



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 April 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 18 April 2023 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Budget Workshop - POSTPONED
4.00pm	Council Meeting

Rebecca McCall
Chief Executive Officer
13 April 2023

DISCLAIMER

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

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

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

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Shire of Dowerin
Ordinary Council Meeting
4.00pm Tuesday 18 April 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 DP Hudson	
Cr NP McMorran	
Cr AJ Metcalf	
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 LG Hagboom

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

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

Officer's Recommendation - 7

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the 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.

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

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 Bush Fire Advisory Committee Meeting held on 5 April 2023, as presented in Attachment 8.1A, be received by Council.

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

Officer and Committee Recommendation - 9.1.1

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.

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

Officer and Committee Recommendation - 9.1.2

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.

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

Officer and Committee Recommendation - 9.1.3

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
Respiratory Protective Equipment |
| 3. Brigade Members | Bushfire Safety Awareness
Fire Fighting Skills |

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 DOWERIN TIN DOG TERRITORY
Date:	11 April 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - 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

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.1

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with 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 - 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
TOTAL	\$1,384,640.82

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

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 April 2023	
Location:	Various	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Sheldon Cox, Rates and Finance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>	
Sharepoint Reference:	Organisation/Rates & Valuations/Debt Recovery	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.3A - 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
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.3

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.**

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

Corporate & Community Services



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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.4

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.**

11.5 Sustainability of the Dowerin Community Resource Centre

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	12 April 2023	
Location:	Dowerin Community Resource Centre, Stewart Street Dowerin	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Rebecca McCall, Chief Executive Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Community Development/Community Services/DCRC	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.5A - 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 DPRID 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 LTFP. 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 LTFP.

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

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

Risk Profiling Theme	Project/Change Management
Risk Category	Project Time
Risk Description	Exceeds deadline by 25% or project timeline
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Proposed Business Case – CRC Merger
Action (Treatment)	Change Management Plan
Risk Rating (after treatment)	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
BENEFITS						
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BENEFITS	\$ 168,009.60	\$ 171,644.50	\$ 175,410.26	\$ 179,311.59	\$ 183,353.37	\$ 877,729.32
COSTS						
NON-RECURRING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECURRING	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
TOTAL COSTS	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
NET BENEFIT OR (COST)	\$ 11,209.60	\$ 11,844.50	\$ 11,610.26	\$ 12,511.59	\$ 12,553.37	\$ 59,729.32

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.5

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.**

11.6 Adoption of 2023/24 Schedule of Fees and Charges

Corporate & Community Services



Date:	12 April 2023
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Financial Management/2023-24 Budget
Disclosure of Interest:	Nil
Attachments:	Attachment 11.6A - 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
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

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 - 11.6

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.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 GROH Lease Renewal – 18 O’Loghlen Street

<h2 style="color: red;">Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	11 April 2023	
Location:	18 O’Loghlen Street, Dowerin	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Legal Services/ Agreements/ Tenancy Agreement	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – 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’Loghlen 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

Risk Profiling Theme	Asset Management Practices
Risk Category	Compliance

Risk Description	Short term non-compliance but with significant regulatory requirements imposed
Consequence Rating	Insignificant (1)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (25)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.1

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'Loghlen 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.

13. OFFICER'S REPORTS – ASSET AND WORKS

Nil

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** – T2023-01 – Determination of Tender Submissions

Confidential Attachment 16.1A – Tender Report

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

Confidential Attachment 16.2A – Tender Report

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 16.1 and 16.2

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

The matter of the Confidential Item – Determination of Tender Submissions will be discussed and a resolution made.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 16.1 and 16.2

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

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

17. Closure



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Special Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 7 March 2023



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Shire of Dowerin
Special Council Meeting
1.00pm Tuesday 7 March 2023



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 2.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr NP McMorran	
Cr AJ Metcalf	
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: Mrs Lyn Phillips

Apologies: Cr WG Allsopp
Cr DP Hudson
Cr LG Hagboom - Non-Attendance

Approved Leave of Absence: Nil

3. Public Question Time

Mrs Lyn Phillips summarised questions detailed in her letter addressed to Council and the CEO dated 5 March 2023. Key questions included:

- Would the Shire grade Phillips and Kalguddering Roads?
- What is the tender process if we wish to level Phillips Road?
- How are Holberton Contractors and Shire workers paid?
- Do Holberton Contracting hire Shire machinery?
- What are the responsibilities of the Shire's Assets & Works Coordinator?

Mrs Phillips also brought to Council's attention of the saffron thistle reappearing of the Dowerin-Kalannie Road and advised she has picked out the thistle. Mrs Phillips stated that in her opinion, it is the Shire's duty to eradicate this weed.


The Shire President advised Mrs Phillips that a written response to her questions will be provided in due course.

4. Disclosure of Interest

Nil

5. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

5.1 Request for Tender - T2023-01 Maintenance Grading Road Works

<h1>Asset & Works</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	28 February 2023	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Corporate Management/Tendering	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 5.1A - Draft Tender Specifications	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the draft tender specifications for the Request for Tender (RFT) - T2023-01 Maintenance Grading Road Works to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin is committed to applying the objectives, principles and practices outlined in Policy 3.11 Purchasing Policy, to all purchasing activities and to ensuring alignment with the Shire's strategic and operational objectives.

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire's tendering procedures [F&G Reg.13].

The Asset and Works Committee were consulted in the preparation of the specifications of the tender documentation.

Comment

The RFT package will include all relevant documentation in accordance with legislative requirements and will incorporate the relevant selectional qualitative criteria and weightings (as approved by Council) to be applied during the tender analysis.

Permission is sought from Council to advertise this RFT in accordance with legislative requirements, with a report to be provided to the next Ordinary Meeting of Council following the close of tenders for determination, once the appropriate advertising and evaluation process is completed.

Consultation

Rebecca McCall, Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Asset & Works Committee – February 2023 Meeting
Council Workshop – February 2023 Meeting

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure
Objective: We have functional infrastructure that meets the needs of the community.
Outcome: 3.2
Reference: 3.2.3

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

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

“3.57. Tenders for providing goods or services

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

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

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$200,001 - \$500,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Annual Budget
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls

Risk Rating (after treatment)	Adequate
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Financial Implications

The tender amounts will be a consideration in the 2023/2024 Capital Road Construction budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 5.1

Moved: Cr Sewell


Seconded: Cr Metcalf

0739 That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2023-01 Maintenance Grading Road Works, as presented in Confidential Attachment 5.1A;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;
3. Endorses advertising of the Tender Specifications for the RFT - T2023-01 Maintenance Grading Road Works; and
4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.

CARRIED 5/0

5.2 Request for Tender – T2023-02 Supply of Bituminous Seal Works

<h2>Asset & Works</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	28 February 2023	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Corporate Management/Tendering	
Disclosure of Interest:	Nil	
Attachments:	Confidential Attachment 5.2A – Draft Tender Specifications	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the draft tender specifications for the Request for Tender (RFT) – T2023-02 Supply of Bituminous Seal Works to Council for consideration and, if satisfactory, adoption.

Background

The Shire of Dowerin is committed to applying the objectives, principles and practices outlined in Policy 3.11 Purchasing Policy, to all purchasing activities and to ensuring alignment with the Shire’s strategic and operational objectives.

The Shire may determine to invite Public Tenders, despite the estimated Purchase Value being less than the \$250,000 prescribed tender threshold, but only where an assessment determines that the purchasing requirement cannot be met through a tender exempt arrangement and the use of a public tender process will enhance; value for money, efficiency, risk mitigation and sustainable procurement benefits.

In such cases, the tender process must comply with the legislative requirements and the Shire’s tendering procedures [F&G Reg.13].

The Asset and Works Committee were consulted in the preparation of the specifications of the tender documentation.

All bituminous seal projects undertaken within the Shire of Dowerin will be completed by the successful tenderer for the duration of the contract.

Comment

The RFT package will include all relevant documentation in accordance with legislative requirements and will incorporate the relevant selectional qualitative criteria and weightings (as approved by Council) to be applied during the tender analysis.

Permission is sought from Council to advertise this RFT in accordance with legislative requirements, with a report to be provided to the next Ordinary Meeting of Council following the close of tenders for determination, once the appropriate advertising and evaluation process is completed.

Consultation

Rebecca McCall, Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Asset & Works Committee – February 2023 Meeting
Council Workshop – February 2023 Meeting

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure
Objective: We have functional infrastructure that meets the needs of the community.
Outcome: 3.2
Reference: 3.2.3

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

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

“3.57. Tenders for providing goods or services

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

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

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	\$200,001 - \$500,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Annual Budget
Action (Treatment)	Develop Standardised Contracts; Document Financial Controls

Risk Rating (after treatment)	Adequate
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Financial Implications

The tender amounts will be a consideration in the 2023/2024 Capital Road Construction budget.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 5.2

Moved: Cr Ward **Seconded:** Cr Metcalf

0740 That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:

1. Endorses the Tender Specifications for the RFT - T2023-02 Supply of Bituminous Seal Works, as presented in Confidential Attachment 5.2A;
2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;
3. Endorses advertising of the Tender Specifications for the RFT - T2023-02 Supply of Bituminous Seal Works; and
4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.

CARRIED 5/0

6. Closure

There being no further business the President thanked those in attendance and declared the meeting closed at 2.24pm.



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 March 2023

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au



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16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 21 March 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.01pm. In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Dowerin Residents Pauline Anderson and Barbara Coen with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Nil

Apologies: Mr A Wooldridge, Deputy Chief Executive Officer

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Cr McMorran - Impartiality Interest - Item 11.3 Community Sporting and Recreational Facilities Fund - Renewal of Hockey Shed

5. Applications for Leave of Absence

- 5.1 Cr Metcalf - May
Cr Hagboom - April

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr Hudson **Seconded:** Cr Ward

0746 That, by Simple Majority pursuant to Section 2.25(1) of the *Local Government Act 1995*, Councillor Metcalf be granted Leave of Absence for May and Councillor Hagboom be granted Leave of Absence for April.

CARRIED 8/0

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 21 February 2023.

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7.1

Moved: Cr Ward

Seconded: Cr Allsopp

0747 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 21 February 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

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

8.1 NEWROC Council Meeting held on 20 February 2023

[Attachment 8.1A](#)

8.2 LEMC Meeting held on 27 February 2023

[Attachment 8.2A](#)

8.3 Audit & Risk Committee Meeting held on 13 March 2023

[Attachment 8.3A](#)

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution - 8

Moved: Cr Hudson

Seconded: Cr McMorran

0748 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the NEWROC Council Meeting held on 20 February 2023, as presented in Attachment 8.1A, and the Minutes of the LEMC Meeting held on 27 February 2023, as presented in Attachment 8.2A, and the Audit & Risk Committee Meeting held on 13 March 2023, as presented in Attachment 8.3A, be received by Council.

CARRIED 8/0

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit & Risk Committee Recommendation(s)

9.1 Asset & Works Committee Meeting held on 6 February 2023

9.1.1 Risk Dashboard Quarterly Report - December 2022

Refer Audit & Risk Committee Meeting Minutes dated 13 March 2023

Attachment 9.1.1

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution – 9.1.1

Moved: Cr Hudson **Seconded:** Cr Allsopp

0749 That, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report – December 2022, as presented in Attachment 7.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 8/0

9.1.2 2022 Financial Management Review

Refer Audit & Risk Committee Meeting Minutes dated 13 March 2023

Attachment 9.1.2A

Attachment 9.1.2B

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution – 9.1.2

Moved: Cr Ward **Seconded:** Cr McMorran

0750 That, by Simple Majority, in accordance with Regulation 5(2) of the Local Government (Financial Management) Regulations 1996, the Audit & Risk Committee receives the 2022 Financial Management Review and the table of Summary Findings of the Financial Management Review, as presented in Attachments 7.2A & Attachment 7.2B, noting the inclusion of management comments and expected action completion dates in Attachment 7.2B will also be reported to future Audit & Risk Committee and Council meetings on the progress and achieved milestones.

CARRIED 8/0

9.1.3 CEO's Review of Risk Management, Internal Control and Legislative Compliance and Risk Management Governance Framework – Regulation 17

Refer Audit & Risk Committee Meeting Minutes dated 13 March 2023

Attachment 9.1.3

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution – 9.1.3

Moved: Cr Allsopp **Seconded:** Cr McMorran

0751 That, by Simple Majority, in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee:

1. Receives the Chief Executive Officer's review of the Regulation 17 Report consisting of Shire of Dowerin's Risk Management, Internal Controls and Legislative Compliance report as presented in Attachment 7.3A;

2. **Recommends adoption of the Chief Executive Officer's review of the Regulation 17 Report consisting of Shire of Dowerin's Risk Management, Internal Controls and Legislative Compliance report and the Shire of Dowerin Risk Dashboard Report by Council.**

CARRIED 8/0

9.1.4 2022 Compliance Audit Return

Refer Audit & Risk Committee Meeting Minutes dated 13 March 2023

Attachment 9.1.4

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution - 9.1.4

Moved: Cr Ward

Seconded: Cr Hudson

0752 That, by Simple Majority, in accordance with Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. **Receives the 2022 Compliance Audit Return, as presented in Attachment 7.4A, noting the remedial action taken to address the five areas of partial non-compliance; and**
2. **Recommends to Council that it adopts the 2022 Compliance Audit Return and submits it to the Department of Local Government, Sport & Cultural Industries prior to 31 March 2023.**

CARRIED 8/0

10. Announcements by the President Without Discussion

Pastoralist and Graziers Briefing Note - New Aboriginal Cultural Heritage Act 2021 comes into effect in July 2023. President provided a copy of this to all Elected Members.

There is currently a Toodyay resident before the courts in relation to an alleged breach of this Act.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 March 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – February 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 February 2023.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1


Moved: Cr Allsopp

Seconded: Cr McMorran

0753 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 February 2023, as presented in Attachment 11.1A.

CARRIED 8/0

11.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 March 2023	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A - List of Accounts Paid - February 2023	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation/Resolution – 11.2

Moved: Cr Ward

Seconded: Cr Hudson

0754 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 – February 2023	
EFT 10633 to EFT 10714	\$470,643.36
Direct Debit: Synergy	\$11,714.52
Direct Debit: Bank Fees	\$281.25

Direct Debit: Water Corporation	\$1,433.35
Direct Debit: Puma Energy	\$187.94
Direct Debit: Telstra	\$591.91
Direct Debit: Western Australian Treasury Corporation	\$4,405.24
Direct Debit: Xenex VoIP System	\$458.87
PPE Feb 2023 - Wages	\$37,174.06
PPE Feb 2023 - Wages	\$43,981.09
Superannuation	\$11,008.27
TOTAL	\$581,879.86

** January Credit Card Statement was processed in March payments.

CARRIED 8/0

11.3 Community Sporting and Recreational Facilities Fund – Renewal of Hockey Shed

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	13 March 2023	
Location:	Reserve 10614	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation / Grants & Subsidies / Grant Applications / CRSFF - Hockey Shed Replacement	
Disclosure of Interest:	Impartiality Interest – Cr McMorran	
Attachments:	<p><u>Attachment 11.3A</u> - Project Plan – Renewal of Hockey Shed</p> <p><u>Attachment 11.3B</u> - Cost Benefit Analysis – Renewal of Hockey Shed</p> <p><u>Attachment 11.3C</u> - Hockey Shed Renewal Project – Supporting Information</p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The item presents that the Shire of Dowerin applies for Community Sporting and Recreation Facilities Fund (CSRFF) to enable the renewal of the hockey shed located in Reserve 10614 within the Dowerin recreation precinct to Council for consideration and, if satisfactory, adoption.

Background

The CSRFF exemplifies the Western Australian Government’s commitment to the development of sustainable infrastructure for sport and recreation across the State.

The purpose of the program is to provide Western Australian Government financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well-designed and well-utilised facilities.

The CSRFF is administered by the Department of Local Government, Sport and Cultural Industries (DLGSCI). Priority considerations for CSRFF include:

- Projects that will directly lead to an increase in physical activity or participation.
- Projects that lead to facility sharing between clubs, or rationalisation of existing facilities to increase sustainability.
- Projects to upgrade facilities to make them more accessible for female participants.
- Projects in a location with a significant Aboriginal population that will increase participation or physical activity.

Local Authorities are required to assess and prioritise support for applications prior to submission to the DLGSCI.

Comment

The hockey shed was built in 2002 and is predominantly utilised for the purpose of hockey club activities. Dowerin Events Management utilise the facility as a food outlet during the annual field days.

In 2019 the Dowerin Hockey Club identified that the hockey shed was no longer fit for purpose to meet the needs of the Club to carry out hockey activity. In addition, due to the condition of the shed and the maintenance required the shed is becoming unsafe.

It has been identified that even if the project does not proceed with the Shire support, then immediate repairs will need to be undertaken. These repairs were costed at \$21,400 by the Shire's Building Maintenance Officer in 2021. This costing will need to be revised due to the price increases for materials in today's volatile market.

The proposal is to build a new shed that will provide secure and safe storage of equipment as well as a meeting place to facilitate trainings and games and provide protection to players and supporters. The design that the Club have chosen will allow for an area that the club and visiting teams can utilise undercover in poor weather and provide a safe, enclosed area that our club can use for team meetings and strategic game discussions. The facility will be able to be used by the wider community by fostering and promoting exercise and healthy living as a Healthways Club. This will not only benefit those in the club at present but those coming through into the future.

It is proposed that the Shire of Dowerin applies for CSRFF to enable the renewal of the hockey shed located in Reserve 10614 within the Dowerin recreation precinct.

Consultation

Council Workshop - December 2022
Dowerin Events Management
Dowerin Hockey Club
Rebecca McCall, Chief Executive Officer

Policy Implications

Policy 4.7 - Asset Management

To ensure adequate provision is made for the optimised lifecycle management of assets by:

1. Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
2. Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
3. Creating an environment where all employees play an integral part in the overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation through training and development.
4. Meeting legislative requirements for asset management.
5. Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
6. Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

Statutory Implications

Local Government Act 1995

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: N/A

Asset Management Plan

The Asset Management Plan would need to be amended to accommodate the renewal of the hockey shed.

Long Term Financial Plan

The Long-Term Financial Plan would need to be amended to accommodate the renewal of the hockey shed.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Extreme (5)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring and review.
Action (Treatment)	Project variations.
Risk Rating (after treatment)	Adequate

Risk Profiling Theme	Project/Change Management
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Extreme (5)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Moderate (9)
Key Controls (in place)	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring and review.
Action (Treatment)	Alternative options to fill the funding gap will need to be identified to enable the project to proceed. The club considers modifying the scope of the project.
Risk Rating (after treatment)	Adequate

Financial Implications

The financial implications regarding the renewal of the hockey shed includes a total cost of \$156,114. Upon the success of the CSRFF application the financial breakdown includes:

Funding Body	Cash Contribution (EX GST)	In-Kind Contribution
CBH	\$10,000	
CSRFF	\$47,963	

Dowerin Events Management	\$60,751	
Dowerin Hockey Club	\$30,000	
Shire of Dowerin		\$7,400

Upon an unsuccessful CSRFF application the financial breakdown, if Council decides to resolve to support the project, includes:

Funding Body	Cash Contribution (EX GST)	In-Kind Contribution
CBH	\$10,000	
Dowerin Events Management	\$60,751	
Dowerin Hockey Club	\$41,000	
Shire of Dowerin	\$36,963	\$7,400

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 11.3

Moved: Cr Hudson

Seconded: Cr Ward

0755

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

1. Supports an application for the Community Sporting and Recreation Facilities Fund seeking financial support of \$47,963 for the renewal of the hockey shed located within the Dowerin recreation precinct, and
2. Allocates \$7,400 in the 2023/24 budget contributing towards the renewal of the hockey shed located within the Dowerin recreation precinct.

CARRIED BY ABSOLUTE MAJORITY 8/0

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review – Proposed Workshop Procedures Policy

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 March 2023	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Rules of Conduct) Regulations 1996</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – DLGSC Guideline Attachment 12.1B – Proposed Workshop Procedures Policy	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the proposed Workshop Procedures Policy to Council for consideration and, if satisfactory, adoption.

Background

Back in 2004 the Department of Local Government, Sport & Cultural Industries (DLGSC) published a Local Government Operational Guideline (No. 5 – Council Forums) which encourages Councils to adopt rules and processes that are in line with those Guidelines relating to the conduct of briefing sessions, forums or workshops (herein called workshops). A copy of the Guideline is included as an Attachment.

The Guideline is intended to assist with openness and accountability, minimise public criticism and lead to a more effective and efficient local government by listing appropriate procedural and behavioural controls to be observed during the conduct of workshops. The adoption of such controls is designed to reassure the community that the decision-making mechanisms are accountable, open and transparent.

The Guideline addresses the following matters:

1. accountability;
2. openness and transparency;
3. probity and integrity;
4. authority for the presiding person;
5. participation by Councillors and staff;
6. proposals under Town Planning Schemes; and
7. formulating management documents.

The DLGSC recommends that local governments who conduct workshops should adopt meeting rules and processes to ensure that proper standards of probity and public accountability are adhered to. Similarly, WALGA recommends that Council's agree and document their protocols that

govern their informal workshops. Such rules and processes can be addressed by way of a policy hence staff have developed a proposed policy for consideration by Council.

The proposed policy is designed to outline the process for conducting a Workshop, how they will be managed and the behaviours and protocols to be adhered to.

Council was presented with the proposed policy at its November 2020 Workshop where the discussion suggested changes to the policy were required to remove the obligation on Councillors to disclose interests and, if it is a Financial or Proximity Interest, to leave the room and not participate in the discussion. The reasons suggested were that the policy was too prescriptive and it was not appreciated that Councils were being told how to run their affairs. It was also suggested that Councillors with a financial or proximity interest in a matter may be a valuable source of advice to Council due to their involvement in, or knowledge of, the matter.

To address the latter comment, it should be noted that in accordance with Section 5.41(a) of the *Local Government Act 1995* (the Act), it is the role of the CEO to provide advice to Council in relation to the function of the local government. Therefore, it is not appropriate that Council should seek advice from other Councillors.

To address the other comments, the Guideline provides some valuable advice:

“Probity and Integrity

The legislation provides that in ordinary meetings and committee meetings elected members must disclose conflicts of interest and exclude themselves from proceedings where they have a financial interest. Disclosure in forums is a matter of ethics. The disclosure requirements only apply to meetings that are convened under the provisions of the Act. Elected members can legally participate at forums without being in breach of the legislation even where they have a clear financial interest or conflict of interest. Such participation is ethically unacceptable and is clearly at odds with the probity and accountability principles of the Act and codes of conduct. It is essential that councils adopt standards for forums that stipulate that disclosure rules applying to meetings constituted under the Act also apply at all forums. Disclosure should lead to an individual departing the forum.”

The policy was presented to Council for consideration in December 2020. The purpose of the policy was to provide guidance with respect to the way Council Workshops are conducted. The proposed policy was rejected by Council (CMRef 0333).

Comment

Council was re-presented with the proposed policy at its February 2023 Workshop after questions were raised surrounding Councillor participation and conduct within Council Workshop’s and the disclosure of interests.

It is important to recognise that, while no decisions are made at Council Workshops, discussion at those Workshops assists Council in forming consensus that has a consequential impact on the direction that a decision may take. Hence, the principle of requiring Councillors to disclose interests when participating in any part of a process that will contribute to a local government decision is based on the fact that the Councillor’s participation will cause influence on the outcome. Therefore, transparency and integrity of the entire process is served by the appropriate disclosure of interest being made and, where required, exclusion of a Councillor with an interest from the process. As suggested in the Guideline, it is a matter of ethics and probity as well as reducing the cultural or reputational risk for Council to not be seen to be providing sound and good governance for the future of its district.

By adopting the policy, and adhering to its requirements at future Workshops, Council will demonstrate its commitment to best practice and show that it takes the matters of accountability, transparency and integrity seriously.

Council does have the option to resolve to reject or amend the proposed policy (and must provide a reason for doing so), due to recent discussions surrounding the conduct of which Workshops are held, Management felt it necessary to re-present the Workshop Procedures policy for consideration.

Consultation

Council Workshop 7 March 2023

WALGA Governance Team

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our 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

Part 5 of the Act sets out the framework whereby Councillors meet as the governing body for the purpose of decision-making on behalf of the local government. It is an intention of the Act that Councils conduct business and make decisions:

1. openly and transparently;
2. with a high level of accountability to their community;
3. efficiently and effectively;
4. with due probity and integrity;
5. acknowledging relevant community input;
6. with all available information and professional advice; and
7. with the fullest possible participation of elected members.

Section 2.7(2)(b) of the Act is also applicable and states:

"2.7. Role of council

(1) *The council –*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the council is to –*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies."*

In addition, Division 2 and Division 3 of Schedule 1 – Model Code of Conduct of the *Local Government (Model Code of Conduct) Regulations 2021* is applicable.

"4. Personal integrity

(1) *A council member, committee member or candidate should –*

- (a) *act with reasonable care and diligence; and*
- (b) *act with honesty and integrity; and*
- (c) *act lawfully; and*
- (d) *identify and appropriately manage any conflict of interest; and*
- (e) *avoid damage to the reputation of the local government*

(2) *A council member or committee member should –*

- (a) *act in accordance with the trust placed in council members and committee members; and*
- (b) *participate in decision-making in an honest, fair, impartial and timely manner; and*

- (c) *actively seek out and engage in training and development opportunities to improve the performance of their role; and*
- (d) *attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.*

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate –

- (a) *must not act in an abusive or threatening manner towards another person; and*
- (b) *must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and*
- (c) *must not repeatedly disrupt the meeting; and*
- (d) *must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and*
- (e) *must comply with any direction given by the person presiding at the meeting; and*
- (f) *must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.*

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile
Consequence Rating	Moderate (3)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (12)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 12.1

Moved: Cr Ward

Seconded: Cr Metcalf

0756 That, in accordance with Section 2.7(2)(b) and Part 5 of the *Local Government Act 1995*, Council:

- 1. Notes the Department of Local Government, Sport and Cultural Industries' Operational Guideline (No. 5 – Council Forums); and**
- 2. Adopts the Workshop Procedures Policy, as presented in Attachment 12.1B.**

CARRIED 8/0

12.2 Harbour Software

Governance & Compliance



Date:	14 March 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	
SharePoint Reference:	Organisation/Information Management/ IT Software
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - Reviewed Cost Analysis

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item is presented to Council to ratify the expenditure to implement Harbour Software.

Background

Harbour Software Doc Assembler is a cloud-based agendas and minutes solution designed to support enterprises across multiple sectors, including businesses, not-for-profit organisations, education, health, and government agencies. The meeting management software enables accessibility and collaboration between meeting organisers, empowering meeting documents compilation in minutes. Doc Assembler is an intuitive, easy to use governance agenda software that can be run on any device.

Providing a holistic agendas and minutes solution, Doc Assembler is fully integrated with Docs On Tap and other leading software applications to ensure efficiency and seamless user experience. The web-based meeting management software enables users to work collaboratively and distribute the finalised document via a one-step process straight to your end users. Doc Assembler is an automated agenda and meeting management platform built to enable meeting administrators to create, collaborate and collate documents in a seamless and modern approach.

Docs On Tap is a flexible app that enables the management and distribution of documents and content in the correct formats to the right people. The end-to-end document management system stores documents and files via the cloud and provides a simple interface with the functionality to create structured folders and configure user permissions.

Working cohesively with Doc Assembler, Councillors can gain instant access to formalised agendas, reports, and documents immediately after they are published. Docs On Tap allows for live voting, making the decision making and minutes taking process easy and efficient. This enables meeting participants to cast their vote electronically via the app, and automatically update the minutes within Doc Assembler.

Comment

The implementation of Harbour Software would enable for more strategic governance and compliance matters to be dealt with in a timelier manner. An allocation was included in the amended budget to purchase the Harbour Software. Council have requested a demonstration, upon the provision of the cost benefit and access to the demonstration, staff are asking to proceed with the purchase and implementation of the program.

It was determined from the cost analysis of the Harbour Software compared to the current processes undertaken, have shown a time saving of 527 hours equating to 62 days per year. Currently our Governance & Compliance area is delayed approximately six months. This additional time saving of 62 days will allow staff resources to focus on the governance and compliance areas endeavoring to bring this area back to an acceptable service level.

The Executive & Governance Officer sought multiple quotes from industry acknowledged systems to assistance with the development of Council agendas and minutes. The product demonstration and service presented by Harbour Software is by far the best out of other service providers. The consultants have experience working in the local government sector which means they are well versed in Local Government requirements.

Consultation

Rebecca McCall, Chief Executive Officer
 Aaron Wooldridge, Deputy Chief Executive Officer
 Linley Dregghorn, Executive & Governance Officer
 Martin Donaldson, Harbour Software
 Council Workshop – 7 February 2023
 Ordinary Council Meeting – 21 February 2023
 Council Workshop – 7 March 2023

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire / Officers
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)

Risk Matrix Rating	Low (4)
Key Controls (in place)	Governance Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

The amount of \$23,980 (ex GST) was included in the 2022/23 budget review. Councillors requested we reapproach Harbour Software to seek a discount. Harbour have responded with the table below:

Stage	Item	Payment (ex GST)	Notes
1	Acceptance of Proposal – Doc Assembler	\$7,000	Annual Subscription Fees payable upon acceptance of this proposal.
2	Acceptance of Proposal – Doc Assembler	\$3,000	Discount Of \$1,000 - Annual Subscription Fees payable upon acceptance of this proposal.
3	Remote Training – Implementation Services <i>Allowance for 7 days at a rate of \$1,640 per day. Estimate of time includes 1-day offsite configuration/preparation, 6 days training, including Administrator (includes build & deliver model if required) & End User Training & Post Implementation Support (Go-Live).</i>	\$11,480	On completion of Administrator training.
4	Docs on Tap – Implementation and remote training	\$0	Discount of \$1,500 - Provision of remote training based on train the trainer approach
5	Go Live	-	
	New Total Payment	\$21,480	
	Original Quote	\$23,980	
	Less Discount	\$2,500	
	New Total Payment	\$21,480	

Officer Recommendation

That, by Absolute Majority in accordance with Section 6.2 of the *Local Government Act 1995*, Council supports the purchase of the Harbour Software.

Resolution – 12.2

Moved: Cr Metcalf

Seconded: Cr Allsopp

0757 That, by Absolute Majority Council requests the CEO to explore cost sharing options of the Harbour Software with other Councils to alleviate ongoing operational costs.

CARRIED BY ABSOLUTE MAJORITY 8/0

Reason

Council expressed that they wished to explore the option of sharing the software solution with other Councils to identify cost savings and re-present.

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

Nil

17. Closure

The President thanked those in attendance and declared the meeting closed at 5.07pm.

Dowerin Bushfire Advisory Committee

Minutes – Annual General Meeting Wednesday 5 April 2023



1. WELCOME, ATTENDANCE AND APOLOGIES

The CEO declared the meeting open at 4:45pm.

Present

Paul Millsteed
 Cr Adam Metcalf
 Simon Emmott
 Phil Pickering
 Gavin Hagboom
 Kahn Crute
 Rebecca McCall, CEO
 Linley Dreghorn, Executive & Governance Officer
 Siobhan Bishop, DFES
 Cr Jason Sewell

Apologies

Josh Ward
 Gavin Howard
 Alan Bear

2. CONFIRMATION OF MINUTES

Moved: Simon Emmott

Seconded: Cr Adam Metcalf

That the minutes of the 6 April 2022 Annual General Meeting of the Dowerin Bushfire Advisory Committee be accepted.

CARRIED

3. BUSINESS ARISING FROM PREVIOUS MINUTES

Separation of Cadoux/Manmanning Brigade. Brigade would like the Shire of Dowerin to contribute to brigade expenses. CEO advised that the brigade is under the Shire of Wongan Ballidu jurisdiction.

4. ELECTION OF OFFICE BEARERS

All positions were declared vacant and the CEO called for nominations.

4.1 Chief Bush Fire Control Officer

Nominated: Paul Millsteed

Moved: Gavin Hagboom

Seconded: Simon Emmott

There being no further nominations, Paul Millsteed be elected unopposed as Chief Bush Fire Control Officer.

CARRIED

4.2 Deputy Chief Bush Fire Control Officer

Nominated: Gavin Hagboom

Moved: Paul Millsteed

Seconded: Phil Pickering

There being no further nominations, Gavin Hagboom be elected unopposed as Deputy Chief Bush Fire Control Officer.

CARRIED

4.3 Fire Control Officers

Moved: Cr Adam Metcalf

Seconded: Paul Millsteed

That the Dowerin Bushfire Advisory Committee recommend to Council that the following persons be appointed as Fire Control Officers for the 2023/24 fire season:

Position	Name	Mobile
Fire Weather Officers	Phil Pickering	0429 311 250
Bush Fire Control Officers	Paul Millsteed	0427 311 721
	Phil Pickering	0429 311 250

	Rebecca McCall	0417 449 451
	Aaron Wooldridge	0499 659 168
	Irene Ryan	0412 561 828
Minnivale	Kahn Crute	0497 112 931
	Graham Ralph	0427 313 014
Cadoux-Manmanning	Alan Bear	0499 156 500
	Shayne Booth	0427 732 013
	Simon Emmott	0428 955 940
Ejanding	Paul Millsteed	0427 311 721
	Brett Jones	0428 323 012
Ucarty	Shane Melvin	0428 311 063
	Gavin Hagboom	0427 341 026
Dual Fire Control Officers		
Shire of Cunderdin	Gavin Hagboom	0427 341 026
Shire of Goomalling	Phil Pickering	0429 311 250
	Gavin Hagboom	0427 341 026
Shire of Koorda	Alan Bear	0499 156 500
Shire of Wongan-Ballidu	Simon Emmott	0428 955 940
	Paul Millsteed	0427 311 721
Shire of Wyalkatchem	Kahn Crute	0497 112 931

CARRIED

5. GENERAL BUSINESS

5.1 DFES Budget Actuals 2021/22 and Year to Date 2022/23

The adopted budget allocation for 2022/23 was \$34,000, of which \$37,668 has been expended. Insurance premiums made up a large portion of this expenditure, with \$10,533 expended on insurance.

5.2 DFES Operating & Capital Grant 2023/24

Water tank for 54 Gate Rd was denied last year. DFES AO has advised that Toodyay recently installed a number of tanks and suggested talking to Rob Kosh (CESM).

Shire staff to follow up.

Cr Sewell asked if DFES would subsidise a private land holder having a tank strategically located with access for brigades.

Shire staff to follow up.

5.3 Fire Brigade Unit Reports

Dowerin – Quiet season. Foam pump has been repaired along with tank signal. No foam left. Shire staff to follow up with DFES AO.

Minnivale – Quiet. Truck only left the shed once and the battery was flat. All repaired now. Battery trickle charge system has been installed to ensure this does not occur again.

5.4 DFES Local Government Report Package

The Report was provided for information.

5.5 Confirmation of Member's List (Names)

The LG Brigade Personnel Listing was circulated, with the Dowerin List and Minnivale List reviewed and provided to the Shire. The BGU List includes amendments.

5.6 Firebreak Order and Comparison

The draft Firebreak Order for 2023/24 was presented to the Committee.

There was discussion regarding the need to advocate for the review of the restricted burning period. The CEO to undertake advocacy to enable the shortening or extending of the restricted burning period by 28 days and not 14 as per section 18(5) of the *Bushfires Act 1954*.

- (5) *Subject to subsection (5B) in any year in which a local government considers that seasonal conditions so warrant the local government may, after consultation with an authorised CALM Act officer if forest land is situated in its district –*
- (a) *vary the restricted burning times in respect of that year in the district or a part of the district by –*
 - (i) *shortening, extending, suspending or reimposing a period of restricted burning times; or*
 - (ii) *imposing a further period of restricted burning times;*or
 - (b) *vary the prescribed conditions by modifying or suspending all or any of those conditions.*
- (5B) *A variation shall not be made under subsection (5) if that variation would have the effect of –*
- (a) *shortening the restricted burning times by; or*
 - (b) *suspending the restricted burning times, or any prescribed condition, for, more than 14 successive days during a period that would, in the absence of the variation under subsection (5), be part of the restricted burning times for that zone in that year.*
- (5C) *The provisions of section 17(8), (9), (10) and (11), with the necessary adaptations and modifications, apply to and in relation to the variation of restricted burning times or prescribed conditions by a local government, as if those provisions were expressly incorporated in this section.*

Moved: Cr Adam Metcalf

Seconded: Cr Jason Sewell

That the Dowerin Bushfire Advisory Committee recommend 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.

CARRIED

5.7 Australian Fire Danger Rating System

CBFCO Millstead will determine three strategic locations to take pictures for the fuel loading and to liaise with the CEO to establish who will responsible for taking the photographs and submitting to DFES for evaluation.

The CEO to advocate for the ability to review at a sub-district level.

5.8 Minimum Brigade Member Training Requirements

Itinerant Workers - Rural Fire Awareness.

Farmer Response Brigade Members - Bushfire Safety Awareness and Respiratory Protective Equipment.

Brigade Members - AIIIMS, Bushfire Safety Awareness and Firefighting Skills

Training to be undertaken in September – dates TBC

Shire staff will communicate to landowners and Brigade Members via letter to advise the minimum training requirements and the scheduled training dates for 2023.

Move: Gavin Hagboom

Second: Cr Adam Metcalf

CARRIED

5.9 Proposed Fire Brigade Framework

The Shire will be developing a working group to facilitate consultation to develop appropriate procedures and policies for the brigades. This working group will consist of Paul Millsteed, Gavin Hagboom and two Shire employees with the assistance of DFES.

It is the intent to finalise the framework and present to Council for adoption prior to September 2023.

5.10 Community Fire Response Process Information Session

The CBFCA will facilitate a pre-season information session for Farmer Response Brigade members to disseminate any updated protocols.

Shire staff will facilitate the dissemination of relevant fire information to community members to raise awareness and understanding.

5.11 Dowerin Townsite Standpipe

Metering system for the town standpipe to be installed and reconfiguring to improve access. The brigade has requested a BIC connection to be installed at ground level to enable safe refilling of appliances.

Servicing of hydrants in town - DFES advised that the Water Corporation are investigating the recommencement of hydrant servicing.

Water flow rate at 54 Gate Road standpipe is inadequate.

Shire staff to investigate the eligibility of installing solar metred standpipes at Couper Rd and Nambling South Rd through LGGG funding.

6. NEXT MEETING

The date of the next Bushfire Advisory Committee Annual General Meeting is TBA.

7. MEETING CLOSED

There being no further business the meeting was declared closed at 6.04pm.

Dowerin Bushfire Advisory Committee

Minutes – Annual General Meeting Wednesday 5 April 2023



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Moved: Simon Emmott

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That the minutes of the 6 April 2022 Annual General Meeting of the Dowerin Bushfire Advisory Committee be accepted.

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4.1 Chief Bush Fire Control Officer

Nominated: Paul Millsteed

Moved: Gavin Hagboom

Seconded: Simon Emmott

There being no further nominations, Paul Millsteed be elected unopposed as Chief Bush Fire Control Officer.

CARRIED

4.2 Deputy Chief Bush Fire Control Officer

Nominated: Gavin Hagboom

Moved: Paul Millsteed

Seconded: Phil Pickering

There being no further nominations, Gavin Hagboom be elected unopposed as Deputy Chief Bush Fire Control Officer.

CARRIED

4.3 Fire Control Officers

Moved: Cr Adam Metcalf

Seconded: Paul Millsteed

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Second: Cr Adam Metcalf

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6. NEXT MEETING

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7. MEETING CLOSED

There being no further business the meeting was declared closed at 6.04pm.

Harvesting Operations

Harvest and Vehicle Movement Bans

A harvest or vehicle movement ban may be applied during the Restricted or Prohibited Burning Period. The Shire of Dowerin will determine the need for a ban and advertise the ban via our SMS Notification Service. For further information please contact the Shire of Dowerin during normal office hours on 9631 1202.

A harvest ban is defined as a ban on all harvesting operations on all properties within the Shire of Dowerin. A vehicle movement ban is defined as a ban on all vehicle movements on properties within the Shire of Dowerin except for the essential watering of stock, using a diesel powered vehicle only.

No harvesting operations are permitted on Christmas Day, Boxing Day and New Years Day.

Conditions for harvesting operators:

1. An Approved Fire Fighting Appliance is required to be present in any paddock being harvested while Crop Harvesting, Straw Raking, Straw Mulching and Bailing operations are being carried out during restricted and prohibited periods. The fire fighting unit must be in a state of readiness and have a minimum of 500 litres of water on board.
2. A ban on harvesting and the movement of vehicles (except for the watering or movement of stock) is likely to be imposed when the predicted weather conditions are classified by the Bureau of Meteorology as VERY HIGH or ABOVE, or when local conditions warrant bans to be applied. All such bans are at discretion of the Chief Bush Fire Control Officer.
3. It is MANDATORY for all operators of harvesters to be registered on the **Shire of Dowerin Harvest and Vehicle Movement Ban SMS Notification service**. If a ban has been imposed, all persons registered will be sent a text message advising of details.

To register for this service please contact the Shire office on 9631 1202 or dowshire@dowerin.wa.gov.au

Infringement Penalties

Inspections

An authorised officer will carry out inspections of firebreaks after the specified completion dates.

Any owner or occupier of land who fails to comply with the requirements of this Notice is guilty of an offence under Section 33(3) of the *Bushfire Act 1954*.

Penalties

Persons who fail to comply with the requirements of this notice will be issued with an infringement notice and may be prosecuted.

The penalty for failing to comply with this notice is a fine of up to \$5,000 and the person in default is also liable, whether prosecuted or not, to pay the costs of performing the work directed in this notice.

Avoid the Consequences

- Do not light any fire during the prohibited burning period. This includes open cooking or camp fires.
- Do not light a fire during the restricted period without a valid permit. This includes open cooking or camp fires.
- Do not light a fire on any Sunday or Public Holiday as all permits are invalid.
- Do not light a fire on 'very high' or 'extreme' fire danger forecast days
- Do not burn the road verge without the permission of the Shire and a permit.
- Check the weather forecast before undertaking any burning or other activity that may cause a fire.

For more information please contact the

Shire of Dowerin on

(08) 9631 1202 or visit

www.dowerin.wa.gov.au

Firebreak Order 2023/24



**Prohibited Burning Period
5 November to 14 February
STRICTLY NO BURNING!**

**Restricted Burning Period
20 October to 4 November
and 15 February to 14 April
PERMITS ARE REQUIRED!**



**For All Emergencies
Dial 000**

First and Final Notice

Bush Fires Act 1954

Notice is given to all owners and/or occupiers of land within the Shire of Dowerin under the requirements of Section 33 of the *Bush Fires Act 1954*, that firebreaks must be installed by 31 October 2023 and maintained clear of inflammable material up to and including 30 April 2024.

**No open fires are permitted between
5 November 2023—14 February 2024**

(including for the purpose of cooking and camping)

**Firebreaks must be installed
by 31 October 2023**

**AN ON THE SPOT FINE OF \$250 WILL BE ISSUED
FOR NON COMPLIANCE**



Contacts

Chief Bush Fire Control Officer

Paul Millsteed — 0427 311 721

Deputy Chief Bush Fire Control Officer

Phil Pickering — 0429 311 250

Prescribed Burning

Restricted and Prohibited Burning Periods

Restricted Burning period:

20 October to 4 November 2023 and 15 February to 14 April.

Permits are required.

During the restricted burning period a permit to set fire to the bush is required before any burning operation can be carried out. These dates may be varied depending on the seasonal conditions.


Prohibited Burning period:

5 November to 14 February **Strictly No Burning**

No burning is allowed for any reason during this period. This includes open cooking or camp fires. These times may be varied depending on seasonal conditions.

Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug

 Permit required

 No burning

Burning Permits

A permit must be obtained from the Shire of Dowerin and must remain in possession of the permit holder during the burn.

Permits will only be issued for controlled burns that reduce a fire hazard on a property where no alternative method exists to abate the hazard. At least 24 hours notice prior to the burn the permit holder must give notice of intentions to burn to the owner or occupier of adjoining land or a phone call.

Any special conditions imposed by the Chief Bush Fire Control Officer must be strictly adhered to. Permits will NOT be issued for burning on any Sunday or Public Holiday.

Apply for a burning permit, providing your Assessment or Location number/s at the Shire of Dowerin office during business hours on Ph 9631 1202 or email dowshire@dowerin.wa.gov.au.

Fire Break Standards

Properties 20 hectares (50ac) or larger

1. Clear a ground firebreak at a width of no less than 3m, as close as practical, inside the external boundaries of the property, in which all inflammable material must be removed and remain cleared.
2. Firebreaks must be maintained to provide a minimum vertical clearance of 4m to allow adequate access for fire appliances to the satisfaction of Council's appointed officers.
3. Construct a 5m firebreak immediately surrounding all fuel and chemical storage areas.
4. Clear inflammable material within 20m of all dwellings to construct a 20m circle of safety. This can be maintained through domestic grass, mulch or slashed native grasses.
5. Areas cleared and piled for burning require a 20m ground firebreak.

Non Urban Land—rural residential, rural development

Industrial estates and subdivisions between half an acre (2023m²) to 50 acres

1. Clear 3m wide ground firebreak (clear of all inflammable material) with a vertical clearance of 4m high, clear of any obstructions immediately inside or as close as practical inside all external boundaries of the land.
2. Clear all inflammable material within 20m of all buildings to construct a 20m circle of safety.

Urban Land—All town sites

Properties less than half an acre (2023m²)

Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

Properties larger than half an acre (2023m²)

Clear and maintain a 3m wide firebreak immediately inside external boundaries of the land. Clear land of ALL INFLAMMABLE material ie. debris, dry grass, dry bush etc, to a height of 10cm to the satisfaction of Council's authorised officers.

MUST BE COMPLIANT BY 31 OCTOBER 2023



Government of Western Australia
Department of Fire & Emergency Services



Our Ref: D06807; 22/241196

Ms Rebecca McCall
Chief Executive Officer
Shire of Dowerin
PO Box 111
DOWERIN WA 6461

Dear Ms McCall

VOLUNTEER BUSHFIRE TRAINING INFORMATION

It was a pleasure to meet with you this year to discuss emergency management issues in Western Australia, and to hear your views about opportunities and challenges you are experiencing at the local government level.

The enactment of the *Work, Health and Safety Act 2020 (WA)* has resulted in a recent increase in local governments seeking guidance from the Department of Fire and Emergency Services (DFES) on minimum training standards for local government Bush Fire Brigade members.

As a key emergency management partner of DFES, I believe it is timely to provide all local governments with updated information about our available training courses and doctrine guidance, as well as to reiterate our minimum recommended standards as outlined in the Bush Fire Service Training Program, enclosed for your reference.

As per the Bush Fire Service Training Program, developed in conjunction with volunteers across Western Australia, DFES has identified the following minimum recommended standards for Bush Fire Service Bush Firefighters:

- The minimum recommended standard for Farmer Response/Pastoral Brigades without a Local Government Grants Scheme Fire Appliance is completion of the Rural Fire Awareness Course.
- The minimum recommended standard for Bush Fire Brigades with a Local Government Grants Scheme Fire Appliance is completion of the Bushfire Safety Awareness and Firefighting Skills courses. This is consistent with requirements for DFES-managed volunteers who are required to undertake both courses prior to commencing operational duties.

The new Rural Fire Awareness course offers a simplified, contextualised version of the Bushfire Safety Awareness and Firefighting Skills courses, with a focus on members in Western Australia's seasonal workforce and agricultural communities. It consists of a basic introduction to the main fire agencies in Western Australia, an overview of bushfire behaviour, bushfire safety and survival procedures, and an overview of bushfire suppression strategies and tactics.

The Rural Fire Awareness program is currently available as face-to-face training through the existing network of 375 regionally-based trainer assessors. It is also being converted to an online course, which will make it accessible 24/7 to any member who has registered and holds a volunteer service number. The online course is anticipated to become available during January 2023.

I also continue to encourage local governments to adopt higher minimum recommended standards as relevant to their local bushfire risk context. As we are all aware, Western Australia is a diverse state, and the importance of tailoring bushfire training requirements to your local needs is acknowledged and supported.

I would also like to take this opportunity to sincerely thank you and your volunteers for their ongoing efforts to protect Western Australian communities, livelihoods, and environments, from damaging bushfires. Should you have any queries regarding training for Bush Fire Brigade members, please contact training staff at the Bushfire Centre of Excellence BushfireCoE@dfes.wa.gov.au.

Yours sincerely

A handwritten signature in black ink, appearing to be 'D. Klemm', written in a cursive style.

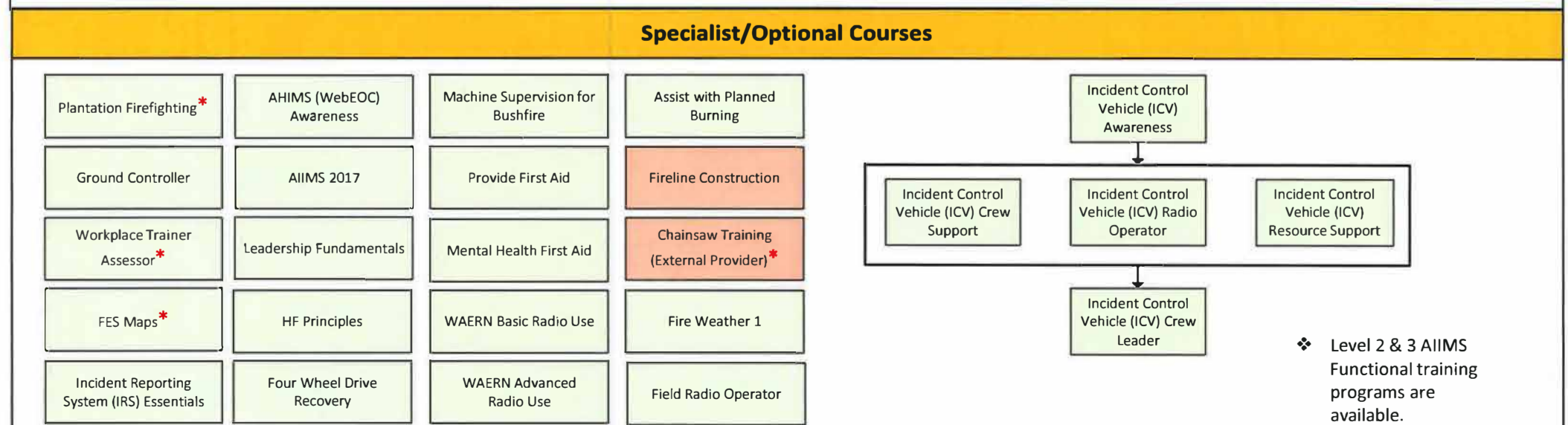
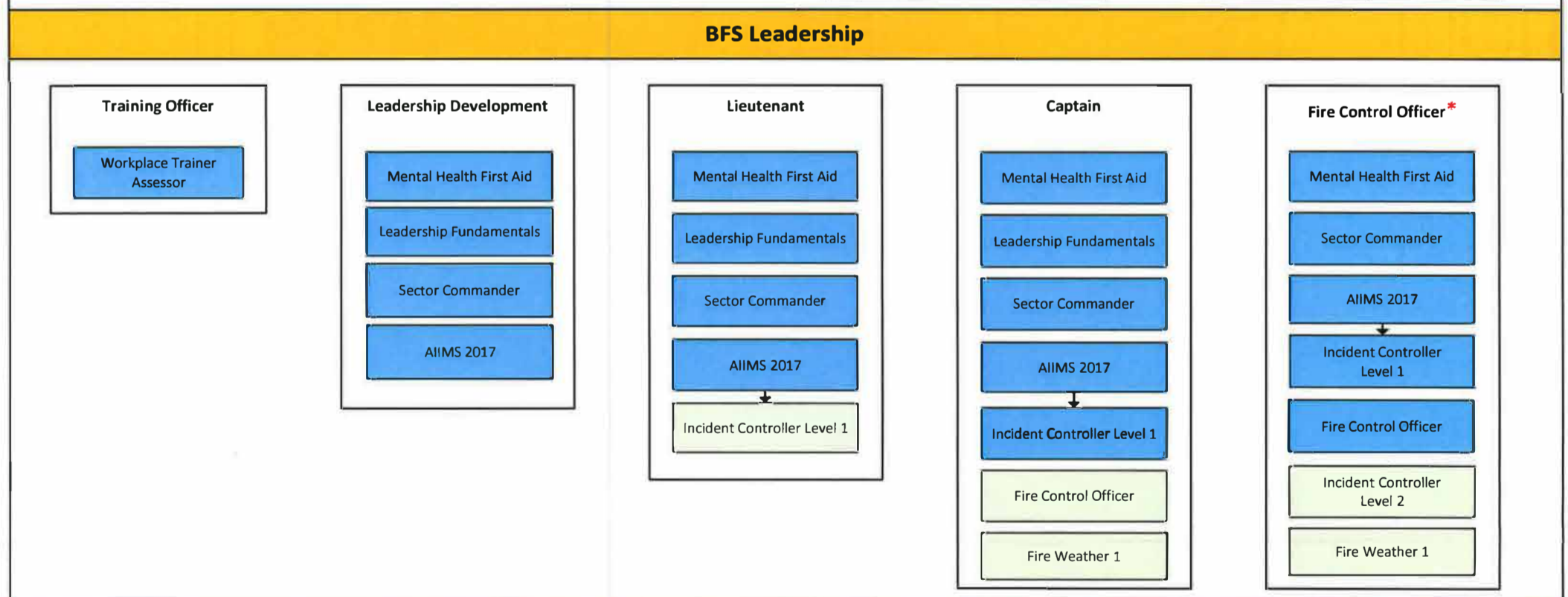
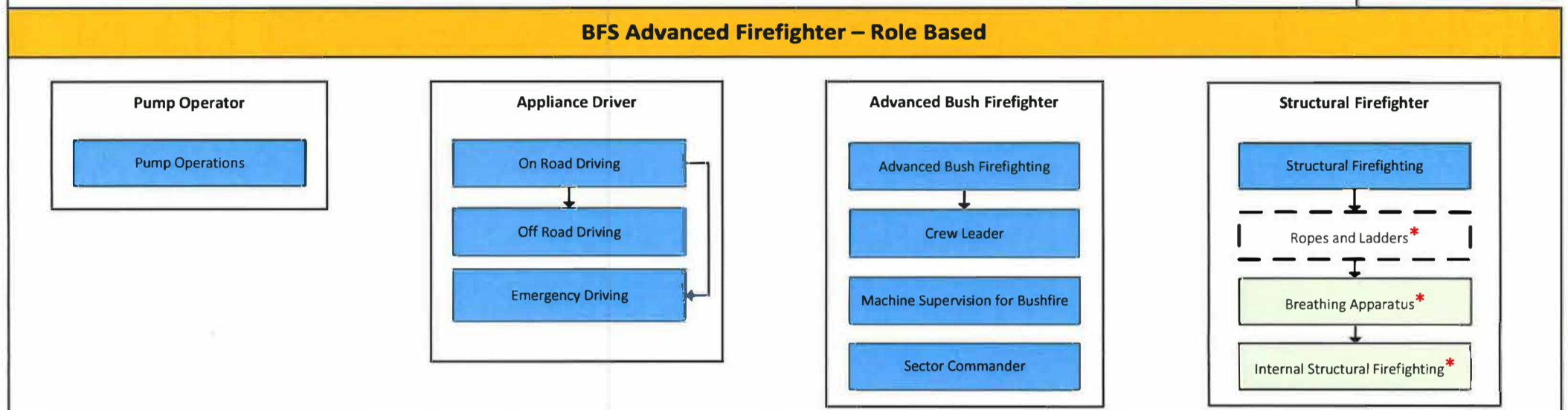
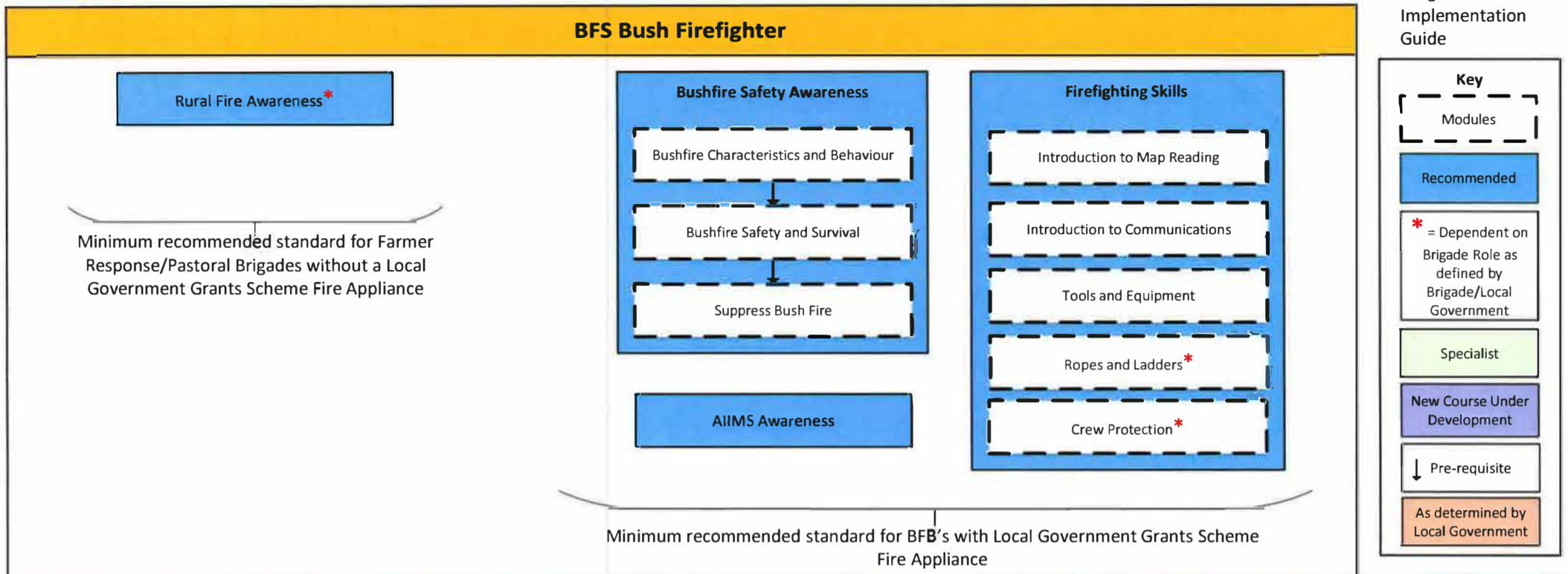
**DARREN KLEMM AFSM
COMMISSIONER**

3 January 2023

Bush Fire Service Training Program

Local induction to be completed at Brigade/Local Government level. If no local induction exists, the DFES Volunteer Firefighter Induction may be used.

❖ This diagram is to be read in conjunction with the Training Program Implementation Guide



❖ Level 2 & 3 AIIMS Functional training programs are available.



Implementation Guide

Volunteer Bush Fire Service WA

Bush Firefighter Training Program



Training Programs Principles

Training Programs are a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**
Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- **Flexibility**
Allow volunteers more flexibility in their training; and
- **Choice**
Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Bush Firefighter Training Program, once you have completed a volunteer membership application and have a DFES volunteer number.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Completion Requirements

To complete the Bush Firefighter Training Program, you will need to complete all the courses listed on the Training Program.

Training Programs Progress – Next Steps

Once you have completed the Bush Firefighter Training Program Training Program, you will be automatically enrolled on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground under supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete the Bush Firefighter Training Program in three (3) to eighteen (18) months.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below. Enrolled students will be notified if action is required.

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

Transition Notes

Change	Date
All personnel who are in progress on or have completed VFF1 will be placed on the BFB Bush Firefighter Training Program.	July 2019

Amendment Table

Change	Date
Initial release	December 2018
Revision – eAcademy Support Team	August 2019
Update to reflect entry point	November 2019
Update - Change of order to Bushfire Safety Awareness Modules	February 2021
Update - Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022



Implementation Guide

Volunteer Bush Fire Service WA

Advanced Firefighter – Role Based Training Program



Training Programs Principles

Training Programs is a role-based training framework designed for progressive and safe training.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

A Training Program may include Training Streams related to specific response roles or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

The Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**
Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- **Flexibility**
Allow volunteers more flexibility in their training; and
- **Choice**
Be easy to understand and complete.

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the Leadership Training Stream courses.

Training Programs Entry

You will automatically be enrolled on the Advanced Firefighter Training Program upon your completion of the Bush Firefighter Training Program.

Training Prerequisites

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that volunteers complete the courses in the specified order; however, course cancellations do happen and can affect a volunteer's attempts to complete a Training Program or Training Stream.

Volunteers can complete courses within specific Training Streams out of the specified order, unless otherwise illustrated in the Training Program with an arrow.

Completion Requirements

To complete the Advanced Firefighter – Role Based Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Training Programs Progress – Next Steps

You can apply for the Leadership Training Program upon your enrolment on the Advanced Firefighter Training Program.

Associated Roles

When you have completed this Training Program, you will have the skills and competencies required to be present on the fire ground with limited supervision.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Training Stream within the Advanced Firefighter – Role Based Training Program in up to two (2) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your circumstance.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager).*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Programs and Training Streams will be incorporated in the transition notes below and enrolled students will be notified if action is required.

Current Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager – District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training Advisory Group*
- *Training Programs Review Committee*

Transition Notes

Change	Date
All personnel who are progressing on or have VFF2 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF3 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF4 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019
All personnel who are progressing on or have VFF5 Pathway will be placed on the Advanced Firefighter Training Program.	July 2019

Amendment Table

Change	Date
Initial release	December 2018
Revision – eAcademy Support Team	August 2019
Update – Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022



Implementation Guide

Volunteer Bush Fire Service WA

Leadership Training Program



Training Program Principles

Training Programs are a role-based training framework designed for progressive and safe training.

A Training Program may include multiple Training Streams related to specific response or capability roles, such as Pump Operator or Advanced Bush Firefighter. Within each Training Stream there are one or more required courses, which must be completed to complete that Training Stream. You may participate in more than one Training Stream simultaneously.

These Training Streams are designed to provide:

- **Ease of targeting brigade profile requirements**
Be easy for Brigades, Local Governments and DFES Regions to target brigade training needs
- **Flexibility**
Allow volunteers more flexibility in their training; and
- **Choice**
Be easy to understand and complete.

Training content is designed to be delivered in a flexible manner, either as a full course delivered over a weekend or, depending on the course, modularised and delivered over a timeframe that better suits the local environment.

Training Program Entry

You must apply to be enrolled on the BFS Leadership Training Program. Approval from your Brigade Captain or Training Manager, and a relevant District Officer, Area Officer or Community Emergency Services Manager (DFES Staff) is required.

You will be notified via email when your Training Program application is approved and confirmed. The Training Program and associated Training Streams will then appear on your eAcademy record.

Training Prerequisites

You are encouraged to complete the Bush Firefighter Training Program and the Advanced Bush Firefighting Training Stream prior to enrolling on any of the BFB Leadership Training Stream courses.

DFES and the Association of Volunteer Bush Fire Brigades WA acknowledge that it is better that you complete training courses in the specified order; however, it is understood that course cancellations do happen and can affect your attempts to complete a Training Program or Training Stream.

You can complete courses within Training Streams out of the specified order, unless otherwise illustrated in the Training Program Diagram with an arrow.

Completion Requirements

To complete the Leadership Training Program, you will need to complete all the courses listed on the applicable Training Stream/s relevant to your role.

Associated Roles

When you have completed this training, you will have the skills and competencies required to perform the BFB Officer (Role Specific) role.

Recommended Timeframe

It is up to your Local Government to establish the requirements that apply to your brigade. DFES recommends that volunteers complete each Leadership Training Stream within three (3) years.

Brigades/Local Governments may specify other rules and regulations around the timeframe to complete training, depending on your particular circumstances.

Recognition

Contact the Academy at academy@dfes.wa.gov.au for further details if you would like to enquire about the Recognition of Current Competencies (RCC) process. This process may be used to recognise your existing skills, knowledge and experience in a course.

Additional Approvals

Training Program and Training Course applications can be submitted via eAcademy or through your Local Government.

In addition to your Brigade Supervisor, applications need to be approved by:

- *The applicable Local Government manager for your Brigade (nominally your Local Government's Training Coordinator, Chief Bush Fire Control Officer or Community Emergency Services Manager)*

Training Program Changes/Review

The nominated Training Program Manager, in consultation with the Association of Volunteer Bush Fire Brigades WA, reviews this Training Program annually.

Changes to the Training Program will be incorporated in the transition guide. Enrolled students will be notified if action is required.

Training Program Contacts

The Training Program Owner is Superintendent Training, Bushfire Centre of Excellence.

Questions regarding this Training Program can be directed to the Training Program Manager, District Officer Training Delivery, Bushfire Centre of Excellence.

Training Program Consultation Stakeholder Groups

Major changes to this Training Program will only be finalised after documented consultation with the following stakeholder groups;

- *Association of Volunteer Bush Fire Brigades WA Executive Committee*
- *Volunteer BFB Training and Advisory Group*
- *Training Program Review Committee*

Transition Notes

Change	Date
All personnel who are in progress on or have completed VFF6 Pathway will be placed on the Leadership Training Program.	July 2019

Amendment Table

Change	Date
Initial release	October 2018
Revision – eAcademy Support Team	August 2019
Corrections – eAcademy Support Team	November 2019
Update – Change to Training Program Owner and Manager	February 2021
Update as per IIR PW25/21	September 2021
Update as per IIR PW28/21, PW30/21, and PW32/22	February 2022

**WHS INDUCTION – VOLUNTEER FIREFIGHTER
Questions**

Full Name	
Address	
Contact Number	
Email	

Chapter 1 - Welcome and Introduction Fire Volunteers

Q1. This 'Part A' induction, once completed, is valid for one (1) year from date of completion.

- True
 False

Q2. 'Part B' of the induction process is recognition of Foundation Bush Firefighting Skills and should be completed via your Local Government Community Emergency Services Manager (CESM) or Brigade Captain.

- True
 False

Chapter 2 – Accountabilities and Responsibilities

Q3. Everybody on site has a responsibility to maintain a safe workplace and report any hazards (or potential hazards) that cannot be immediately and appropriately controlled.

- True
 False

Q4. As a volunteer the legislation requires you to:

- Only look after yourself
 - Use protective clothing and equipment only when you feel like it
 - Report hazards if you remember
- True
 False

Chapter 3 – Managing Risk – Generally Speaking

Q5. Initial Risk is? *The level of risk before controls are implemented.*

- True
 False

Q6. Which of the following risk assessment steps are correct? *Multiple correct answers.*

- Hazard Identification
 Risk Assessment
 Post Risk Assessment
 Hazard Control
 Ongoing Evaluation
 All of the above

**WHS INDUCTION – VOLUNTEER FIREFIGHTER
Questions**

Chapter 4 - Hazard Identification

Q7. Workplace hazards in the Workplace Health and Safety legislation now includes psychological hazards – bullying, harassment, violence etc

- True
- False

Q8. Hazard identification is the process of identifying hazards that exist in the workplace or for a work task.

- False
- True

Chapter 5 - Risk Assessment

Q9. A bushfire risk assessment doesn't involve examining, evaluating all the likelihood and consequence of a known or reasonably foreseeable hazard, that could cause an incident.

- True
- False

Q10. DFES is the lead fire agency with DBCA and Local Government being control agencies.

- True
- False

Q11. It is strongly recommended that you sign into the DFES website for any further information.

- True
- False

Q12. The Part A induction is designed to make you aware of your roles and responsibility whilst undertaking your duty as a Bushfire Volunteer for your respective local government and not to over shadow current SOPS

- True
- False

Chapter 7 – Brigade Equipment Maintenance

Q13. Brigade equipment must be maintained to at manufacturer specifications.

- True
- False

Q14. There is no need to do a prestart checks on equipment to ensure it's safe for use or needs maintenance.

- True
- False

Q15. Guarding on machinery may be removed for maintenance or repair purposes and doesn't need to be replaced prior to further use if it's only to be used for a minor task.

- True

**WHS INDUCTION – VOLUNTEER FIREFIGHTER
Questions**

False

Q16. Damaged or faulty machinery and equipment must be reported immediately. Repairs or maintenance work can be done by anybody who is handy.

True

False

Chapter 8- Personal Protective Equipment (PPE)

Q17. Personal protective clothing and equipment may include, for example items such as;

- **sunglasses**
- **thongs**
- **shorts**

True

False

Q18. Personal protective equipment needs to be maintained in a condition that ensures its continued effective operation.

True

False

Chapter 9 - Signage

Q19. Regulatory signs don't need to be complied with as they are displayed to remind you to work safely.

True

False

Q20. Danger signs can be ignored as they are not important.

True

False

Q21. Good housekeeping practices:

1. **protect people from a variety of possible injuries and illnesses, including injuries from manual handling, electrical and tripping hazards and infections.**
2. **assist in providing bushfire work station that is pleasant to work in.**

True

False

**WHS INDUCTION – VOLUNTEER FIREFIGHTER
Questions**

Declaration

Q21. I have read, understood and will follow the information provided in "Part A" of the induction. Prior to undertaking any work at the Local Government, I will clarify any queries I have in relation to the information provided in "Part A" of the induction with the Local Government Officer. I undertake to complete "Part B" of the induction prior to commencing the work.

- I agree
- I do not agree

Signed:

Full Name _____

Signed _____ Dated _____



Member Skills Refresher 20##/## Fire Season

Completion Due Date: 1 Nov 20##

Member Name: _____ **Brigade:** _____

Note: Members are to read and understand the following, then sign below prior to commencing the Member Skills Refresher.

1. The Shire shall review and forward the Refreshers to the CBFCCO prior to the 30 June each year. The CBFCCO will ensure that each Refresher is compliant with current standards and will provide a copy to the relevant Brigades by the 31 July of each year.
2. The Refresher is a compulsory requirement for all firefighting members to complete prior to the 1 November of each year.
3. Where a member does not complete the Refresher by the due date, the Captain will require the consent of a DCBFCCO or the CBFCCO, in writing, to enable the member to complete the Refresher.
4. Members who are unable to complete the Refresher by the due date will become 'inactive firefighting' members and are unable to attend an emergency incident. Participation in all other normal brigade activities is permitted until the Refresher is completed.
5. The skills are to be demonstrated to the Brigade Captain, Training Officer or a Lieutenant who endorses the member.
6. The Brigade will maintain an accurate Brigade Membership list which must include each member's training status. The list shall be forwarded to the CBFCCO by the end of the second week of November each year. If any amendments are made after the second week of November, the updated list will need to be forwarded to the CBFCCO within two weeks of the amendment.
7. A copy of the Refresher is to be retained by the Shire for 7 Years in accordance with *State Records Act 2000* and is to be presented upon request.

I have read and understand the above information:

Signature _____ **Date:** _____

Fire Ground Safety Skills	Satisfactory	Comments
What is a Red Flag Warning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain the term LACES.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain and demonstrate the Burnover procedure.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Explain "The Dead Man Zone."	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Appliance Skills * (for each brigade appliance)	Satisfactory	Comments
Show water at the branch. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Demonstrate drafting. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Start/stop each pump. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Demonstrate the use of foam. *	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> LT <input type="checkbox"/> 1.4 <input type="checkbox"/> 3.4 <input type="checkbox"/> 4.4 (Tick applicable)
Set up a standpipe & fill hose. Stow when complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Use a map in the appliance to locate an incident. (Assessor to provide a map reference).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> SSD <input type="checkbox"/> UBD <input type="checkbox"/> ESD <input type="checkbox"/> Other (Tick applicable)

On each brigade appliance locate the following items -	Satisfactory	Comments
First aid kit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lay flat hoses.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TCards.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Incident Management Board.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Handheld radio/s.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Communication Skills	Satisfactory	Comments
The following items apply to both the TAIT Single Band (Black) and TAIT Dual Band (Green or Yellow) Radios.		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black Radio <input type="checkbox"/> Green/Yellow Radio
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Black Radio <input type="checkbox"/> Green/Yellow Radio
Send a message via radio, e.g., turning out from station to an incident.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The following items apply to the TAIT Dual Band (Green or Yellow) Radios.		
Change the band.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Activate/deactivate dual band receive.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Demonstrate changing foreground & background channels in dual receive/transmit mode.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Show the GPS function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The following items apply to Vertex Portable Radios.		
Change a channel.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Adjust the volume.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Operate the Keypad Lock function.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other essential communications skills.		
Explain the Prowords: <ul style="list-style-type: none"> • Over. • Out. • Roger. • Wilco. • Emergency Emergency Emergency 	<input type="checkbox"/> Yes <input type="checkbox"/> No	
What are the arrival codes and their meaning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 44 <input type="checkbox"/> 66 <input type="checkbox"/> 88 <input type="checkbox"/> 90
What are the incident classifications and their meaning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th

Explain the term PAFTACS.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Complete a T Card (and attach).	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Brigade Administration Items ONLY.	Checked	Comments
<p>Drivers Licence Currency Check.</p> <p>Note: A current driver's licence is not required to satisfactorily complete this Pre-Season Refresher - it is simply to check currency of those with a driver's licence.</p> <p>A current driver's licence is essential to drive any Brigade appliance.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Holds a Licence: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Licence Number: _____</p> <p>Expiry Date: _____</p> <p>Classes: _____</p> <p>Probationary: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Notes:</p>
<p>PPC/PPE Check.</p> <p>Note: Each member is required to check their PPC/PPE for serviceability for the fire season. If any item requires replacement, it should be replaced from brigade stock or ordered from the Shire of Dowerin to ensure all items are suitably serviceable.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p>Items replaced/ordered:</p>

Member Endorsement for the 20##/## Fire Season

Brigade Officer Comments:

I can confirm that the above member skills refresher tasks have been satisfactorily/unsatisfactorily completed.

(Cross out not applicable)

Brigade Officer Name: _____ **DFES Number:** _____

Brigade Officer Position: _____ **Date:** _____

Signature: _____

=====

Member Comments:

Member Name: _____ **DFES Number:** _____

Member Signature: _____ **Date:** _____

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 MARCH 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	\$0.42 M	\$1.41 M	\$1.00 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$3.58 M	% of total
Unrestricted Cash	\$1.10 M	30.8%
Restricted Cash	\$2.48 M	69.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.27 M	% Outstanding
Trade Payables	(\$0.18 M)	
Over 30 Days		(41.0%)
Over 90 Days		-41.7%

Refer to Note 5 - Payables

Receivables

	\$1.20 M	% Collected
Rates Receivable	\$0.13 M	88.2%
Trade Receivable	\$1.20 M	
Over 30 Days		2.1%
Over 90 Days		1.4%

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)	\$0.64 M	\$0.95 M	\$0.30 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.51 M	% Variance
YTD Budget	\$1.51 M	(0.2%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$1.21 M	% Variance
YTD Budget	\$1.10 M	9.4%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.66 M	% Variance
YTD Budget	\$0.64 M	2.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.41 M)	(\$1.19 M)	(\$0.50 M)	\$0.69 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	\$2.77 M	% Spent
Adopted Budget	\$4.00 M	(30.8%)

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)	(\$0.05 M)	(\$0.05 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.05 M
Interest expense	\$0.02 M
Principal due	\$1.21 M

Refer to Note 9 - Borrowings

Reserves

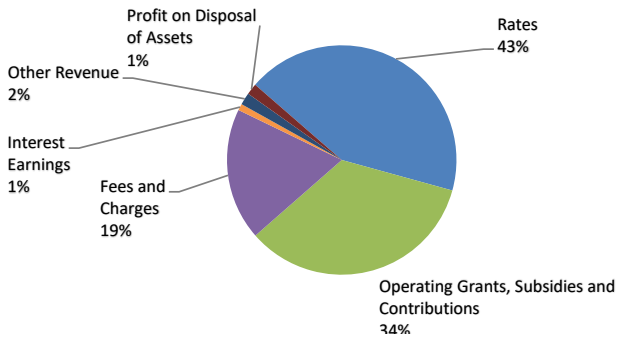
Reserves balance	\$2.48 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

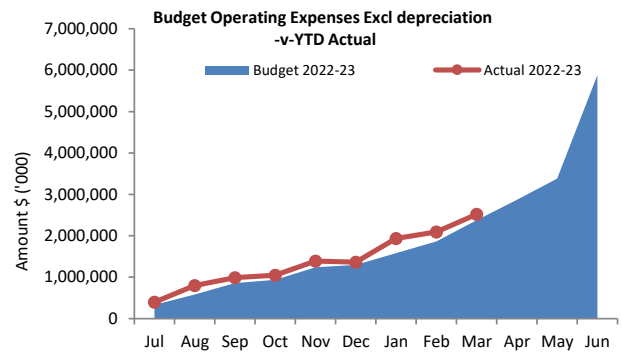
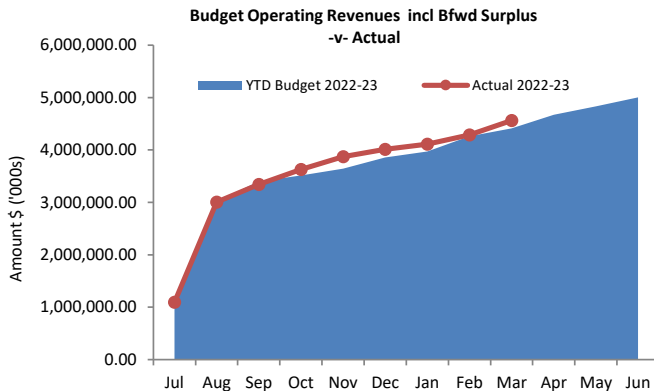
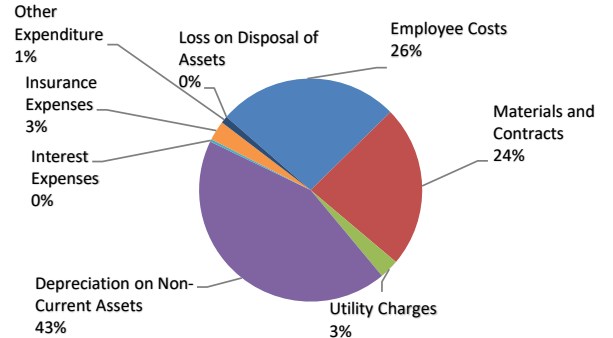
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

OPERATING REVENUE

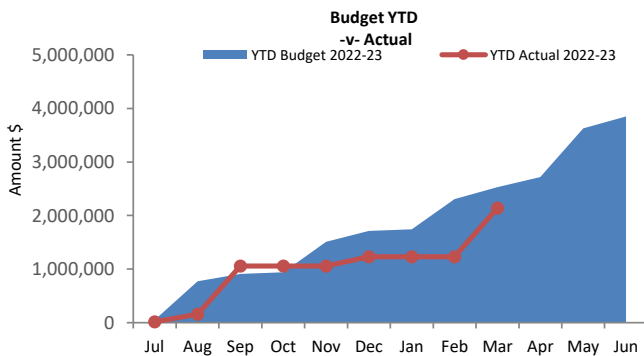


OPERATING EXPENSES

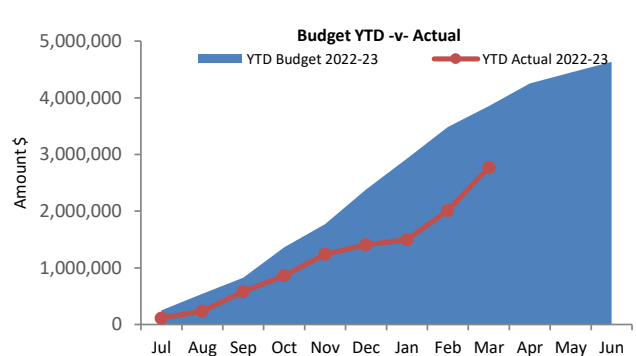


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions



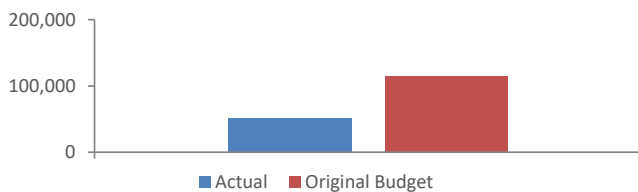
Payments for property, plant and equipment and infrastructure



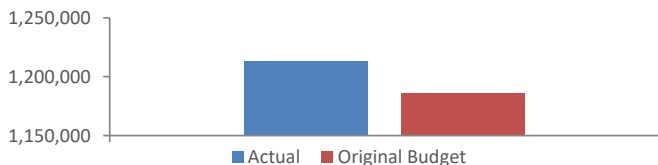
FINANCING ACTIVITIES

BORROWINGS

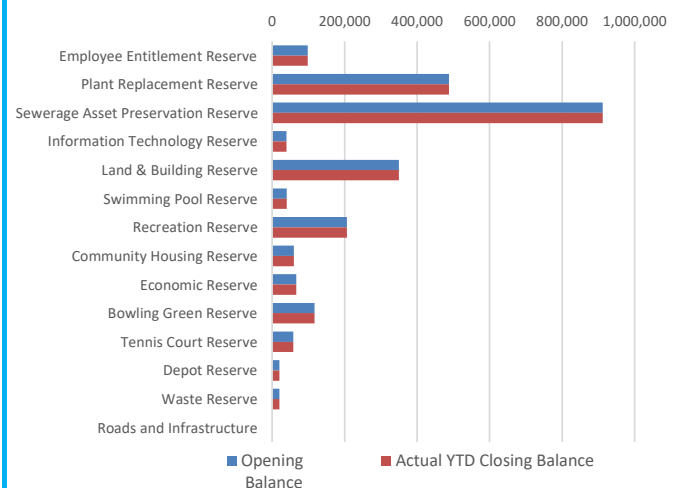
Principal Repayments



Principal Outstanding



RESERVES



KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 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 31 MARCH 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%	
Revenue from operating activities								
Rates	6	1,514,214	1,514,214	1,514,214	1,510,431	(3,783)	(0.25%)	
Operating grants, subsidies and contributions	12	1,252,739	1,521,024	1,102,999	1,206,746	103,747	9.41%	
Fees and charges		669,810	746,650	642,780	655,756	12,976	2.02%	
Interest earnings		47,000	47,000	27,862	32,323	4,461	16.01%	
Other revenue		84,500	84,000	46,973	60,380	13,407	28.54%	😊
Profit on disposal of assets		42,120	77,120	63,620	55,594	(8,026)	(12.62%)	
		3,610,383	3,990,008	3,398,448	3,521,230	122,782		
Expenditure from operating activities								
Employee costs		(1,796,711)	(1,501,526)	(1,128,157)	(1,165,459)	(37,302)	(3.31%)	
Materials and contracts		(1,651,443)	(1,758,681)	(1,234,576)	(1,040,699)	193,877	15.70%	😊
Utility charges		(179,674)	(182,358)	(136,368)	(124,900)	11,468	8.41%	
Depreciation on non-current assets		(2,135,767)	(2,135,767)	(1,601,667)	(1,915,041)	(313,374)	(19.57%)	😞
Interest expenses		(32,281)	(32,281)	(21,478)	(16,406)	5,072	23.61%	
Insurance expenses		(164,857)	(164,857)	(115,307)	(126,004)	(10,697)	(9.28%)	
Other expenditure		(107,925)	(105,977)	(55,620)	(45,111)	10,509	18.89%	😊
Loss on disposal of assets		0	0	0	0	0	0.00%	
		(6,068,658)	(5,881,449)	(4,293,173)	(4,433,620)	(140,447)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,538,047	1,859,447	321,400	20.90%	😞
Amount attributable to operating activities		(349,628)	182,206	643,322	947,057	303,735		
Investing activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	2,532,752	2,141,917	(390,835)	(15.43%)	😞
<i>Net Non- Operating grants recognised as revenue</i>	13	3,470,765	3,850,259	2,532,752	2,141,917	(390,835)	(15.43%)	
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)	(3,854,848)	(2,769,123)	1,085,725	28.17%	😊
Amount attributable to investing activities		(408,377)	(573,851)	(1,190,096)	(497,160)	692,936		
Financing Activities								
Transfer from reserves	10	102,561	370,620	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(51,721)	(51,721)	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(622,291)	(51,721)	(51,721)	0		
Closing funding surplus / (deficit)	1(c)	0	0	415,441	1,412,112	996,671	(239.91%)	

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 31 MARCH 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
	\$	%		
Revenue from operating activities				
Rates	(3,783)	(0.25%)		Within Variance
Operating grants, subsidies and contributions	103,747	9.41%		Within Variance
Fees and charges	12,976	2.02%		Within Variance
Sewerage charges	0	0.00%		Within Variance
Interest earnings	4,461	16.01%		Within Variance
Other revenue	13,407	28.54%	😊 Timing	Other revenue and reimbursements are higher than YTD budget.
Profit on disposal of assets	(8,026)	(12.62%)		Within Variance
Expenditure from operating activities				
Employee costs	(37,302)	(3.31%)		Within Variance
Materials and contracts	193,877	15.70%	😊 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	11,468	8.41%		
Depreciation on non-current assets	(313,374)	(19.57%)	😞 Permanent	Depreciation expense is higher than budget due to prior year revaluations. This has no impact in the Shires cash position.
Interest expenses	5,072	23.61%		Within Variance
Insurance expenses	(10,697)	(9.28%)		Within Variance
Other expenditure	10,509	18.89%	😊 Timing	Various other expenditure items are lower than YTD budget of less than \$5K.
Loss on disposal of assets	0	0.00%		Within Variance
Investing activities				
Non-operating grants, subsidies and contributions	(390,835)	(15.43%)	😞 Timing	Refer to Note 13 , the main variance is in receipt of LCRIP and RRG 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	1,085,725	28.17%	😊 Timing	Refer to Note 8 for Project Details
Financing Activities				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance
Opening funding surplus / (deficit)	0	0.00%		

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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	1,013,936	0	0.00%	
Revenue from operating activities								
Governance		3,000	7,000	5,247	4,027	(1,220)	(23.25%)	
General purpose funding		1,596,014	2,015,799	1,865,505	2,036,922	171,417	9.19%	
Law, order and public safety		37,356	37,356	25,685	29,312	3,627	14.12%	
Health		3,300	2,500	2,500	2,647	147	5.88%	
Education and welfare		797,481	622,581	429,210	349,957	(79,253)	(18.46%)	☹️
Housing		131,081	153,081	112,545	119,419	6,874	6.11%	
Community amenities		270,973	271,473	266,562	271,882	5,320	2.00%	
Recreation and culture		47,650	48,550	38,766	54,252	15,486	39.95%	😊
Transport		419,658	419,658	315,271	328,122	12,851	4.08%	
Economic services		213,100	224,740	168,533	177,235	8,702	5.16%	
Other property and services		90,770	187,270	168,624	147,455	(21,169)	(12.55%)	☹️
		3,610,383	3,990,008	3,398,448	3,521,230	122,782		
Expenditure from operating activities								
Governance		(594,780)	(538,222)	(377,395)	(366,831)	10,564	2.80%	
General purpose funding		(207,328)	(180,682)	(108,839)	(99,264)	9,575	8.80%	
Law, order and public safety		(151,556)	(157,053)	(109,301)	(97,384)	11,917	10.90%	😊
Health		(60,504)	(60,712)	(45,885)	(41,358)	4,527	9.87%	
Education and welfare		(585,233)	(553,024)	(414,528)	(323,667)	90,861	21.92%	😊
Housing		(307,140)	(302,399)	(238,372)	(179,724)	58,648	24.60%	😊
Community amenities		(394,647)	(420,581)	(300,725)	(427,724)	(126,999)	(42.23%)	☹️
Recreation and culture		(983,900)	(1,006,428)	(772,468)	(903,691)	(131,223)	(16.99%)	☹️
Transport		(2,174,714)	(1,987,746)	(1,489,878)	(1,559,515)	(69,637)	(4.67%)	
Economic services		(536,244)	(491,591)	(357,997)	(347,912)	10,085	2.82%	
Other property and services		(72,612)	(183,011)	(77,785)	(86,550)	(8,765)	(11.27%)	
		(6,068,658)	(5,881,449)	(4,293,173)	(4,433,620)	(140,447)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,538,047	1,859,447	321,400	20.90%	☹️
Amount attributable to operating activities		(349,628)	182,206	643,322	947,057	303,735		
Investing Activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	2,532,752	2,141,917	(390,835)	(15.43%)	☹️
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)	(3,854,848)	(2,769,123)	1,085,725	28.17%	😊
Amount attributable to investing activities		(408,377)	(573,851)	(1,190,096)	(497,160)	692,936		
Financing Activities								
Transfer from reserves	10	102,561	370,620	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(51,721)	(51,721)	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(622,291)	(51,721)	(51,721)	0		
Closing funding surplus / (deficit)	1(c)	0	0	415,441	1,412,112	996,671		😊

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 31 MARCH 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 31 MARCH 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
	\$	%		
Revenue from operating activities				
Governance	(1,220)	(23.25%)		Within Variance
General purpose funding	171,417	9.19%		Within Variance
Law, order and public safety	3,627	14.12%		Within Variance
Health	147	5.88%		Within Variance
Education and welfare	(79,253)	(18.46%)	☹️ Timing	CHSP and HCP funding lower than YTD budget. This is offset by lower expenditure in these programs
Housing	6,874	6.11%		Within Variance
Community amenities	5,320	2.00%		Within Variance
Recreation and culture	15,486	39.95%	😊 Permanent	Other Culture Grants \$12K higher than YTD budget. These will be offset with higher expenses.
Transport	12,851	4.08%		Within Variance
Economic services	8,702	5.16%		Within Variance
Other property and services	(21,169)	(12.55%)	☹️ Permanent	Private works income is \$17K higher than budget. This will be offset by higher expenditure.
Expenditure from operating activities				
Governance	10,564	2.80%		Within Variance
General purpose funding	9,575	8.80%		Within Variance
Law, order and public safety	11,917	10.90%	😊 Timing	ESL Bush Fire Brigade expenses are \$11K lower than YTD budget, it is anticipated that these costs will even out during the year.
Health	4,527	9.87%		Within Variance
Education and welfare	90,861	21.92%	😊 Timing	Aged Services expenditure is \$61K lower than YTD budget. This is offset by lower revenue. Other welfare Events is \$18K lower than YTD Budget. These items are expected to be timing issues that may even out over the year.
Housing	58,648	24.60%	😊 Timing	Staff and Other Housing maintenance in \$59K lower than YTD budget. This is expected to even out over the year.
Community amenities	(126,999)	(42.23%)	☹️ Permanent	Sewerage depreciation is \$80K 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 \$47K higher than budget.
Recreation and culture	(131,223)	(16.99%)	☹️ Permanent	Swimming and recreation depreciation is \$210K 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 recreation facilities maintenance \$57K and Cultural events \$21K.
Transport	(69,637)	(4.67%)		Within Variance
Economic services	10,085	2.82%		Within Variance
Other property and services	(8,765)	(11.27%)		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
Non-cash items excluded from operating activities			
		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(42,120)	(55,594)
Movement in liabilities associated with restricted cash		15,000	0
Add: Depreciation on assets		2,135,767	1,915,041
Total non-cash items excluded from operating activities		2,108,647	1,859,447

(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.

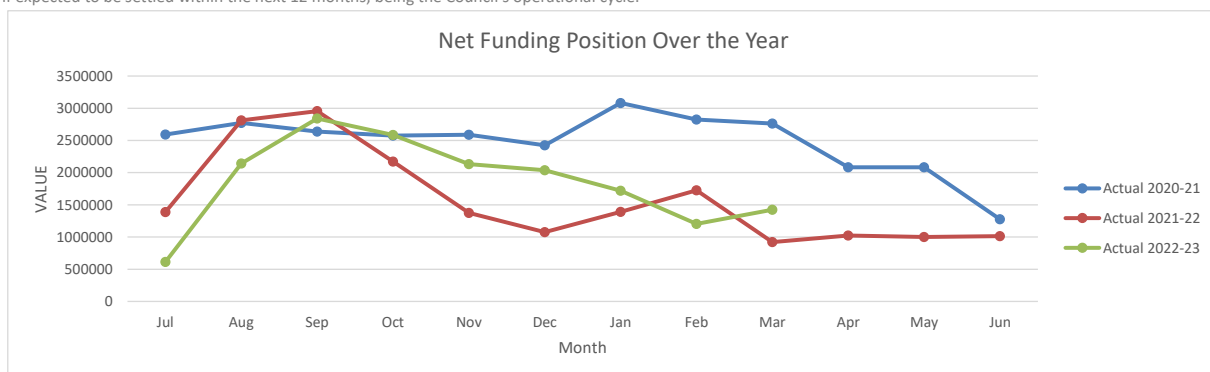
	Notes	Adopted Budget	Last Year UnAudited Actual 30 June 2022	This Time Last Year 31 March 2022	Year to Date 31 March 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,413,691)	(2,475,964)	(2,282,998)	(2,475,964)
Add: Borrowings	9	113,975	113,970	88,942	62,249
Add: Provisions funded by Reserve		97,883	97,883	77,864	97,883
Total adjustments to net current assets		(2,201,833)	(2,264,111)	(2,116,192)	(2,315,832)

(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 31 March 2022	Year to Date 31 March 2023
Current assets					
Cash and cash equivalents	2	3,553,086	3,518,379	2,867,433	3,538,200
Rates receivables	3	119,592	119,592	188,035	191,594
Receivables	3	849,018	857,489	423,933	1,137,478
Stock on Hand	4	37,337	5,266	27,650	46,087
Total Current Assets		4,559,033	4,500,726	3,507,051	4,913,359
Less: Current liabilities					
Payables	5	(383,329)	(472,643)	(156,592)	(270,674)
Borrowings	9	(113,975)	(113,970)	(88,942)	(62,249)
Contract liabilities	11	(436,394)	(433,769)	52,648	(650,193)
Provisions	11	(171,845)	(202,298)	(171,845)	(202,298)
Total Current Liabilities		(1,105,543)	(1,222,680)	(364,731)	(1,185,414)
Less: Total adjustments to net current assets	1(b)	(2,201,833)	(2,264,111)	(2,116,192)	(2,315,832)
Closing funding surplus / (deficit)		1,251,657	1,013,936	1,026,128	1,412,112

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.



Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,103,631	0	1,103,631	0	NAB	0.05%	At Call
Term Deposits								
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
Total		1,104,600	2,475,964	3,580,565	0			
Comprising								
Cash and cash equivalents		1,104,031	0	1,104,032	0			
Financial assets at amortised cost		569	2,475,964	2,476,533	0			
		1,104,600	2,475,964	3,580,565	0			

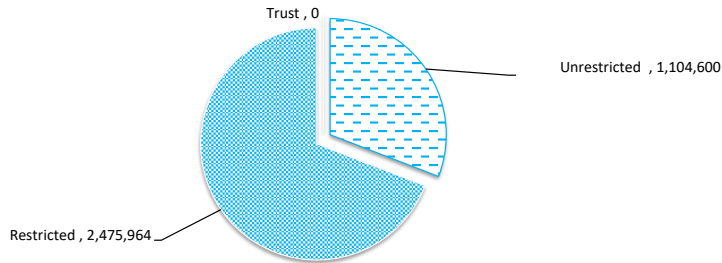
KEY INFORMATION

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

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

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

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



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

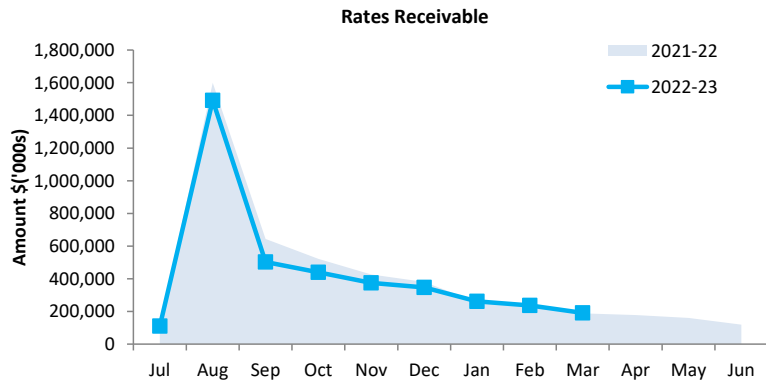
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2022	31 Mar 2023
	\$	\$
Opening arrears previous years	133,185	119,592
Levied - Rates revenue	1,402,771	1,510,431
Less - collections	(1,416,364)	(1,438,429)
Equals current outstanding	119,592	191,594
Less allowance for impairment of receivables		(59,782)
Net rates collectable	119,592	131,812
% Collected	92.2%	88.2%

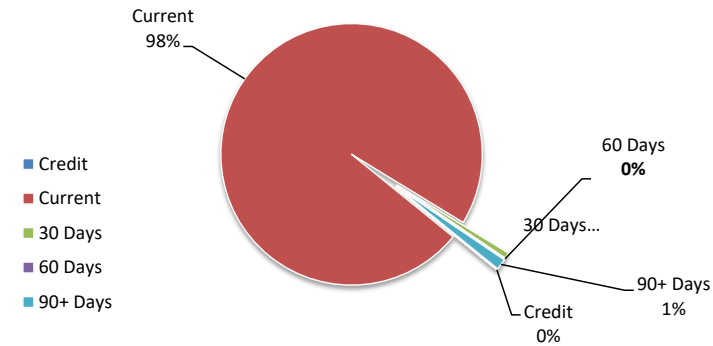
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(159)	1,050,336	7,833	111	14,662	1,072,782
Percentage	0.0%	97.9%	0.7%	0%	1.4%	
Balance per trial balance						
Sundry receivable	(159)	1,050,336	7,833	111	14,662	1,072,827
GST receivable	0	113,524	0	0	0	113,524
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Accrued Income	0	0	0	0	0	0
Total receivables general outstanding						1,197,260
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)



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance	Asset Increase/(Decrease)	Closing Balance 31 March 2023
Other current assets	1 July 2022		
	\$	\$	\$
Inventory			
Stock On Hand	5,266	40,821	46,087
Total other current assets	5,266	40,821	46,087
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

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

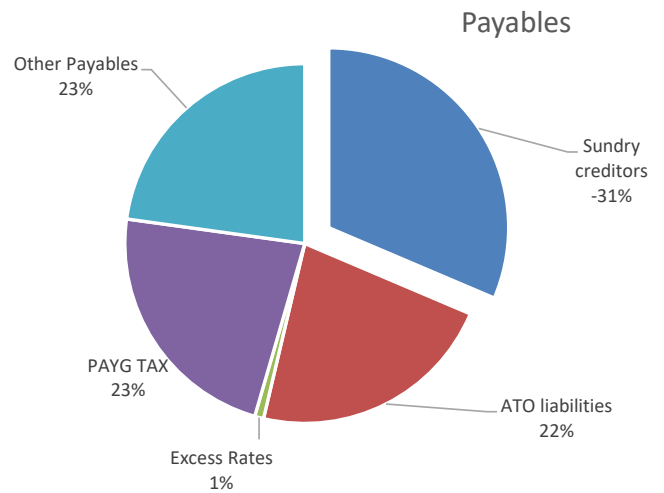
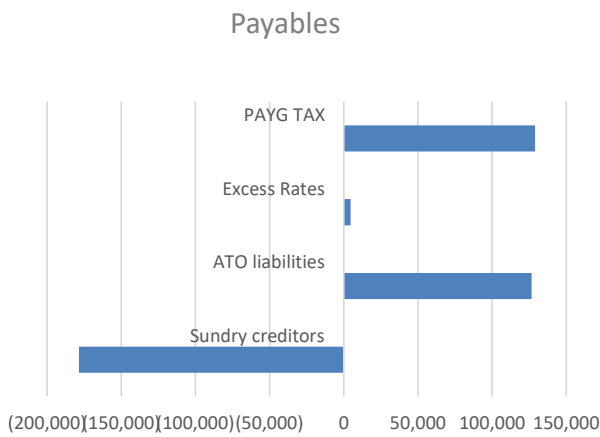
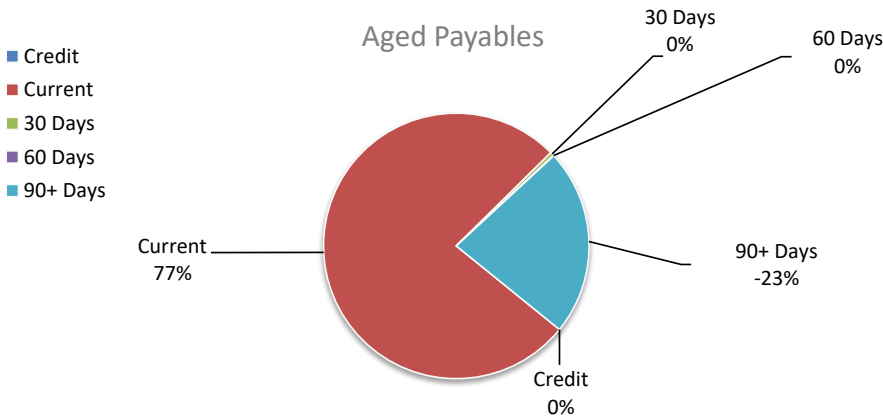
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	381,659	2,241	(311)	(112,914)	270,674
Percentage	0%	141%	0.8%	-0.1%	-41.7%	
Balance per trial balance						
Sundry creditors	0	(67,503)	2,241	(311)	(112,914)	(178,488)
ATO liabilities	0	126,685	0	0	0	126,685
Excess Rates	0	4,574	0	0	0	4,574
PAYG TAX	0	129,036	0	0	0	129,036
Other Payables	0	129,689	0	0	0	129,689
Payroll Creditors	0	86,086	0	0	0	86,086
Accrued Loan Interest	0	7,141	0	0	0	7,141
Total payables general outstanding						270,674

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

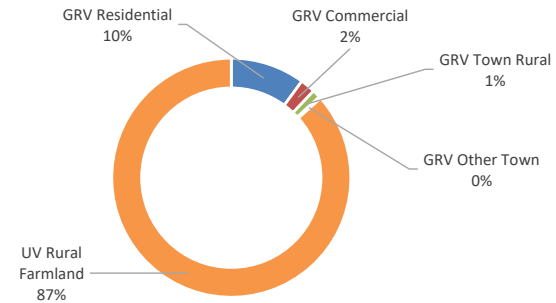
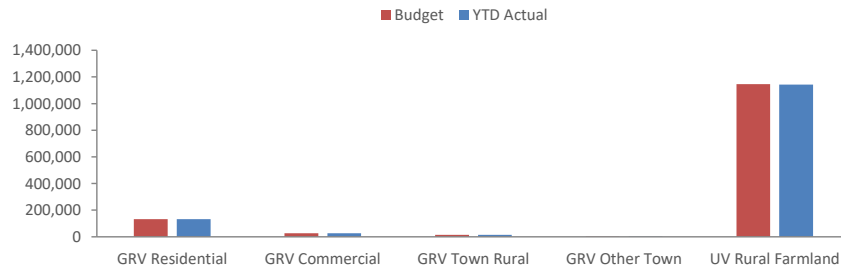


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 2023**

**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10450	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
Unimproved value											
UV Rural Farmland	0.00676	223	169,617,000	1,146,611	0	0	1,146,611	1,146,611	(3,832)	0	1,142,779
Sub-Total		389	171,315,097	1,324,062	0	0	1,324,063	1,324,062	(3,832)	0	1,320,230
Minimum payment	Minimum \$										
Gross rental value											
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
Unimproved value											
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
Sub-total		188	4,804,076	134,507	0	0	134,507	134,507	0	0	134,507
Amount from general rates							1,458,570	1,458,569	(3,832)	0	1,454,737
Ex-gratia rates							55,644				55,694
Total general rates							1,514,214				1,510,431

KEY INFORMATION



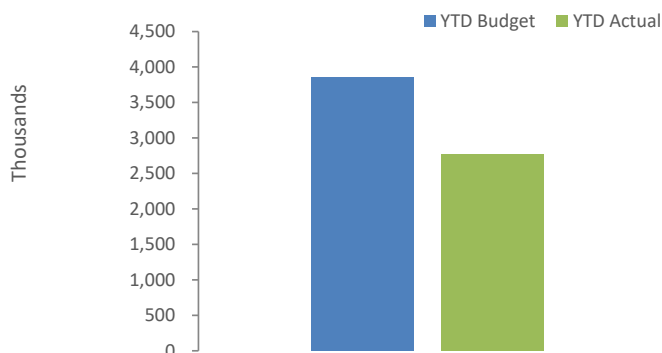
**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 MARCH 2023**

**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	1,233	(8,767)
Plant and equipment	62,000	280,059	90,000	106,825	16,825
Infrastructure - roads	3,710,766	4,055,890	3,485,272	2,552,874	(932,398)
Infrastructure - sewerage	0	50,000	50,000	26,971	(23,029)
Infrastructure -Parks And Ovals	122,000	140,085	122,000	20,293	(101,707)
Infrastructure - other	95,376	97,576	97,576	60,927	(36,649)
Payments for Capital Acquisitions	4,000,142	4,633,610	3,854,848	2,769,123	(1,085,725)
Total Capital Acquisitions	4,000,142	4,633,610	3,854,848	2,769,123	(1,085,725)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	3,470,765	3,850,259	2,532,752	2,141,917	(390,835)
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	1,190,096	497,160	(692,936)
Capital funding total	4,000,142	4,633,610	3,854,848	2,769,123	(1,085,725)

SIGNIFICANT ACCOUNTING POLICIES

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



Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings						
BC001B Admin Building - Refurbishment - Building (Capital)	10,000	10,000	10,000	1,233	8,767	Completed, expenditure not finalised.
Total	10,000	10,000	10,000	1,233	8,767	
Plant & Equipment						
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	0	0	0	Funded by Plant Reserve. PO Raised - Arrived.
PE203 Light Hino Truck 300 Series	0	81,359	0	0	0	Funded by Plant Reserve. PO raised
Total	62,000	280,059	90,000	106,825	(16,825)	
Infrastructure - Roads						
RCR025 Commodity Route - Dowerin - Koorda Road	248,220	248,220	248,220	227,409	20,811	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	54,090	55,431	(1,341)	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	146,439	98,708	47,731	Works completed, expenses not finalised.
RRG003 Koombekine North Road (RRG)	358,128	358,128	358,126	38,205	319,921	Works completed, expenses not finalised.
BS183 Dowerin-Meckering Road (BS)	104,344	104,344	104,344	15,737	88,607	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	758,097	870,154	(112,057)	Works completed, expenses not finalised pending gravel pit rehabilitation.
WFN182F WSNF Dowerin-Kalannie Road SLK12.28 to SLK15.70	577,404	1,064,590	804,906	690,781	114,125	Works completed, expenses not finalised pending gravel pit rehabilitation.
Total	3,710,766	4,055,890	3,485,272	2,552,874	932,398	

Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure - Parks And Ovals					
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	0	0	0 Goals installed, expenditure not finalised.
PC078 Shade Sails	0	10,000	0	0	0 PO raised.
Total	122,000	140,085	122,000	20,293	101,707
Infrastructure - Sewerage					
SC002 Sewerage Pump	0	50,000	50,000	26,971	23,029 Emergency works completed.
Total	0	50,000	50,000	26,971	23,029
Infrastructure - Other					
OC003 Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	3,282	(3,282) 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	19,770	(3,070) 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.
Total	95,376	97,576	97,576	60,927	36,649
TOTALS	4,000,142	4,633,610	3,854,848	2,769,123	1,085,725

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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on 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
			\$	\$	\$	\$	\$	\$	\$	\$	\$	
Housing												
	Government Regional Officer Housing	100	244,136	5,496	11,090	11,090	238,640	233,046	233,046	4,358	8,618	8,618
Recreation and culture												
	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
Transport												
	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
Economic services												
	Short Stay Accommodation	99	615,516	16,922	34,109	34,109	598,594	581,407	581,407	9,664	19,062	19,062
Total			1,299,974	51,721	113,975	113,975	1,213,253	1,185,999	1,185,999	16,406	31,899	32,281
	Current borrowings		113,975				62,249					
	Non-current borrowings		1,185,999				1,151,004					
			1,299,974				1,213,253					

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 31 MARCH 2023

FINANCING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

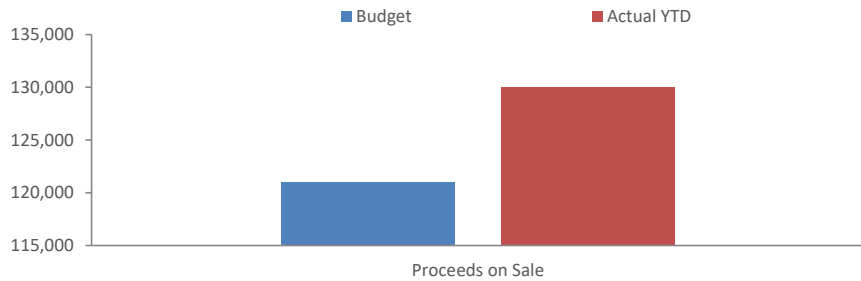
Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
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	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
	2,475,964	482,238	878,936	0	(102,561)	(370,620)	0	2,855,641	2,984,280	2,475,964

KEY INFORMATION

**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 MARCH 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)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Transport												
*	Single Cab - Light Utility - 1GIL668	650	1,000	350	0	650	1,000	350	0	625	1,637	1,012	0
	Other property and services												
*	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	0	28,182	0	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
		78,880	121,000	42,120	0	132,380	209,500	77,120	0	46,269	130,046	55,594	0



P005 To be processed in Asset Register.

** Item will not be disposed as budgeted

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 March 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		433,769	216,424	0	650,193
Total unspent grants, contributions and reimbursements		433,769	216,424	0	650,193
Provisions					
Annual leave		135,872	0	0	135,872
Long service leave		66,426	0	0	66,426
Total Provisions		202,298	0	0	202,298
Total other current assets		636,067	216,424	0	852,491
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.

Operating grants, subsidies and contributions revenue

Provider	Operating grants, subsidies and contributions revenue				
	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	0	215,262	287,023	(287,023)	215,267
GEN PUR - Financial Assistance Grant - Roads	0	99,567	132,762	(132,762)	275,705
Law, order, public safety					
ESL BFB - Operating Grant	34,000	22,668	34,000	0	24,902
Education and welfare					
AGED OTHER - Grant Funding - CHSP	226,260	131,985	226,260	0	110,169
WELFARE - Grants	3,000	8,325	11,100	-8100	0
AGED OTHER - Grant Funding - HCP	549,721	262,287	349,721	200,000	218,061
Recreation and culture					
OTH CUL - Grants - Other Culture	12,000	2,925	3,900	8,100	15,300
Transport					
ROADC - Other Grants - Flood Damage	0	0	0	0	0
ROADM - Direct Road Grant (MRWA)	153,588	153,588	153,588	0	156,892
ROADC - Other Grants - Roads/Streets	248,220	148,220	248,220	0	132,384
Other property and services					
ADMIN - Reimbursements	0	0	0	0	1,736
PWO - Other Reimbursements	0	0	0	0	1,491
POC - Reimbursements	1,000	747	1,000	0	0
	1,227,789	1,045,574	1,447,574	(219,785)	1,151,907
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	3,000	2,250	3,000	0	0
General purpose funding					
Education and welfare					
AGED OTHER - Contributions	500	369	500	0	0
AGED OTHER - Reimbursements	0	12,744	17,000	(17,000)	16,531
Housing					
OTH HOUSE - Rental Reimbursements	0	16,497	22,000	(22,000)	20,633
Recreation and culture					
REC - Contributions & Donations	8,750	8,558	8,750	0	7,273
REC - Reimbursements - Other Recreation	0	0	0	0	559
LIBRARY - Other Grants	1,200	4,644	6,200	(5,000)	5,000
OTH CUL - Contributions & Donations - Other Culture	1,500	1,500	1,500	0	168
Other property and services					
POC - Fuel Tax Credits Grant Scheme	10,000	7,497	10,000	0	0
	24,950	57,425	73,450	(48,500)	54,840
TOTALS	1,252,739	1,102,999	1,521,024	(268,285)	1,206,746

		Non operating grants, subsidies and contributions revenue				
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varaincer
		\$	\$	\$	\$	
Non-operating grants and subsidies						
General purpose funding						
	Gen Pur - Grant Funding (No Gst)	764,276	764,276	382,138	158,064	224,074
Recreation and culture						
	Rec - Grants	70,000	70,000	0	0	
	Rec - Contributions & Donations	0	5,390	0	0	
Transport Funding						
RRG	Roadc - Regional Road Group Grants (Mrwa)	368,920	382,900	287,172	181,367	105,805
R2R	Roadc - Roads To Recovery Grant	381,180	381,180	152,472	143,757	8,715
WSFN	Roadc - Other Grants - Roads/Streets	1,886,389	2,246,513	1,710,970	1,658,729	52,241
TOTALS		3,470,765	3,850,259	2,532,752	2,141,917	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MARCH 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
						\$	\$	\$
Budget adoption - Budgeted Closing Position			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 Licences	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	(575)		(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 31 MARCH 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
	Resrves 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
TOTALS						2,161,830	(2,161,830)	0

SHIRE OF DOWERIN
List of Payments for the Period Ending
31 March 2023

Last EFT No: 10714

<u>EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT10715	02/03/2023	Holberton Earthmoving	Road building services for Dowerin Kalannie Road as per tender	\$ 67,798.50	WSFN
EFT10716	03/03/2023	Avon Waste	Refuse and recycling January 2023	\$ 2,783.56	
EFT10717	03/03/2023	Avon Concrete	Culvert extensions Cunderdin Minnivale Rd	\$ 11,948.20	RRG
EFT10718	03/03/2023	Courtney's Cleaning	Aged care domestic assistance and travel	\$ 399.20	On Costed
EFT10719	03/03/2023	Bear Pantry Café	Catering AWC Committee Rd Tour	\$ 64.40	
EFT10720	03/03/2023	Complete Office Supplies	Stationary Supplies	\$ 87.08	
EFT10721	03/03/2023	Contract Aquatic Services	Monthly contract fee - Swimming Pool Services	\$ 19,525.00	
EFT10722	03/03/2023	Dowerin & Districts Farmshed	Standpipe repair supplies - Retic controller & solenoid coil for Admin gardens - Key cutting - Kincrome hoist for sewerage pit	\$ 1,329.85	
EFT10723	03/03/2023	Dowerin Gourmet Butchershop	Sausages for Welcome to Dowerin event	\$ 165.60	L/West
EFT10724	03/03/2023	Joelectrics	External light repair at Hilda St Units - Smoke alarm replacement x 2 Cottrell St - Replace & install power points at Swimming Pool	\$ 835.46	
EFT10725	03/03/2023	Lite n' Easy	Aged care easy meals	\$ 131.12	On Costed
EFT10726	03/03/2023	Pumps Australia	Flexi drive trash pump for sewerage dam	\$ 2,304.50	
EFT10727	03/03/2023	Perth Laundry Equipment	SSA washer/dryer rental 22/02/2023 - 21/03/2023	\$ 419.46	
EFT10728	03/03/2023	Rural Ranger Services	Ranger services 14/02/2023 and 17/02/2023	\$ 465.96	
EFT10729	03/03/2023	Smart Office Systems Pty Ltd	Contractor SharePoint access	\$ 321.76	
EFT10730	03/03/2023	Toll Ipec Pty Ltd	Delivery from WA Appliance	\$ 24.17	
EFT10731	03/03/2023	Ray's Auto Mech & Engineering Services	Wet hire of crane to lift temporary water tank - Dowerin Koorda Road Project	\$ 948.00	WSFN
EFT10732	03/03/2023	Xenex Systems Pty Ltd	Annual VOiP license renewal	\$ 418.00	
EFT10733	03/03/2023	Creative Spaces	Supply of Tin Dog Trail Signage	\$ 16,522.22	
EFT10734	03/03/2023	Holberton Earthmoving	Wet hire of civil equipment for stabilisation as per tender - Dowerin Kalannie Rd	\$ 12,897.50	WSFN
EFT10735	03/03/2023	Logo Appointments	Special Project Officer Contracting services 11 Feb 23	\$ 1,278.46	
EFT10736	03/03/2023	Stabilco Pty Ltd	Wet mixing Dowerin Kalannie Rd	\$ 6,965.20	WSFN
EFT10737	03/03/2023	Wallis Computer Solutions	Annual Microsoft Licence	\$ 12,152.24	
EFT10738	03/03/2023	Daniel Van Den Ancker	National Police Clearance - Reimbursement	\$ 58.70	

EFT10739	07/03/2023	Holberton Earthmoving	Gravel overlay as per tender - Dowerin Kalannie Rd	\$	75,240.00	WSFN
EFT10740	07/03/2023	CANCELLED	ERROR BATCHING	\$	-	
EFT10741	07/03/2023	CANCELLED	ERROR BATCHING	\$	-	
EFT10742	07/03/2023	CANCELLED	ERROR BATCHING	\$	-	
EFT10743	07/03/2023	Choices Flooring	Floor coverings Stacy St units	\$	4,028.00	
EFT10744	07/03/2023	Landgate	Land Valuation Report	\$	42.15	
EFT10745	07/03/2023	Elders Rural Services Australia	Work boots	\$	209.00	
EFT10746	09/03/2023	Stirling Asphalt	Supply & apply asphalt - Dowerin Koorda Rd & Dowerin Kalannnie Rd Intersection & Koomberkine North Rod	\$	63,833.00	WSFN & RRG
EFT10747	09/03/2023	Stabilisation Technology	Stabilisation report & pavement design - Dowerin Kalannie Rd	\$	12,377.20	WSFN
EFT10748	23/03/2023	Avon Waste	Refuse and recycling February 2023	\$	2,751.71	
EFT10749	23/03/2023	Ampac Debt Recovery WA Pty Ltd	Issuing of Notice of Discontinuance - various assessments	\$	517.00	
EFT10750	23/03/2023	Advanced Traffic Management (Cash Flow Finance)	Traffic control Dowerin Kalannie DSS 29575 031	\$	24,608.32	WSFN
EFT10751	23/03/2023	Boral Construction Materials	Supply & deliver 20mm aggregate 415 Tonnes - Dowerin Kalannie Rd	\$	27,527.93	WSFN
EFT10752	23/03/2023	Boekeman Machinery	40,000kms service on Prado D0	\$	1,737.68	
EFT10753	23/03/2023	Courtney's Cleaning	Domestic assistance and travel	\$	1,406.46	On Costed
EFT10754	23/03/2023	BriJarCass Security	Cleaning Services 06/02/2023 - 19/02/2023 - balance owing	\$	143.00	
EFT10755	23/03/2023	Mitchell Collard	Electricity reimbursement 04/08/2022 - 08/02/2023	\$	568.71	
EFT10756	23/03/2023	Champion Music	Live performance Welcome to Dowerin	\$	550.00	L/West
EFT10757	23/03/2023	C&F Building Approvals	Monthly reporting January 2023 (59 Stacy St) - contract building surveyor	\$	1,540.00	
EFT10758	23/03/2023	Australia's Golden Outback	Social Media advertising	\$	400.00	
EFT10759	23/03/2023	Comfort Style Furniture & Bedding	MILA Lift chair for client	\$	1,059.00	On Costed
EFT10760	23/03/2023	Dormakaba Australia	Replacement Automatic door for CRC (Insurance recovered)	\$	10,437.11	Insurance Recovery
EFT10761	23/03/2023	Dowerin Community Resource Centre	Despatch advertising	\$	40.00	
EFT10762	23/03/2023	Dowerin Despatch	Despatch advertising Issue 20 Oct 2022	\$	40.00	
EFT10763	23/03/2023	Dowerin Bulk Transport Pty Ltd	Gas bottles for Unit B Hilda St	\$	369.00	
EFT10764	23/03/2023	Dowerin Tyre & Exhaust	Supply and fit new tyres Prado D0	\$	1,405.00	
EFT10765	23/03/2023	Dowerin & Districts Farmshed	Soil Wetter Grosorb Liquid 200lt - Cleaning Supplies - PPE - Irrigation Parts - Park & Garden Supplies	\$	6,293.65	
EFT10766	23/03/2023	Digga West & Earthparts WA	Purchase of Rotary Axe	\$	30,690.00	
EFT10767	23/03/2023	Department of Mines, Industry Regulation & Safety	BSL - Building permits	\$	56.65	
EFT10768	23/03/2023	Dowerin Community Club	Shire meeting refreshments	\$	440.35	
EFT10769	23/03/2023	Eastern Hills Chainsaws & Mowers	Stihl blower	\$	406.30	
EFT10770	23/03/2023	E Fire & Safety	SSA - fire hose reel cover and reel stand	\$	301.40	
EFT10771	23/03/2023	Benjamin Forbes	Reimbursement for catering for outside staff	\$	93.85	
EFT10772	23/03/2023	Hersey's Safety Pty Ltd	PPE gear for Depot staff	\$	1,032.70	

EFT10773	23/03/2023	HBP Services WA	Health and building consulting services	\$	369.60	
EFT10774	23/03/2023	Holberton Earthmoving	Various works & hire - Dowerin Kalannie Rd (as per tender); grading; hire of sludge pump	\$	82,346.00	WSFN (Part)
EFT10775	23/03/2023	Hospequip Pty Ltd	Repairs to client wheelchair	\$	701.00	On Costed
EFT10776	23/03/2023	Hoist Sales & Hydraulic Repairs	Supply Left hand top hinge for tailgate - D003	\$	269.50	
EFT10777	23/03/2023	Fulton Hogan Industries Pty Ltd	Supply & spray & cover two coat seal - Dowerin Kalannie Rd	\$	542,978.44	WSFN
EFT10778	23/03/2023	5Rivers Plumbing & Gas	Replace hose 1/13 Stacy - Replace mixer tap SSA U5 - Replace basin spindle DCC change rooms - Excavator hire for grave digging	\$	1,352.33	
EFT10779	23/03/2023	Goomalling Medical Surgery	Pre employment medical	\$	165.00	
EFT10780	23/03/2023	Goomalling Pharmacy	Molicare for aged care	\$	1,204.90	On Costed
EFT10781	23/03/2023	Joelectrics	Smoke alarm and sensor light for 11A Hilda St	\$	1,249.01	
EFT10782	23/03/2023	Just Right Contracting	Install bathroom rails 11A Hilda - Repair oven door 11C Hilda - Repair oven door 11D Hilda - Install brochure racking Admin	\$	594.00	
EFT10783	23/03/2023	Koorda Ag Parts	Garden maintenance - DHC client	\$	4,169.00	On Costed
EFT10784	23/03/2023	Lo-Go Appointments	Contracting services 11/03/2023	\$	5,593.27	
EFT10785	23/03/2023	Lite n' Easy	Aged care easy meals	\$	629.13	On Costed
EFT10786	23/03/2023	MetroCount (Microm Pty Ltd)	6v welded battery pack	\$	198.00	
EFT10787	23/03/2023	Moore Australia	DCEO Attendance Annual Budget Workshop	\$	1,155.00	
EFT10788	23/03/2023	Norton Rose Fulbright	Legal Professional Services rendered as per instructions	\$	825.00	
EFT10789	23/03/2023	Oxter Services	Cemetary monument	\$	1,485.00	On Costed
EFT10790	23/03/2023	Officeworks Midland	Ergo chairs x 8 for Admin	\$	2,851.95	
EFT10791	23/03/2023	Petchell Mechanical	Repair aircon on 12M grader	\$	5,997.35	
EFT10792	23/03/2023	Perth Laundry Equipment	SSA washer/dryer rental 22/03/2023 - 21/04/2023	\$	419.46	
EFT10793	23/03/2023	Rural Ranger Services	Ranger services 21/02/2023, 23/02/2023, 02/03/2023	\$	783.42	
EFT10794	23/03/2023	Resonline Pty Ltd	SSA - Room Manager February 2023	\$	242.00	
EFT10795	23/03/2023	Star Track Express Pty Ltd	Delivery from Bayswater	\$	126.92	
EFT10796	23/03/2023	Sunny Industrial Brushware	Refurbishment of brushes for Dulevo Sweeper	\$	322.08	
EFT10797	23/03/2023	Stabilco Pty Ltd	Cement stabilisation Dowerin Kalannie Rd	\$	105,501.00	WSFN
EFT10798	23/03/2023	Smart Office Systems Pty Ltd	50% initial payment SharePoint updates	\$	7,128.00	
EFT10799	23/03/2023	Signarama Joondalup & Midland	Wall Graphic Shire Admin	\$	1,516.01	
EFT10800	23/03/2023	Toll Ipec Pty Ltd	Delivery from Perth	\$	46.65	
EFT10801	23/03/2023	IT Vision	Altus Payroll amendment	\$	495.00	
EFT10802	23/03/2023	Wesfarmers Kleenheat Gas	Bulk LPG SSA	\$	81.88	
EFT10803	23/03/2023	Wallis Computer Solutions	Supply and install Epson printer to front counter	\$	797.50	
					\$ 1,201,582.71	

Direct Debits:

DD12206.1	03/03/2023 Synergy	Energy supply 28/12/2022 - 27/01/2023	\$ 610.87
DD12208.1	03/03/2023 Synergy	Energy supply 25/12/2022 - 24/01/2023	\$ 1,994.52
	06/03/2023 SHIRE OF DOWERIN - VISA PAYMENTS	Monthly VISA payments February 2023	\$ 2,896.77
DD12214.1	08/03/2023 SHIRE OF DOWERIN - VISA PAYMENTS	Monthly VISA payments January 2023	\$ 1,587.73
DD12239.1	15/03/2023 Telstra Limited	Directory charges	\$ 316.65
DD12239.2	14/03/2023 Precision Administration Services Pty Ltd	Superannuation PPE 28/02/2023	\$ 6,163.79
DD12239.3	15/03/2023 WATER CORPORATION	Water charges	\$ 190.20
DD12241.1	16/03/2023 WATER CORPORATION	Water usage charges	\$ 2,953.44
DD12243.1	17/03/2023 WATER CORPORATION	Water charges - no bills available	\$ 14,644.96
DD12252.1	15/03/2023 Precision Administration Services Pty Ltd	Superannuation PPE 14/03/2023	\$ 6,116.11
DD12270.1	24/03/2023 Telstra Limited	Call and usage charges to 9 March 2023	\$ 79.38
DD12270.2	29/03/2023 Precision Administration Services Pty Ltd	Superannuation P/E 28/03/2023	\$ 6,140.05
DD12270.3	28/03/2023 Telstra Limited	Directory services to March 2023	\$ 184.47
DD12273.1	24/03/2023 WATER CORPORATION	Water use charges 11/01/2023 - 09/03/2023	\$ 64.33
DD12277.1	21/03/2023 Puma Energy	Fuel for month February 2023	\$ 276.63
123458	07/03/2023 Shire of Dowerin	Payroll Deductions/Contributions	\$ 50.00
123459	07/03/2023 Puma Energy	Fuel purchases for November 2022	\$ 968.45
123460	07/03/2023 Synergy	DCC - Electricity usage	\$ 1,930.77
130934	31/03/2023 BF - BANK FEE	BANK FEE	\$ 66.50
130934	31/03/2023 BF - BANK FEE	BANK FEE	\$ 45.67
130934	31/03/2023 BF - BANK FEE	BANK FEE	\$ 30.24
130934	31/03/2023 BF - BANK FEE	BANK FEE	\$ 418.02
			\$ 47,729.55

Payroll:

\$42,448.82 01/03/2023
\$48,334.27 15/03/2023
\$44,545.47 29/03/2023

\$135,328.56

Superannuation:

\$6,163.79 01/03/2023
\$6,116.11 15/03/2023
\$6,140.05 29/03/2023

\$18,419.95

Summary

\$ 1,201,582.71	EFT 10715 - 10803
\$ 29,309.60	Direct Debits
\$ 135,328.56	Payroll
\$ 18,419.95	Superannuation
<u>\$ 1,384,640.82</u>	

**NAB Business Visa**

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

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
 Account No: 4557 0455 3794 2934
 Statement Period: 30 December 2022 to 27 January 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
4 Jan 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Recurring monthly charge - Internet			775-00	74564723003
10 Jan 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Monthly subs - CDO			21-99	74069883008
18 Jan 2023	\$39.95	OFFICEWORKS BENTLEIGH EAS	Bluetooth adaptor for Clegg Impact Tester			39-95	74940523016
18 Jan 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Monthly subs - EGO			21-99	74069883016
18 Jan 2023	\$253.69	WA APPLIANCE PARTS MORLEY	Oven door for Unit D/11 Hilda St			253-69	74940523016
27 Jan 2023	\$9.00	CARD FEE	Monthly fee			9-00	74557043027
Total for this period	\$1,121.62		Totals			1121-62	

Employee declaration

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

Cardholder signature

Rebecca McCall

R. J. J. J.

Date:

6/2/23

0001282 027/4557049800027159 / E-13546 S-21263 I-42525

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
14 Feb 2023	\$62.47	BUNNINGS 350000 CANNINGTON	Foyer plant			2130240	74940523043
16 Feb 2023	\$150.00	TELSTRA PREPAID MELBOURNE	Cr. iPad recharge			2040114	74940523045
20 Feb 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	CDO.			2140241.	74069883047
28 Feb 2023	\$9.00	CARD FEE	CEO.			2030211.2100	74557043059
Total for this period	\$2,280.77		Totals				

Employee declaration

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

Cardholder signature:

Rebecca R. Trapp

Date:

7/3/23

SHIRE OF DOWERIN

FEBRUARY 2023

Date: 2/03/2023
Voucher: 709



Amount in words: Two thousand eight hundred ninety six dollars and seventy seven cents

\$ 2,896.77

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

DATE OF SERVICE	GL	PARTICULARS <small>(If progress payment, state total amount of contract and amount of previous payments, if any)</small>	GST	AMOUNT
30/01/2023	BM057	CRC auto door repair		\$ 907.50
2/02/2023	2140220	Corporate Internet - monthly charge	\$70.45	\$ 775.00
3/02/2023	FEV025	Welcome to Dowerin mailout		\$ 39.60
3/02/2023	2040211	CEO breakfast		\$ 21.90
8/02/2023	BM025	Oven door parts for Unit C 11 Hilda St		\$ 37.48
8/02/2023	BM026	Oven door for Unit 2 11 Hilda St		\$ 198.78
10/02/2023	2140241	Adobe Pro DC monthly subs - EGO	\$2.00	\$ 21.99
10/02/2023	2140310	Fuel for WAAO		\$ 83.84
13/02/2023	2140221	CDO iPad recharge		\$ 150.00
13/02/2023	BM026	Refund for incorrect oven door		-\$ 198.78
14/02/2023	2130240	Plant for Admin foyer		\$ 62.47
15/02/2023	W0039	Vt stick vacuum for gym		\$ 599.00
16/02/2023	2040114	Cr iPad recharge		\$ 150.00
17/02/2023	BO059	SSA dryer charge		\$ 8.00
20/02/2023	2140241	Adobe Pro DC monthly subs - CDO	\$2.00	\$ 21.99
28/02/2023	2030211	NAB Visa Card Fee CEO		\$ 9.00
28/02/2023	2030211	NAB Visa Card Fee - DECEO		\$ 9.00
				\$ 2,896.77

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

R. Jeff

CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT



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



#42393
 DOWERIN SHIRE
 PO BOX 111
 DOWERIN WA 6461

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

Your Account Summary

Balance from previous statement	\$1,587.73 DR
Payments and other credits	\$1,786.51 CR
Purchases, cash advances and other debits	\$3,077.55 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$2,896.77 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,896.77 WILL BE
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON
 06/03/2023 AS PER OUR AGREEMENT.**

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
2 Feb 2023	\$1,587.73 CR	DIRECT DEBIT PAYMENT	74557043032
Total for this Period:	\$1,587.73 CR		



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



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



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

Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3794-2934	MRS REBECCA LOUISE M	\$10,000	\$198.78	\$2,470.55	\$9.00	\$2,280.77
4557-0455-3822-0801	MR AARON GARTH WOOLD	\$5,000	\$0.00	\$607.00	\$9.00	\$616.00
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$1,587.73 CR	\$0.00	\$0.00	\$1,587.73 CR
			\$1,786.51 CR	\$3,077.55 DR	\$18.00 DR	\$1,309.04 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

**NAB BUSINESS CREDIT CARD CHANGE EFFECTIVE 3 APRIL 2023.
THE CASH ADVANCE FEE FOR CASH ADVANCE TRANSACTIONS WILL
INCREASE FROM 2% OF THE CASH ADVANCE AMOUNT OR MINIMUM FEE
AMOUNT OF \$2.50, TO 3% OF THE CASH ADVANCE AMOUNT OR
MINIMUM FEE AMOUNT OF \$3. FOR MORE INFO ON HOW TO AVOID
PAYING THE CASH ADVANCE FEE GO TO NAB.COM.AU/CREDITCARDFEES**

4557040800027159 / E-42393 C-77150 F154900



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: 28 January 2023 to 28 February 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
30 Jan 2023	\$907.50	DORMAKABA AUSTRALIA HALLAM	CRC Auto door repair			Bm057.	01447238617
2 Feb 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Corp internet			2140220	74564723032
3 Feb 2023	\$39.60	AP DOWERIN LPO DOWERIN	Welcome to Dowerin mail			FEV025	74940523032
3 Feb 2023	\$21.90	Bear Pantry Dowerin	CEO Breakfast			2040211	74773883033
8 Feb 2023	\$236.26	WA APPLIANCE PARTS MORLEY	Oven doors parts Cardiff Hilda St			Bm025 Bm026	74940523037
10 Feb 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE LY/ENAU	EGo			2140241	74069883039
10 Feb 2023	\$83.84	PUMA DOWERIN MAHOMET'S FLAT	Fuel			2140310	74211983040
13 Feb 2023	\$150.00	TELSTRA PREPAID MELBOURNE	CDU iPad recharge			2140221	74940523040
13 Feb 2023	\$198.78 CR	W A APPLIANCE PARTS MORLEY	Outer oven door incorrect			Bm 026	74940523040

Continued next page

0001294 059/4557049800027159 / E-26400 S-47464 L-94927

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
14 Feb 2023	\$62.47	BUNNINGS 350000 CANNINGTON	Foyer plant			2130240	74940523043
16 Feb 2023	\$150.00	TELSTRA PREPAID MELBOURNE	Cr. iPad recharge			2040114	74940523045
20 Feb 2023	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	CDO.			2140241.	74069883047
28 Feb 2023	\$9.00	CARD FEE	CEO.			2030211.2100	74557043059
Total for this period	\$2,280.77		Totals				

Employee declaration

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

Cardholder signature:

Rebecca R Trepp

Date:

7/3/23

Assess.	Zoning	Balance as at 11.04	Last Payment Date	Comment	Best Practice
A451	Residential Minimum	\$26,264.05	2018	Deceased Estate with no family interest to property.	Property auction, sale amount to cover debt and legal costs.
A503	Residential Minimum	\$7,305.35	19/20 Rates; in full	Deceased Estate - no prior interests.	Property auction, sale amount to cover debt and legal costs.
A229	Residential Vacant	\$437.49	Pre 2001, unknown	Deceased Estate - no prior interests.	Property auction, sale amount to cover debt and legal costs.
A224	Residential Vacant	\$690.08	20/21 Rates; in full	Deceased Estate - unable to locate prior interests.	Property auction, sale amount to cover debt and legal costs.

3 - 6 Dog Ranger Inspection Report

Date of Inspection: 23/03/2023

Name: [REDACTED]

Property Address: 340 Hindmarsh Back Road, Dowerin

Ranger: Irene Ryan

Date of Application: 10/03/2023 Property Area: 64.74 Hec

No. of Dogs	Dog Name	Breed	Colour	Age	Sex	Rego No.
1	Flo	Pomeranian	Sable	8	F	L0163
2	Solo	Pomeranian	Black	7	M	L0162
3	Suda	Kelpie / Collie	Tri	6	M	L0161
4	Chorro	Chihuahua	Grey/ white	8	F	L0181
5	Fraggle	Jack Russel X	Tri	2	M	L0164
6	Export	Maremma	White	1	M	L0178

FENCING

Suitable

Materials used for fencing: The house yard area is about ¼ of an acre. The fencing is made up of chicken wire and star pickets with copper logs along the bottom so the dogs can not dig out. There is a section of Colourbond fencing along the back of the yard.

Height of fencing: 1.2m in height.

Locking devices on gates: The front and side gate is secured by a latch that the dogs can not reach.

HOUSING

Suitable

Means of housing: The dogs are free to move around the house yard. There is a doggie door in the back door so the dogs can get in and out of the house when they like.

Export the Maremma however, doesn't have access to the house yard. He lives around the property and has access to whenever he would like to go. He can jump the ring lock fencing into the paddocks with the sheep and goats.

Bedding: The dogs sleep wherever they like in the house. They also have beds and boxes on the outside veranda.

Export the Maremma has access to the shed for shelter where his food and water is situated.

Water supply: Inside the house yard there is a shell pool and an automatic waterer. Outside the house yard Export the Maremma has water access in the sheep paddocks and another big water tub near the shed.

CONDITION OF EXISTING DOGS

Suitable

Details: The dogs are in good health condition and were all very friendly.

Ranger notes: All six (6) dogs were very friendly towards me upon arrival. The dogs did not show any signs of aggression towards each other. The area was clear from any dog faeces.

HISTORY:

On the 15th March 2022, [REDACTED] was approved by Council for five (5) dogs on her property at 340 Hindmarsh Back Road. No further history recorded for this premises.

RECOMMENDATION

Standard 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 six (6) dogs stated on the application. Once any of the dogs are deceased, sold or otherwise disposed of, the exemption for that particular dog ceases to have effect.
3. The exemption will cease to have effect on the date of any conviction for an offence relating to The Dog Act 1976 in respect of any of the dogs, or any person in charge of those dogs.
4. The subject property must be kept clear of all animal excreta using proper disposal methods.
5. Adequate cover and protection are always to be available to the dogs.
6. The dogs are to be adequately confined in accordance with Section 3.1 of the Shire of Dowerin Dogs Local Law.
7. Access to the property is to be given to a Shire Officer for an annual inspection, or more regularly if the Shire so determines. Each inspection will be charged in accordance with the adopted Schedule of Fees and Charges.



Dog 4 - Chorro



Dog 5 - Fraggie



Dog 6 - Export



House yard / fencing



Gate latch



House yard water



Maremma water



BUSINESS CASE

CRC MERGER



PURPOSE

The purpose of this business case is to provide Council with a comprehensive report on the proposed merger of the Community Resource Centre (CRC) with the Shire of Dowerin.

PROPOSAL SUMMARY

The CRC Board had approached the Shire of Dowerin to consider taking over the services from the CRC, as they have decided not to continue the services for the Dowerin Community themselves due to lack of board engagement and governance issues.

RECOMMENDATION

The recommendation by the Shire of Dowerin Management Team and the CRC Board, is for Council to consider and approve the merger of the CRC with the Shire of Dowerin.

COMMUNITY RESOURCE NETWORK SERVICE

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.

Background

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 CRC entered into a Memorandum of Understanding (MOU) with the library services to be provided by the CRC on behalf of the Shire.

In 2013, the CRC 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 CRC 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 CRC 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
- 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
- Community Information
- Visitor Services
- Despatch fortnightly newsletter
- Equipment and meeting room hire
- 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.

DETAILED PROPOSAL

The CRC Board, at its meeting in September 2022, met and discussed the future of the CRC 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 CRC 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.

Currently, two of the services CRC undertakes on behalf of the Council (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 of Dowerin.

Alignment To Vision and Strategy

In accordance with the Shire's priorities of the Integrated Strategic Plan, it is imperative the alignment of this business case to the Integrated Strategic Plan aligns well with its priorities.

The following priorities of the Integrated Strategic Plan have been identified in support of the business case:

Our Community:

- 1.1** *Provide access to programs and services that connect residents and meet the needs of our community.*
- 1.2** *Support and maintain services that connect people and promote an active and healthy community.*
- 1.3** *Encourage and support volunteers and community groups to grow an active volunteer base.*
- 1.4** *Continue to engage with and support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership.*

Our Economy:

- 2.2** *Encourage, promote, and deliver activities and events that promote the Shire and the region.*

Our Infrastructure:

- 3.1** *Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage.*

Our Organisation:

5.1 Engage proactively with our community and provide quality customer service.

There are 7 out of 14 (50%) priorities listed from the Integrated Strategic Plan in support of the merger.

Business Benefits/Value

The merger will ensure the continuing services for the community will be a priority as listed in the above Integrated Strategic Plan.

The key benefits of the merger will ensure a better management of the CRC 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 CRC. This will mean an improved synergy of systems and processes that will come from the merger.

Trends

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.

FINANCIAL DETAILS

The below table summarises the expected net benefit from the merger.

QUANTITATIVE ANALYSIS	2024	2025	2026	2027	2028	TOTAL
BENEFITS						
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	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL BENEFITS	\$ 168,009.60	\$ 171,644.50	\$ 175,410.26	\$ 179,311.59	\$ 183,353.37	\$ 877,729.32
COSTS						
NON-RECURRING	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RECURRING	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
TOTAL COSTS	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
NET BENEFIT OR (COST)	\$ 11,209.60	\$ 11,844.50	\$ 11,610.26	\$ 12,511.59	\$ 12,553.37	\$ 59,729.32

The summary table above is high-level and only provided as an overview. A detailed analysis can be found in the attached Appendix 1 (Cost Benefit Analysis) workbook. This workbook can be modified based on the project.

Funding Source

The main funding source is provided by the Department of Primary Industries and Regional Development (DPIRD) and is currently approved until 2027.

OPTIONS ANALYSIS

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 Shire of Dowerin holds DPIRD contract, was the preferred option and approached the Shire accordingly.

The DCRC prepared a Community Information Sheet, conducted a community survey and held a public information session on Thursday 1 December 2022.

CONSULTATION

Dowerin Community Resource Centre Board and Staff
Department of Primary Industries and Regional Development
150 Squared
Community Information Sheet, Survey and Forum
Shires of Toodyay and Westonia

ASSUMPTIONS AND CONSTRAINTS

Assumptions:

- Continuance of the funding.
- Improved/decreased numbers in using the services.
- Operating hours to reflect improved/decreased in numbers in using the services.

Constraints:

- Additional reporting requirements to DPIRD.
 - Staff resourcing (cross-skilling).
-

ISSUES

There could be a possibility of the following issues that may arise before, during or after the merger:

- DPIRD could potentially not agree with the merger.
 - Transitioning may take longer than expected.
 - Timing of transitioning.
 - Resourcing may be limited to for the transition to happen due to other priorities and commitments.
-

WORKFORCE IMPLICATIONS

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

LEGAL IMPLICATIONS

Any action taken will be bound by the *Local Government Act 1995* and associated regulations. If the Shire takes on the management of the CRC, a contract variation will need to be entered into with DPIRD to name the Shire of Dowerin as the legal entity responsible for the terms of the funding contract.

RISKS

The following scenario table outlines the possible risks in implementing the merger by the relevant timeframe and within cost:

Scenario 1 - Merger Implemented by 1 July 2023 (Time and Cost)
Scenario 2 - Merger Implemented by 1 August 2023 (Time and Cost)
Scenario 3 - Merger Implemented by 1 September 2023 (Time and Cost)

Based on the scenarios listed in the table above and in accordance with the Risk Framework, each scenario was measured against the rating from the Measure of Consequence and Likelihood. It was then determined from the Risk Matrix table below the outcome of each scenario. Each scenario resulted as the following:

Scenario 1 - Insignificant 1, **Low 4**

Scenario 2 - Minor 2, **Moderate 8**

Scenario 3 - Major 4, **High 16**

RISK MATRIX						
CONSEQUENCE		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD		1	2	3	4	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)

GOVERNANCE

The following structure of Governance is expected:

- Council
 - Management
 - Community Development Coordinator
-

CHANGE MANAGEMENT

The change management plan would identify:

- The main organisational impacts or potential impacts of the project and how these will be addressed.
 - Crucial project stages and assess the risk, likelihood and type of changes which may arise.
 - Consultation requirements.
 - Processes for managing and communicating the impact of changes to the project team and key stakeholders.
 - Responsibilities within the project team for oversight of change management issues.
 - How change management issues and their resolution are communicated to the project team.
 - Training of end users/staff who are impacted by the project.
-

ATTACHMENTS

Cost Benefit Analysis Workbook

Risk Assessment and Acceptance Criteria

RESPONSIBLE OFFICER

Name:	Aaron Wooldridge
Title:	Deputy CEO
Email:	awooldridge@dowerin.wa.gov.au

QUANTITATIVE ANALYSIS	2024	2025	2026	2027	2028	TOTAL
NON-RECURRING COSTS						
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL NON-RECURRING COSTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

RECURRING COSTS						
Employee Costs	\$ 118,000.00	\$ 121,000.00	\$ 125,000.00	\$ 128,000.00	\$ 132,000.00	\$ 624,000.00
Depreciation	\$ 11,200.00	\$ 11,200.00	\$ 11,200.00	\$ 11,200.00	\$ 11,200.00	\$ 56,000.00
Materials and Contracts	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 138,000.00
TOTAL RECURRING COSTS	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00
TOTAL COSTS	\$ 156,800.00	\$ 159,800.00	\$ 163,800.00	\$ 166,800.00	\$ 170,800.00	\$ 818,000.00

QUANTITATIVE BENEFITS	2024	2025	2026	2027	2028	TOTAL
REVENUES						
Grant Funding (DPIRD)	\$ 100,970	\$ 104,605	\$ 108,370	\$ 112,272	\$ 116,313	\$ 542,529.32
Donations	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 5,500.00
Operating Activities Revenue	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 175,000.00
						\$ -
TOTAL REVENUES	\$ 137,069.60	\$ 140,704.50	\$ 144,470.26	\$ 148,371.59	\$ 152,413.37	\$ 723,029.32

COST SAVINGS						
Stationery (part of in-house stationery budget)	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 6,200.00	\$ 31,000.00
Bank Fees	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 2,750.00
Administration Costs	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 105,000.00
Insurance	\$ 3,190.00	\$ 3,190.00	\$ 3,190.00	\$ 3,190.00	\$ 3,190.00	\$ 15,950.00
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
TOTAL COST SAVINGS	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 30,940.00	\$ 154,700.00

COST AVOIDANCE						
						\$ -
						\$ -
TOTAL COST AVOIDANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

OTHER BENEFITS						
Item						\$ -
Item						\$ -
TOTAL OTHER BENEFITS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL BENEFITS	\$ 168,009.60	\$ 171,644.50	\$ 175,410.26	\$ 179,311.59	\$ 183,353.37	\$ 877,729.32
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2023/2024 Fees and Charges

GL No:	Description	Notes	Fee/Charge 2022/2023	Fee/Charge 2023/2024	GST	Statutory Or Council Fee	Act or Regulation
Administration							
3140220	Photocopying/Printing Per Page (A4 1 sided) B&W	Per Page	0.85	0.85	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A3 1 sided) B&W	Per Page	1.00	1.00	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A4 1 sided)	Per Page	2.00	2.00	Y	C	LG Act 1995 Section 6.16
3140220	Photocopying/Printing Per Page (A3 1 sided)	Per Page	2.50	2.50	Y	C	LG Act 1995 Section 6.16
3140220	Scanning to File (Per Sheet A3 & A4)	Per Page	1.00	1.00	Y	C	LG Act 1995 Section 6.16
3030221	Electoral Roll		30.00	30.00	Y	C	LG Act 1995 Section 6.16
3030221	Printed Copy of Council Agenda or Minutes		25.00	25.00	Y	C	LG Act 1995 Section 6.16
Freedom of Information							
3040235	Personal Information	Per Application	No Fee	No Fee	N	S	LG Act 1995 Section 6.16
3040235	Amending Personal Information	Per Application	No Fee	No Fee	N	S	LG Act 1995 Section 6.16
3040235	Application Fee for Non-Personal Information	Per Application	30.00	30.00	N	S	WA FOI Act 1992
3040235	Access Time Supervised by Staff	Per Hour or Pro Rata	37.00	37.00	N	S	LG Act 1995 Section 6.16
3040235	Dealing With Applications	Per Hour or Pro Rata	35.00	35.00	N	S	WA FOI Act 1992
3040235	Photocopying	Per Copy	0.85	0.85	N	C	LG Act 1995 Section 6.16
3040235	Delivery, Packaging & Postage	Actual Cost	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
Property Enquiries							
3030121	Single Property Enquiry	Per Enquiry	Nil	Nil	Y	C	LG Act 1995 Section 6.16
3030121	Settlement Agents & Real Estate Agents	Full Requisitions	115.00	130.00	Y	C	LG Act 1995 Section 6.16
3030121	Settlement Agents & Real Estate Agents	Rates Enquiry Only	37.00	40.00	Y	C	LG Act 1995 Section 6.16
Rates, Debtors & ESL Levies							
3030120	Administration Fee	Per Instalment Notice	0.00	Nil	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030146	Instalment Payment Plan Interest	Local Govt Regs	5%	5%	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030145	Rates; Overdue Interest	Per Annum	5%	5%	N	S	\$6.45 LG Act 1995
3030122	External Debt Collection Administration Fee	Administration Fee	20.00	20.00	N	S	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030145	ESL; Overdue Interest	Per Annum	7%	As determined by DFES	N	S	\$6.45 LG Act 1995
3030123	Rates Payments by Special Arrangements	Per Assessment	20.00	20.00	N	C	\$6.45 LG Act 1995 - Not included in Hardship Cases
3030135	Duplicate Copies of Notices/Advice Previously Issued		5.00	Nil	Y	C	LG Act 1995 Section 6.16
2030114	Debt Recovery/Legal Action	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
Fire Prevention							
3140120	Installation of Fire Breaks	Per Application	Cost Recovery	Cost Recovery	Y	C	Bushfires Act 1954
3050140	Infringements	Per Infringement	Per Act	As per Act	N	S	Bush Fires Infringement (Regulations) 1978
Animal Control							
3050235	Replacement Tag Fee; Dog & Cat	Per Tag	2.50	2.50	Y	C	\$6.16 LG Act 1995
3050221	Dog Annual Registration; Sterilised Dog/Bitch	Per Year	20.00	20.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Annual Registration; Unsterilised Dog/Bitch	Per Year	50.00	50.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Three Year Registration; Sterilised Dog/Bitch	Per Three Years	42.50	42.50	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Three Year Registration; Unsterilised Dog/Bitch	Per Three Years	120.00	120.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Life Registration; Sterilised	Life	100.00	100.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Life Registration; Unsterilised	Life	250.00	250.00	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Concession; Working Dogs	Per Year	25% of fee	25% of fee	N	S	Dog Regulations 2013 (Reg 17)
3050221	Dog Concession; Pensioners	Per Year	50% of fee	50% of fee	N	S	Dog Regulations 2013 (Reg 17)
3050221	Registration; Service Dog	Per Year	No charge	No charge	N	S	Dog Regulations 2013 (Reg 17)
3050235	Dog Surrender Fee	Per Dog	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3050220	Impound Fees; Dogs & Cats	Per Impound	120.00	120.00	Y	C	LG Act 1995 Section 6.16
3050235	Sustenance Fee	Per Day	25.00	25.00	Y	C	LG Act 1995 Section 6.16
3050235	Release of Dog or Cat; Between 8:30am-4:00pm	Per Animal	NEW	100.00	Y	C	LG Act 1995 Section 6.16
3050235	Release of Dog or Cat Outside Facility Opening Hours	Per Animal	100.00	150.00	Y	C	LG Act 1995 Section 6.16
3050235	First Aid Treatment of Any Impounded Animal	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050235	Microchipping Fee	Per Dog	45.00	45.00	Y	C	LG Act 1995 Section 6.16
3050235	Dog Yard Inspection; Restricted & Dangerous Dog Only	Per Inspection	50.00	50.00	Y	S	Dog Regulations 2013 (Reg 17)
3050235	Application of Licence as Approved Kennel Establishment	Per Application	200.00	200.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Approved Kennel Establishment Licence & Annual Renewal	Per Licence	200.00	200.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Application to Keep More Than The Prescribed Number of Dogs	Per Application	100.00	100.00	N	S	Dog Regulations 2013 (Reg 17)

GL No:	Description	Notes	Fee/Charge		GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3050235	Ranger Inspection Fee	Per Application	50.00	100.00	Y	C	LG Act 1995 Section 6.16
3050235	Hire of Animal Trap	Bond	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050221	Cat Annual Registration; Sterilised Cat	Per Year	20.00	20.00	N	S	Cat Act 2011
3050221	Cat Three Year Registration; Sterilised Cat	Per Year	42.50	42.50	N	S	Cat Act 2011
3050221	Cat Life Registration	Life	100.00	100.00	N	S	Cat Act 2011
3050221	Cat Concession; Pensioners	Per Year	50% of fee	50% of fee	N	S	Cat Act 2011
3050235	Application for Approval to Breed Cat	Per Application	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Annual Renewal of Cat Breeding Licence	Per Year	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Application for Licence as Approved Cattery	Per Application	200.00	200.00	N	C	LG Act 1995 Section 6.16
3050221	Registration of Breeding Cat	Per Year	100.00	100.00	N	S	Cat Act 2011
3050235	Application Fee; Keep Any Birds/Livestock in Town Site	Per Application	100.00	100.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; Livestock; Wethers, Ewes, Lambs, Goats; Between 6pm-6am	Per Head	30.00	30.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; Livestock; Wethers, Ewes, Lambs, Goats; Between 6am-6pm	Per Head	15.00	15.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; All Other Livestock; Between 6pm-6am	Per Head	75.00	75.00	N	C	LG Act 1995 Section 6.16
3050235	Impound Fees; All Other Livestock; Between 6am-6pm	Per Head	35.00	35.00	N	C	LG Act 1995 Section 6.16
3050235	Sustenance Fee; All livestock Per Head	Per Day	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050235	Infringements	Per Infringement	Per Act	As per Act	N	S	R35 Dog Regulations 2013 & S62 Cat Act 2011
3050235	Fines Enforcement Registry	Per Infringement	NEW	As per Act	N	S	Fines, Penalties & Infringement Notices Enforcement Act 1994 Section 8
3050235	Kennel Registration (Bulk in lieu of individual)	Per Licence	NEW	200.00	N	S	Dog Regulations 2013 (Reg 17)
3050235	Kennel Registration (Bulk in lieu of individual) - Working dog	Per Licence	NEW	25% of fee	N	S	Dog Regulations 2013 (Reg 17)
Abandoned Vehicles/Parking Control							
3050335	Removal of Vehicle	Cost	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3050340	Storage of Vehicle Per Day	Per Day	50.00	30.00	Y	C	LG Act 1995 Section 6.16
3050320	Parking Infringement	Per Infringement	Cost Recovery	Cost Recovery	N	S	As per prescribed offence in Local Law
3050320	Impound Fees; Vehicles	Per Vehicle	200.00	200.00	Y	C	LG Act 1995 Section 6.16
Commercial Rents							
3130335	Pop up Shop; 28 Stewart Street	Daily Rate	35.00	36.00	Y	C	LG Act 1995 Section 6.16
3130834	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
Refuse Collection							
3100120	First Weekly Service & Recycling	Per Annum	358.00	As per adopted rate in the dollar % increase	N	C	S.67 WARR Act 2007
3100121	Additional Weekly Service	Per Annum	179.00	As per adopted rate in the dollar % increase	Y	C	S.67 WARR Act 2007
3100120	Minnivale Residential Collection (Excluding Recycling)	Per Annum	179.00	As per adopted rate in the dollar % increase	N	C	S.67 WARR Act 2007
3100135	Replacement Bins	Per Bin	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
Sanitation							
3100220	Disposing Liquid Waste in Shire Ponds (per litre 90 cents)	Per Litre	0.90	0.90		C	LG Act 1995 Section 6.16
Sewerage							
3100325	Sewerage Rate in the Dollar	As per adopted rate in the dollar % increase	0.08	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
3100325	Residential and Vacant Land Minimum Charge	As per adopted rate in the dollar % increase	398.00	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
3100325	Government Sewerage Fixed Charge	As per adopted rate in the dollar % increase	820.00	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
3100325	Commercial Sewerage Minimum Charge	As per adopted rate in the dollar % increase	820.00	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
3100330	First major fixture	As per adopted rate in the dollar % increase	260.00	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
3100330	Each additional fixture	As per adopted rate in the dollar % increase	119.00	As per adopted rate in the dollar % increase			Health (Miscellaneous Provisions) Act 1911 Section 41
Landfill Collection							
3100220	Asbestos Disposal Including Digging & Burial Rounded up to Full m3; Unit Charged by Cubic Metre	Per Cubic Metre	65.00	Not accepted	Y	C	LG Act 1995 Section 6.16
3100220	Commercial Bulk Waste/Builders Demolition Waste	Per Cubic Metre	65.00	65.00	Y	C	LG Act 1995 Section 6.16
3100220	Commercial Liquid Waste Disposal (Controlled)	Per Litre	0.30	.30 Discussion regarding price being to high?	Y	C	LG Act 1995 Section 6.16
3100220	Open Landfill Out of Hours (Minimum Charge)	As per staff & vehicle charge out rates	0.00	As per staff & vehicle charge out rates	Y	C	LG Act 1995 Section 6.16
3100220	Vehicle Disposal	Per drop off	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3100220	Other Including but not Limited to: Whitegoods; Animals	Per drop off	30.00	30.00	Y	C	LG Act 1995 Section 6.16
N/A	Tyres (not accepted)	Not Accepted		Not accepted	Y	C	LG Act 1995 Section 6.16
3100220	Additional Tip Pass	Per Tip Pass	25.00	25.00	Y	C	LG Act 1995 Section 6.16
3100125	Green Waste & Recyclables Free	No Charge	No Charge	No Charge	N	C	LG Act 1995 Section 6.16
3100220	Tip Fee - General Putrescible Waste	Per Cubic Metre	20.00	20.00	Y	C	LG Act 1995 Section 6.16
3100220	Tip Fee - Commercial Putrescible Waste	Per Cubic Metre	25.00	25.00	Y	C	LG Act 1995 Section 6.16
Health							
Septic Fees (Statutory)							

GL No:	Description	Notes	Fee/Charge		GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3070420	Septic System Application	Per Application	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	Septic System Inspection (Permit to Use)	Per Inspection	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	Septic System Re-Inspection	Per Inspection	118.00	118.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
3070420	WA Health Department Administration Fee	Per Application	79.00	79.00	N	S	Health (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974
Public Trading Licence Fees							
3070421	Stall-holders, Food, Trading in Public Places, Hawkers; Application Fee	Per Application	52.00	52.00	N	C	LG Act Consolidated Local Law 12.11
3070421	Stall-holders, Trading in Public Places, Hawkers; Licence Fee	Annual Fee	156.00	156.00	N	C	LG Act Consolidated Local Law 12.11
3070421	Stall-holders, Food, Trading in Public Places, Hawkers;	Per Day	20.00	20.00	N	C	LG Act Consolidated Local Law 12.12
3070421	Food Vendors, Trading in Public Places, Hawkers; Annual Fee	Annual Fee	156.00	156.00	N	C	Food Act Section 140
3070421	Mobile / Itinerant Food Vendors	Per Application	75.00	75.00	N	C	Food Act Section 140
3070421	Mobile / Itinerant Food Vendors (Charity, Local Sporting, Community Groups Exempt)	Per Application	0.00	0.00	N	C	Food Act Section 140
3070421	Festival or Market Stalls (Community Groups Free)	Per Application	20.00	20.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Public Liability	Per Application	10.00	10.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Provision of Power	Per Application	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3070421	Christmas Fair & Festival Stalls; Provision of Tables & Chairs	Per Application	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3070421	Registration of Accommodation	Per Registration	53.00	53.00	N	S	Health Act Section 344C
3070421	Alfresco Dining; Application Fee	Per Application	53.00	53.00	N	C	LG Act 1995 Section 6.16
3070421	Alfresco Dining; Renewal & Transfer Fee	Per Renewal/Transfer	53.00	53.00	N	C	LG Act 1995 Section 6.16
Food Act 2008 Section 110							
3070720	Food Business Surveillance Fee (High Risk Food Premises)		200.00	200.00	N	S	Food Act 2008 Section 110
3070720	Food Business Surveillance Fee (Med Risk Food Premises)		150.00	150.00	N	S	Food Act 2008 Section 110
3070720	Food Business Surveillance Fee (Low Risk Food Premises)		100.00	100.00	N	S	Food Act 2008 Section 110
3070720	Food Business Registration Fee		53.00	53.00	N	S	Food Act 2008 Section 110
3070720	Transfer of Food Business Registration		53.00	53.00	N	S	Food Act 2008 Section 110
3070720	Request for Inspection/Service/Advice		100.00	100.00	N	C	LG Act 1995 Section 6.16
Offensive Trades:							
3070320	Slaughterhouse/Piggeries/Knackereries/Poultry Processing Establishments/Poultry Farming/Rabbit Farming	Per Application	298.00	298.00	N	S	Offensive Trades Regs 1976
3070320	Offensive Trade License	Per Annum	300.00	300.00	N	S	Offensive Trades Regs 1976
Caravan Park & Camping Grounds Regulations 1997 - Application Fees							
3130221	Application for Grant or Renewal of Licence (Regulation 45)	Per Application	200.00	200.00	N	S	Caravan Park Regulations 1997
Or Amount Calculated by Multiplying the Relevant Amount set out Below by the Maximum Number of Sites:							
3130221	Long Stay Sites	Per Site; Per Night	6.00	6.00	N	S	Caravan Park Regulations 1997
3130221	Short Stay Sites and Sites in Transit Parks	Per Site; Per Night	6.00	6.00	N	S	Caravan Park Regulations 1997
3130221	Camp Sites	Per Site; Per Night	3.00	3.00	N	S	Caravan Park Regulations 1997
3130221	Overflow Sites	Per Site; Per Night	1.50	1.50	N	S	Caravan Park Regulations 1997
3130221	Additional fee by way of Penalty for Renewal After Expiry	Per Application	20.00	20.00	N	S	Caravan Park Regulations 1997
3130221	Temporary Licence (pro rate amount of the fee payable for the period of time for which the licence is to be in force)	Per Application	100.00	100.00	N	S	Caravan Park Regulations 1997
3130221	Transfer of Licence	Per Application	100.00	100.00	N	S	Caravan Park Regulations 1997
Cemetery							
3100720	Single Interment (Grave Burial Fee)	Per Interment	1,200.00	1,250.00	Y	C	Cemeteries Act 1986
3100720	Double Interment; Extra 600mm depth (Grave Burial Fee)	Per Interment	1,310.00	1,350.00	Y	C	Cemeteries Act 1986
3100720	Ashes Interment into Grave Site	Per Interment	250.00	250.00	Y	C	Cemeteries Act 1986
3100720	Grant of Right of Burial Fee	Per Application	71.00	80.00	Y	C	Cemeteries Act 1986 Section 25
3100720	Niche Wall; Single Niche (Ashes)	Per Application	144.00	150.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Double Niche	Per Application	250.00	250.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Plaques	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	Cemeteries Act 1986
3100720	Niche Wall; Installation of Plaques	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	Cemeteries Act 1986
3100720	Grave Site Reservation	Per Application	35.00	35.00	Y	C	Cemeteries Act 1986
3100720	Niche Wall Reservation	Per Application	35.00	35.00	Y	C	Cemeteries Act 1986
3100720	Erect Monument Fee	Per Application	45.00	50.00	Y	C	Cemeteries Act 1986-Section 30
3100720	Reopening (Exhumation) of Grave & Reinterment	Per Application	1,200.00	1,250.00	Y	C	Cemeteries Act 1986
Hairdressing Premises (incl Mobile Hairdressing)							
3070420	Notification of new establishment (unless planning approval is required)	Per Application	120.00	120.00	Y	C	LG Act 1995 Section 6.16
Skin Penetration Premises							
3070420	Notification of new establishment (unless planning approval is required)	Per Application	120.00	120.00	Y	C	LG Act 1995 Section 6.16

GL No:	Description	Notes	Fee/Charge	Fee/Charge	GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
Community Bus Hire							
3100735	Ordinary Hire Plus Fuel	Per Km	0.85	0.85	Y	C	LG Act 1995 Section 6.16
3100735	Seniors Hire Plus Fuel	Per Km	0.60	0.60	Y	C	LG Act 1995 Section 6.16
3100735	Cleaning Fee - if required - includes staff time & materials	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3100735	Refueling Fee	Cost Recovery plus staff time	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
Building Hire							
3040220	Council Chambers	Per Hour	12.00	12.00	Y	C	LG Act 1995 Section 6.16
3040220	Council Chambers	Full Day	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3040220	Council Meeting Room	Per Hour	12.00	12.00	Y	C	LG Act 1995 Section 6.16
3040220	Council Meeting Room	Full Day	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Hourly; excluding kitchen	Per Hour	12.00	12.00	Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Hourly; including kitchen	Per Hour	22.00	22.00	Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Full Day; excluding kitchen	Full Day	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3110120	Lesser Hall; Full Day; including kitchen	Full Day	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3110120	Lessor Hall; Fitness Classes; excluding kitchen	Per Day	12.00	12.00	Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Hourly; excluding kitchen	Per Hour	35.00	35.00	Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Hourly; including kitchen	Per Hour	45.00	45.00	Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Full Day; excluding kitchen	Full Day	70.00	70.00	Y	C	LG Act 1995 Section 6.16
3110120	Town Hall; Full Day; including kitchen	Full Day	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Hourly; excluding kitchen	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Hourly; including kitchen	Per Hour	70.00	70.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Full Day; excluding kitchen	Full Day	90.00	90.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Full Day; including kitchen	Full Day	150.00	150.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function	Per Event	350.00	350.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function; Local Groups	Per Event	90.00	90.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function; School Groups	Per Event	0.00	0.00	Y	C	LG Act 1995 Section 6.16
3110120	Town & Lesser Hall; Function Bond	Per Event	200.00	200.00	N	C	LG Act 1995 Section 6.16
3110120	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3110120	Set Up Fee - includes staff time & vehicle charge out rates	As per staff & vehicle charge out rates		As per staff & vehicle charge out rates	Y	C	LG Act 1995 Section 6.16
3110120	Pack Up Fee - includes staff time & vehicle charge out rates	As per staff & vehicle charge out rates		As per staff & vehicle charge out rates	Y	C	LG Act 1995 Section 6.16
Recreation							
3110320	Badminton	Per Hour	10.00	10.00	Y	C	LG Act 1995 Section 6.16
3110320	Badminton	Per Day	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3110320	Marshall's Room	Per Hour	20.00	20.00	Y	C	LG Act 1995 Section 6.16
3110320	Marshall's Room	Per Day	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3110320	Indoor Courts (Lifestyle Shed)	Per Hour	15.00	15.00	Y	C	LG Act 1995 Section 6.16
3110320	Indoor Courts (Lifestyle Shed)	Per Day	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3110320	Exhibition Hall - no kitchen	Per Day	25.00	25.00	Y	C	LG Act 1995 Section 6.16
3110320	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3110320	Camping Site; RV Friendly (Self Contained) (Field Days & Minnivalle)	Per 48 Hours	Donation	Donation	n/a	C	LG Act 1995 Section 6.16
Seasonal Sporting Club Fees (Sporting Club Fees based on Per Player Fee Per Season)							
3110320	Player (Senior)	Per Season	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3110320	Player (Junior)	Per Season	0.00	0.00	Y	C	LG Act 1995 Section 6.16
Swimming Pool Charges							
3110220	Adults	Per Visit	4.00	4.00	Y	C	LG Act 1995 Section 6.16
3110220	Children	Per Visit	4.00	4.00	Y	C	LG Act 1995 Section 6.16
3110220	Family Visit (2 Adults & 2 Children)	Per Visit	15.00	15.00	Y	C	LG Act 1995 Section 6.16
3110220	Season Tickets; Family (Max 4 people of Immediate Family)	2 adults & 2 children	140.00	140.00	Y	C	LG Act 1995 Section 6.16
3110220	- Additional Children	Per Child	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3110220	Season Tickets; Single	Per Season	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3110220	Half Season Ticket; Family (1 January each year)	2 adults & 2 children	70.00	70.00	Y	C	LG Act 1995 Section 6.16
3110220	- Additional Children	Per Child	15.00	15.00	Y	C	LG Act 1995 Section 6.16
3110220	Half Season Ticket; Single (1 January each year)	Per Half Season	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3110220	Adult; Non Swimmer	Per Visit	2.00	2.00	Y	C	LG Act 1995 Section 6.16
3110220	Hire of Swimming Pool	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3110220	Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3110220	Senior / Concession Adult	Per Visit	2.00	2.00	Y	C	LG Act 1995 Section 6.16

GL No:	Description	Notes	Fee/Charge	Fee/Charge	GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3110220	Season Ticket - Senior / Concession Adult	Per Season	60.00	60.00	Y	C	LG Act 1995 Section 6.16
All Hours Gym Membership Fees							
3110320	New Gym Joining Fee	One Off	35.00	35.00	Y	C	LG Act 1995 Section 6.16
3110320	Replacement Card; All Hours Gym Access	Per Card	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; One Year	Per Annum	230.00	230.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; One Year	Per Annum	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; One Year	Per Annum	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 6 Months	Per 6 Months	150.00	150.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 6 Months	Per 6 Months	85.00	85.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 6 Months	Per 6 Months	85.00	85.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 3 Months	Per 3 Months	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 3 Months	Per 3 Months	60.00	60.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 3 Months	Per 3 Months	60.00	60.00	Y	C	LG Act 1995 Section 6.16
3110320	Adult; 1 Month	Per Month	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3110320	Student; 1 Month	Per Month	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Concession/Senior; 1 Month	Per Month	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3110320	Family Annual Gym Pass (Two Adults & 2 Children over 14 years)	Per Annum	600.00	600.00	Y	C	LG Act 1995 Section 6.16
3110320	Hire of Gym Facilities (Exclusive Use Not Permitted;)	Per Day	12.00	12.00	Y	C	LG Act 1995 Section 6.16
Vehicle Number Plates							
3120535	Special Series Issues Plates (Includes \$200 DoT Fee)	Per Pair	250.00	250.00	Y	C	LG Act 1995 Section 6.16
Private Works							
3140120	Standard Crossover Installation	50% contribution by Council	1,000.00	1,000.00	Y	C	LG Act 1995 Section 6.16
3140120	Standpipe Water Fee; Local Government Projects	Per kl	6.50	6.50	N	C	LG Act 1995 Section 6.16
3140120	Standpipe Water Fee; Farming and/or Commercial Use	Per kl	9.00	9.00	N	C	LG Act 1995 Section 6.16
3140120	Bond; Per Standpipe Key	Refundable upon return	200.00	200.00	N	C	LG Act 1995 Section 6.16
3140120	Replacement Rural Street Number Signs with Star Picket (excludes installation)	Per Sign	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3140120	Replacement Rural Street Number Signs with Star Picket (includes installation)	Per Sign	75.00	75.00	Y	C	LG Act 1995 Section 6.16
Plant Hire; Wet							
3140120	Grader	Per Hour	210.00	210.00	Y	C	LG Act 1995 Section 6.16
3140120	Front End Loader	Per Hour	185.00	185.00	Y	C	LG Act 1995 Section 6.16
3140120	Skid Steer - Caterpillar	Per Hour	155.00	155.00	Y	C	LG Act 1995 Section 6.16
3140120	Skid Steer - Mustang	Per Hour	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3140120	Tip Truck; 3 tonne or 6 tonne	Per Hour	130.00	130.00	Y	C	LG Act 1995 Section 6.16
3140120	Tip Truck; 10 tonne	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Water Truck	Per Hour	140.00	140.00	Y	C	LG Act 1995 Section 6.16
3140120	Multi-tyre Roller	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Smooth Drum Roller	Per Hour	160.00	160.00	Y	C	LG Act 1995 Section 6.16
3140120	Low Loader (Trailer)	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3140120	Street Sweeper	Per Hour	50.00	50.00	Y	C	LG Act 1995 Section 6.16
3140120	Jetter (Sewer)	Per Hour	150.00	150.00	Y	C	LG Act 1995 Section 6.16
3140120	Jet Patcher (exclusive of emulsion & aggregate)	Per Hour & Materials	200.00	200.00	Y	C	LG Act 1995 Section 6.16
Plant Hire; Dry							
3140120	Tree Planter Hire - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	200.00	200.00	Y	C	LG Act 1995 Section 6.16
3140120	Smooth Drum Roller - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	230.00	230.00	Y	C	LG Act 1995 Section 6.16
3140120	Multi Tyre Roller - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	230.00	230.00	Y	C	LG Act 1995 Section 6.16
3140120	Loader 938H - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	430.00	430.00	Y	C	LG Act 1995 Section 6.16
3140120	Grader 120M - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	500.00	500.00	Y	C	LG Act 1995 Section 6.16
3140120	Grader 12M - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	450.00	550.00	Y	C	LG Act 1995 Section 6.16
3140120	Water Truck - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	450.00	450.00	Y	C	LG Act 1995 Section 6.16
3140120	Sewer Jetter - Dry Hire - Excludes Operator	Per Day (Excludes Operator)	400.00	400.00	Y	C	LG Act 1995 Section 6.16
Materials & Supplies - All Prices Quoted are for Pick Up Only							
3140120	Yellow Sand (ex Depot) (pick up)	Per Cubic Metre	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3140120	Gravel (ex Depot) (pick up)	Per Cubic Metre	24.00	24.00	Y	C	LG Act 1995 Section 6.16
3140120	Rock Dust (pick up)	Per Cubic Metre	41.00	41.00	Y	C	LG Act 1995 Section 6.16
3140120	Blue Metal (pick up)	Per Cubic Metre	45.00	45.00	Y	C	LG Act 1995 Section 6.16
3140120	Sale of Mulch (pick up)	Per Cubic Metre	0.00	0.00	Y	C	LG Act 1995 Section 6.16
3140120	Provision & delivery of materials & supplies	Costed via staff hours & materials		As per staff & vehicle charge out rates	Y	C	LG Act 1995 Section 6.16

GL No:	Description	Notes	Fee/Charge	Fee/Charge	GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
Labour Hire							
3140235	Deputy Chief Executive Officer	Per Hour	100.00	120.00	Y	C	LG Act 1995 Section 6.16
3140120	Asset & Works Coordinator	Per Hour	100.00	100.00	Y	C	LG Act 1995 Section 6.16
3140120	Plant Operator	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140120	Works Labour Hire	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140235	Cleaning Fee (Includes Staff Time & Materials)	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
3140235	Administration Labour Hire	Per Hour	75.00	75.00	Y	C	LG Act 1995 Section 6.16
Short Term Accommodation							
3130221	One Bedroom Unit	Per Night	155.00	160.00	Y	C	LG Act 1995 Section 6.16
3130221	Studio Room	Per Night	135.00	140.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Adult (Unit Only)	Per Night	25.00	26.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Child (Unit Only) (2 Years Old +)	Per Night	15.00	16.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camper Site with Hardstand; fully serviced (2 person)	Per Night	30.00	31.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camper Site on gravel; fully self-contained (2 person) (use of ablutions & camp kitchen)	Per Night	15.00	16.00	Y	C	LG Act 1995 Section 6.16
3130221	Caravan/Camp Site on gravel; with power, no water (2 persons) (use of ablutions & camp kitchen)	Per Night	25.00	26.00	Y	C	LG Act 1995 Section 6.16
3130221	Powered Tent Site (gazebos, tents, swags) (2 person)	Per Night	20.00	21.00	Y	C	LG Act 1995 Section 6.16
3130221	Extra Person (Caravan, Camper or Tent)	Per Person, Per Night	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3130221	Use of Washing Machine	Per Load	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3130221	Use of Dryer	Per Load	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3130221	Administration Postage Fee for Lost Property	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3130221	Cleaning Fee - If Required (includes Staff Time & Materials)	Cost Recovery	Cost Recovery	Cost Recovery	Y	C	LG Act 1995 Section 6.16
3130221	SSA Administration Cancellation Fee - SSA Rooms & Units	Per Booking	30.00	30.00	N	C	LG Act 1995 Section 6.16
3130221	SSA Cancellation Reimbursement - more than 7 days notice	Per Booking		Full Refund less Cancellation Fee	Y	C	LG Act 1995 Section 6.16
3130221	SSA Cancellation Reimbursement - less than 7 days notice	Per Booking		No Refund	Y	C	LG Act 1995 Section 6.16
3130221	SSA Cancellation Reimbursement - less than 7 days notice (special circumstances at the discretion of the CEO)	Per Booking		Full Refund less Cancellation Fee	Y	C	LG Act 1995 Section 6.16
3130221	SSA Administration Cancellation Fee - Caravan & Camping Sites	Per Booking	10.00	10.00	N	C	LG Act 1995 Section 6.16
3130221	SSA Invoicing Fee	Per Booking	30.00	30.00	N	C	LG Act 1995 Section 6.16
3130221	SSA Invoice Cancellation Fee	Per Booking	50.00	50.00	N	C	LG Act 1995 Section 6.16
Town Planning Fees							
3100620	Minor Scheme Amendment (50% refundable if not advertised)	Per Application	3,500.00	3,500.00	N	C	LG Act 1995 Section 6.16
Professional Services							
3130320	Building Licence Search Fee Per Hour	Per Hour	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3130335	Property Building Enquiries Per Hour	Per Hour	80.00	80.00	Y	C	LG Act 1995 Section 6.16
3130320	Building Inspection Fee, Per Hour, plus \$0.91 per kilometre	Per Hour	140.00	140.00	Y	C	LG Act 1995 Section 6.16
3130320	Staff Professional Services Health & Building Fee per Hour	Per Hour	140.00	140.00	Y	C	LG Act 1995 Section 6.16
3130320	Inspection of Pool Enclosures	Per Inspection	58.45	58.45	N	S	Building Act 2011 (s.16(1))
Building Control - Building Permits							
3130320	Building Permit Application Fee; Minimum	Per Application	110.00	110.00	N	S	Building Act 2011 (s.16(1))
3130302	CTF Levy			0.2% of the total value of construction, for all works valued at more than \$20,000	N	S	Building Act 2011 (s.16(1))
3130302	BSL Fee; Minimum	Per Application	61.65	61.65	N	S	Building Act 2011 (s.16(1))
3130320	Class 1 or 10 - Uncertified Application	0.32% of estimated value not less than \$110.00		0.32% of estimated value not less than \$110.00	N	S	Building Act 2011 (s.16(1))
3130320	Class 1 or 10 - Certified Application	0.19% of estimated value not less than \$110.00		0.19% of estimated value not less than \$110.00	N	S	Building Act 2011 (s.16(1))
3130320	Class 2 to 9 - Certified Application	0.09% of estimated value not less than \$110.00		0.09% of estimated value not less than \$110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application to amend a Building Permit (Uncertified)	0.32% of estimated value not less than \$110.00		0.32% of estimated value not less than \$110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application for Demolition Licence of Class 1 and 10 Building	Per Application	110.00	110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application for Demolition Licence of Class 2 and 9 Building	Per Application	110.00	110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application for Building Approval Certificate for Unauthorised Work	0.38% of Estimated Value not less than \$110.00		0.38% of Estimated Value not less than \$110.00	N	S	Building Act 2011 (s.16(1))
3130320	Application for Building Approval Certificate for Building with Authorisation (Class 1 and 10)	Per Application	110.00	110.00	N	S	Building Act 2011 (s.16(1))
3130320	Issuing of Certificate of Design Compliance Fee	Per Application	430	430.00	N	C	LG Act 1995 Section 6.16
Building Control - Occupancy Applications							
3130320	Application for Occupancy Permit for Completed Class 2 to 9 Building	Per Application	110.00	110.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit for Incomplete Building	Per Application	110.00	110.00	N	S	Building Act 2011
3130320	Application for Modification of Permit for Additional use on a Temporary Basis	Per Application	110.00	110.00	N	S	Building Act 2011
3130320	Application for Replacement of Permit for a Permanent Change use	Per Application	110.00	110.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit or Building Certificate of Strata Scheme or Subdivision	\$11.60 for each strata but but not less than \$115.00		\$11.60 for each strata but but not less than \$115.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit or Unauthorised Class 2 to 9 Building - Uncertified	0.18% if Estimated Value not less than \$110.00		0.18% if Estimated Value not less than \$110.00	N	S	Building Act 2011
3130320	Application for Occupancy Permit or Unauthorised Class 2 to 9 Building - Certified	Per Application	110.00	110.00	N	S	Building Act 2011

GL No:	Description	Notes	Fee/Charge		GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3130320	Application for Occupancy Permit for Building with Existing Authorisation	Per Application	110.00	110.00	N	S	Building Act 2011
Planning & Development Applications							
Non Extractive Industry Applications:							
3100620	Application < \$50,000		147.00	147.00	N	S	Planning and Development Regs 2009
3100620	Application \$50,000 up to \$500,000	0.32% of the estimated cost of development		0.32% of the estimated cost of development	N	S	Planning and Development Regs 2009
3100620	Application >\$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000		\$1,700 + 0.257% for every \$1 in excess of \$500,000	N	S	Planning and Development Regs 2009
3100620	Application \$2.5 million to \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5 million		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million	N	S	Planning and Development Regs 2009
3100620	Application \$5 million to \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5 million		\$12,633 + 0.123% for every \$1 in excess of \$5 million	N	S	Planning and Development Regs 2009
3100620	More than \$21.5 million	Per Application	34196	34,196.00	N	S	Planning and Development Regs 2009
3100620	Determination of a Development Application		160.00	160.00	N	S	Planning and Development Regs 2009
Extractive Industry Applications:							
3100620	Development Applications - Extractive Industries		739.00	739.00	N	S	Planning and Development Regs 2009
3100620	Development Applications - Extractive Industries (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
Other Planning & Development:							
3100620	Home Occupation Application		222.00	222.00	N	S	Planning and Development Regs 2009
3100620	Home Occupation Application (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Home Occupation Annual Renewal (before expiry)		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Home Occupation Annual Renewal (after expiry)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Providing Subdivision Clearance for:					S	Planning and Development Regs 2009
3100620	a) not more than 5 lots		\$73 per lot	\$73 per lot	N	S	Planning and Development Regs 2009
3100620	b) more than 5 lots but not more than 195 lots		\$73.00 per lot for the first 5 lots then \$35.00 per lot	\$73.00 per lot for the first 5 lots then \$35.00 per lot	N	S	Planning and Development Regs 2010
3100620	Determining an Application for Change of use/Alteration/Extension or Change of Non-Confirming use		295.00	295.00	N	S	Planning and Development Regs 2009
3100620	Determining an Application for Change of use/Alteration/Extension or Change of Non-Confirming use (already commenced)		Fee + twice fee	Fee + twice fee	N	S	Planning and Development Regs 2009
3100620	Providing Zoning Certificate		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Replying to Property Settlement Questionnaire		73.00	73.00	N	S	Planning and Development Regs 2009
3100620	Providing Written Planning Advice		73.00	73.00	N	S	Planning and Development Regs 2009
Development Assessment Panel (DAP) Fees							
3100620	(a) not less than \$2 million and less than \$7 million		5,701.00	5,701.00	N	S	Planning and Development Regs 2011
3100620	(b) not less than \$7 millions and less than \$10 million		8,801.00	8,801.00	N	S	Planning and Development Regs 2011
3100620	(c) not less than \$10 million and less than \$12.5 million		9,576.00	9,576.00	N	S	Planning and Development Regs 2011
3100620	(d) not less than \$12.5 million and less than \$15 million		9,849.00	9,849.00	N	S	Planning and Development Regs 2011
3100620	(e) not less than \$15 million and less than \$17.5 million		10,122.00	10,122.00	N	S	Planning and Development Regs 2011
3100620	(f) not less than \$17.5 million and less than \$20 million		10,397.00	10,397.00	N	S	Planning and Development Regs 2011
3100620	(g) \$20 million or more		10,670.00	10,670.00	N	S	Planning and Development Regs 2011
Residential Housing							
3090201	CHP Unit 1/18 Memorial Avenue	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	CHP Unit 2/18 Memorial Avenue	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	CHP Unit 3/18 Memorial Avenue	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	CHP Unit 4/18 Memorial Avenue	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	Independent Living Unit 11A Hilda Street	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	Independent Living Unit 11B Hilda Street	Per Week	175.00	180.00	T	C	LG Act 1995 Section 6.16
3090201	Independent Living Unit 11C Hilda Street	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	Independent Living Unit 11D Hilda Street	Per Week	190.00	196.00	T	C	LG Act 1995 Section 6.16
3090201	Unit 1/13 Stacy Street	Per Week	210.00	216.00	T	C	LG Act 1995 Section 6.16
3090201	Unit 2/13 Stacy Street	Per Week	235.00	242.00	T	C	LG Act 1995 Section 6.16
3090201	Unit 3/13 Stacy Street	Per Week	210.00	216.00	T	C	LG Act 1995 Section 6.16
3090201	58 Stacy Street	Per Week	153.00	157.00	T	C	LG Act 1995 Section 6.16
3090201	19 Cottrell Street	Per Week	360.00	371.00	T	C	LG Act 1995 Section 6.16
3090201	4 O'Loughlen Street	Per Week	330.00	340.00	T	C	LG Act 1995 Section 6.16
3090201	18 O'Loughlen Street	Per Week	390.00	420.00	T	C	LG Act 1995 Section 6.16
3090201	26 O'Loughlen Street	Per Week	390.00	400.00	T	C	LG Act 1995 Section 6.16
3090201	12 Anderson Street	Per Week	700.00	720.00	T	C	LG Act 1995 Section 6.16
3090235	Housing Bond - Four Weeks Rent and \$260 Pet Bond if Applicable			Housing Bond - Four Weeks Rent and \$260 Pet Bond (if Applicable)	T	C	LG Act 1995 Section 6.16
Dowerin Home Care							
Level 1 Transport (Pensioners)							
3080620	Level 1 Transport (Pensioners) - One Way	100 km outside of Dowerin townsite	70.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	1-10 kilometres - one way	9.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16

GL No:	Description	Notes	Fee/Charge		GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3080620	Level 1 Transport (Pensioners) - One Way	11-30 kilometres - one way	12.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	31-60 kilometres - one way	14.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	61-99 kilometres - one way	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 1 Transport (Pensioners) - One Way	CBDC or Group per Trip, per person	4.50	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
Level 1 Other Services (Pensioners)							
3080620	Community Nursing	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Day Care	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Domestic Assistance	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Gardening Service	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Meals on Wheels (Includes Cost of Meal)	\$15 Plus Transport Costs		\$15 Plus Transport Costs	Y	C	LG Act 1995 Section 6.16
3080620	Personal Care	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Respite Care	Per Hour	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Individual	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Group	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
Level 2 Transport (Self Funded Retirees)							
3080620	Level 2 Transport (Self Funded Retirees) - One Way	100 km outside of Dowerin townsite	80.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	1-10 kilometres	15.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	11-30 kilometres	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	31-60 kilometres	25.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	61-99 kilometres	35.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Level 2 Transport (Self Funded Retirees) - One Way	CBDC or Group per Trip, per person	10.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
Level 2 Other Services (Self Funded Retirees)							
3080620	Community Nursing	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Day Care	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Domestic Assistance	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Gardening Service	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Meals on Wheels	Per Meal	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Personal Care	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Respite Care	Per Hour	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Individual	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080620	Social Support	Per Hour, Per Group	20.00	DoH Funding + Client Fee Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
Gentle Gym							
3080635	WAHACC, CHSP & HCP	Per Session	5.00	5.00	Y	C	LG Act 1995 Section 6.16
3080635	Community Member	Per Session	7.00	7.00	Y	C	LG Act 1995 Section 6.16
Home Care Package; Level 1 to Level 4							
3080610	Domestic Care	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Personal Care	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Other Food Services	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Respite in Home	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Social Support Individual	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Social Support Group	Per Hour	65.00	Full Cost Recovery	Y	C	LG Act 1995 Section 6.16
3080610	Travel	Per Km	1.10	1.30	Y	C	LG Act 1995 Section 6.16
3080610	Contractor Service	Contractor Cost + 5% Admin Fee		As per invoice	Y	C	LG Act 1995 Section 6.16
3080610	Volunteer Assisted Transport	Per Trip Northam	30.00	30.00	Y	C	LG Act 1995 Section 6.16
3080610	Volunteer Assisted Transport	Per Trip Perth	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Staff Travel	Per Km	1.30	1.30	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 1 - One Hour	Administration Cost Per Fortnight	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 2 - Two Hours	Administration Cost Per Fortnight	65.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 3 - Four Hours	Administration Cost Per Fortnight	135.00	135.00	Y	C	LG Act 1995 Section 6.16
3080610	Fully Managed Package Management Level 4 - Six Hours	Administration Cost Per Fortnight	205.00	205.00	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 1 - One Hour	Administration Cost Per Fortnight	20.00	20.00	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 2 - One Hour	Administration Cost Per Fortnight	32.50	32.50	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 3 - Two Hours	Administration Cost Per Fortnight	67.50	67.50	Y	C	LG Act 1995 Section 6.16
3080610	Self Managed Package Management Level 4 - Four Hours	Administration Cost Per Fortnight	102.50	102.50	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 1 - One hour	Administration Cost Per Fortnight	40.00	40.00	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 2 - Two hours	Administration Cost Per Fortnight	65.00	65.00	Y	C	LG Act 1995 Section 6.16
3080610	Care Management Level 3 - Four Hours	Administration Cost Per Fortnight	135.00	135.00	Y	C	LG Act 1995 Section 6.16

GL No:	Description	Notes	Fee/Charge	Fee/Charge	GST	Statutory Or Council Fee	Act or Regulation
			2022/2023	2023/2024			
3080610	Care Management Level 4 - Six Hours	Administration Cost Per Fortnight	205.00	205.00	Y	C	LG Act 1995 Section 6.16
3080610	Staff Time (Engaged by Family or Support Worker)	Cost recovery + 10%		Full Cost Recovery	Y	C	LG Act 1995 Section 6.16

Negotiated discounts may be available for groups or as part of SSA Marketing Campaigns	
SSA Marketing Campaigns; 10% Discount Per Person remove under delegations	
SSA Marketing Campaigns; 20% Discount Per Person	
SSA Marketing Campaigns; 25% Discount Per Person	
SSA Marketing Campaigns; 30% Discount Per Person	
SSA Long Term Stays (8 days to 14 days); 10% Discount	
SSA Long Term Stays (more than 14 days); 15% Discount	



Government of **Western Australia**
Department of **Communities**

Our Ref: 1631826

13th March 2023

Shire of Dowerin

Via email – dowshire@dowerin.wa.gov.au

OFFER OF LEASE RENEWAL – LOT 59, 18 O'LOGHLEN STREET, DOWERIN, WA, 6461

The Housing Authority (acting through the Government Regional Officers' Housing Program) has leased from you the above premises (**Leased Premises**) pursuant to a residential tenancy agreement which expires on 7th April 2023.

The Housing Authority makes an offer to renew this arrangement and enter into a new residential tenancy agreement with you for the Leased Premises:

- (a) for a further term of **three (3) years** and an option of **one (1) year**;
- (b) commencing immediately after the current residential tenancy agreement expires;
- (c) at the weekly rent of **\$420.00**; and
- (d) otherwise on the terms and conditions set out in the residential tenancy agreement attached to this letter.

(the **Offer**)

The Offer is subject to, and conditional upon, the following conditions first being agreed and/or satisfied and, failing which, the Offer will lapse or be incapable of acceptance:

- (a) the Housing Authority obtaining all necessary internal approvals to enter into the new residential tenancy agreement with you within 14 days of the Offer;
- (b) you ensuring that the following upgrades are completed in the Leased Premises:
 - (i) An electrical compliance certificate (to confirm all hard-wired smoke alarms and safety switches have been installed and are functioning correctly and, for the smoke alarm, includes at a minimum, manufacturer, installation/expiry date and model number) is to be obtained by the lessor at the lease commencement and thereafter on every 12-month anniversary of the date on which the previous electrical compliance certificate was obtained.
 - (ii) All air-conditioning units at the premises must have been serviced at lease commencement, or within the 12 month period prior to lease commencement, and thereafter on every 12-month anniversary of the date on which the previous service occurred. A copy of the receipt evidencing the first service will be provided to the tenant on lease commencement and receipt for each subsequent service will be provided to the tenant within 14 days of such service.



Government of **Western Australia**
Department of **Communities**

If you wish to accept the Offer, please sign and return by email or post a copy of this letter to the Housing Authority within **14 days** of the date of the Offer.

Once the Housing Authority obtains the necessary internal approvals it will prepare and provide to you a copy of the formal lease on the agreed terms and conditions set out in this letter. You are required to execute and unconditionally deliver the formal lease to the Housing Authority within 14 days of it being provided to you.

If you have any queries in relation to anything set out in the Offer or this letter please do not hesitate to contact the Housing Authority on 0435 047 975.

Yours faithfully

Kim Doble

Email: kim.doble@communities.wa.gov.au

I/We, _____
(insert name/s)

hereby accept the Offer made by the Housing Authority in this letter to take a lease of the Leased Premises on the terms and conditions set out in this letter and acknowledge that, in doing so, a binding lease will be created between me/us and the Housing Authority

Owner Employment	
Is the Owner (or their partner or spouse) an employee of the State Government of Western Australia or a Member of the Parliament of Western Australia?	
_____ Signature:	_____ Signature:
Name:	Name:
Date:	Date: