner Project - due to be completed June 2023.
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	✓	✓	✓	●	Supportive relationship in place.

## 2 Our Economy - "We are an attractive location to invest, live, play, visit and work"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
2.1	Attract investment, create jobs, and support small business growth	2.1.1	Proactively support the Dowerin Business Association and in partnership deliver identified initiatives	✓	✓	✓	✓	●	Continue as silent administrator of DBA.
		2.1.2	Identify opportunities and strategies for attracting new businesses and expanding existing businesses	✓	✓	✓	✓	●	Investment opportunities advertised on Shire website; RDA facilitated the first economic development workshop with Council in February 2023.
		2.1.3	Identify and implement initiatives to attract and retain population	✓	✓	✓	✓	●	Campaigns to date broadly promote Dowerin.
		2.1.4	Implement a Marketing Plan that promotes the lifestyle and opportunities within Dowerin	✓	✓	✓	✓	●	Shire website promotes Dowerin's lifestyle opportunities; Utilisation of Dowerin Brand for marketing purposes.

2.2	Encourage, promote, and deliver activities and events that promote our region	2.2.1	Promote and develop tourism and maintain local attractions	✓	✓	✓	✓	●	Participated in AGO and Wheatbelt Way campaigns; Activating stage 1 of Everlasting Trail in collaboration with Goomalling and Cadoux.
		2.2.2	Investigate and implement opportunities to further develop Dowerin Short Stay Accommodation	✓	✓	✓	✓	●	Implementation of SSA marketing plan ongoing; Review of the SSA Stage 3 Business Case progressing; Connected SSA to super-fast wireless broadband.
		2.2.3	Partner with NEWTravel and Pioneer's Pathway to promote the region as a great place to visit	✓	✓	✓	✓	●	Continued liaison & product development with Wheatbelt Way and Pioneers' Pathway to promote region.

### 3 Our Infrastructure - "We have functional infrastructure that meets the needs of the community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	✓	✓	✓	●	Provided NBN a letter of support for Regional Connectivity Program to fund fixed wireless in Dowerin, Goomalling & Wyalkatchem; Entered into a sub-agreement with Xenex to install infrastructure to provide access to super-fast wireless broadband in Dowerin townsite.
		3.1.2	Advocate and seek funding for renewable power, emergency back-up and a micro-grid that will complement current and sustainable power supplies within the region	✓	✓	✓	✓	●	NEWROC developed its energy vision to articulate the vision, purpose, projects & outcomes.
3.2	Sustainably manage assets and infrastructure	3.2.1	Review and implement the Shire Strategic Resource Plan	✓	✓	✓	✓	●	Asset Management Plan & Long-Term Financial Plan adopted.
		3.2.2	Review Shire facilities and develop a Community Facilities and Property Plan	✓				●	Draft near finalisation.
		3.2.3	Develop and implement a Masterplan for the upgrade of public spaces		✓	✓	✓	●	Due to commence in 22/23

3.3	Housing meets existing and future community need for families and workers	3.3.1	Investigate and implement opportunities for appropriate housing investment models for Dowerin		✓	✓	✓	●	Investigations commenced, draft concept and indicative costings received.
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#### 4 Our Natural Environment - *"We manage our natural environment appropriately to ensure a sustainable future for our community"*

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	✓	✓	✓	●	Due diligence progressing; Contractor engaged to prepare Refuse Closure Management Plan.
		4.1.2	Develop and implement a Shire Water Management Plan	✓	✓	✓	✓	●	Implementing Dowerin Townsite Greening Water Scheme Upgrade Plan; Shire Water Management Plan yet to commence.
		4.1.3	Prepare management plans for Shire reserves		✓			●	Due to commence in 22/23.
		4.1.4	Develop and implement a Sewage Management Plan		✓	✓	✓	●	Not due to commence until 22/23.

#### 5 Our Organisation - *"We are recognised as a transparent, well governed, and effectively managed Local Government"*

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	✓	✓	✓	●	Review progressing.
		5.1.2	Continue to uphold our Customer Service Charter	✓	✓	✓	✓	●	Review completed; Implementation ongoing.

		5.1.3	Undertake a community satisfaction survey every two years		✓		✓	●	Completed September 2022.
5.2	Operate ethically professionally and in a transparent manner to our community and stakeholders	5.2.1	Continue to review and develop policy and frameworks that reflects our values and decision-making outcomes	✓	✓	✓	✓	●	Reviewed regularly.
		5.2.2	Improve communication to inform our community of decision-making criteria	✓	✓	✓	✓	●	Implementating; reviewed annually.
5.3	Ensure planning, reporting, and resourcing is in accordance with compliance and statutory requirements	5.3.1	Continue to implement and monitor the Integrated Planning and Reporting milestones	✓	✓	✓	✓	●	Monitoring continues through quarterly reports.
		5.3.2	Continue to improve compliance with statutory and regulatory requirements	✓	✓	✓	✓	●	All requirements complied with.
		5.3.3	Continue to foster a respectful, strong and supportive organisational culture	✓	✓	✓	✓	●	Ongoing.
5.4	Advocate and lobby effectively on behalf of our community	5.4.1	Maximise the ability to advocate with members of Great Eastern Country Zone, North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), and the WA Local Government Association	✓	✓	✓	✓	●	Advocation takes place when required.
		5.4.2	Increase collaboration amongst stakeholders and surrounding local governments to identify opportunities that will improve local and regional service delivery	✓	✓	✓	✓	●	Collaboration ongoing & new opportunities considered.

### Regional Road Group 5-Year Program 2022/2023 - 2026/2027

Last Updated:

Road Name	LGA Number	Road Number	SLK		Work Description	Work Type**	Preservation***					Improvement / Construction***					
			Start	Finish			2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	
Cunderdin Minnivale Rd	407	4070001	0.01	4.84	Recondition Gravel shoulders	P	195,252										
Koombekine North Rd	407	4070003	2.28	4.45	Reconstruction and Seal	I						358,128					
Koombekine North Rd	407	4070003	1.10	6.62	Reconstruction and Seal	I							585,184				
Koorda Wongan Hills Rd	407	4070023	22.62	23.06	Reconstruction of floodway and pavement repair	I							116,804				
Cunderdin Minnivale Rd	407	4070001	26.92	25.66	Reconstruction and Seal	I								347,774			
Koombekine North Road	407	4070003	1.10	6.62	Final Seal	I								163,576			
Dowerin Meckering Road	407	4070183	24.26	25.61	Reconstruction and Seal	I										309,516	
Cunderdin Minnivale Rd	407	4070001	7.12	8.52	Reconstruction and Seal	I										243,500	
Dowerin Meckering Road	407	4070185	15.85	17.35	Reconstruction and Seal	I											308,940
Cunderdin Minnivale Road	407	4070001	20.40	22.70	Reseal 7.4m wide	P											161,460
<b>Total</b>							<b>195,252</b>					<b>358,128</b>	<b>701,988</b>	<b>511,350</b>	<b>553,016</b>	<b>470,400</b>	
<b>Financial Year Total RRG Pool Contribution</b>							<b>130,168</b>					<b>238,752</b>	<b>467,992</b>	<b>340,900</b>	<b>368,677</b>	<b>313,600</b>	
<b>Financial Year Total LGA Contribution</b>							<b>65,084</b>					<b>119,376</b>	<b>233,996</b>	<b>170,450</b>	<b>184,339</b>	<b>156,800</b>	

	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
<b>Total Annual LGA Funding Request</b>	<b>553,380</b>	<b>701,988</b>	<b>511,350</b>	<b>553,016</b>	<b>470,400</b>

<b>Preservation as % of Total Program</b>	<b>35.28%</b>				
<b>Improvement/Expansion as % of Total Program</b>	<b>64.72%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>

- \*\*P Preservation
- \*\*I Improvement
- \*\*\* Enter \$ amounts as RRG Pool Contribution
- Calculated Cells