SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 18 May 2021
Commencing 1.00pm

ABN: 35 939 977 194
P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461
www.dowerin.wa.gov.au

NOTICE OF MEETING

Dear President and Councillors,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 18 May 2021 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

1.00pm – 1:30pm	CRC visit – Paint storming and refurbishment
1.30pm	President and Councillors Discussion
2.00pm	Council Meeting
Immediately following Council Meeting	Council Workshop

Rebecca McCall
Chief Executive Officer
12 May 2021

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 follow on from the end of the Council Agenda and Minutes.

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 18 May 2021

SHIRE OF DOWERIN
TIN DOG TERRITORY

1. Official Opening / Obituaries

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate and Community Services
Mr L Vidovich	Manager Works and Assets
Ms L Dreghorn	Executive Governance Officer

Members of the Public:

Apologies:

Approved Leave of Absence: Cr AJ Metcalf (CMRef 0383)

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 is to be given to the Presiding Member before the meeting commences. After the meeting, the Form is to be provided to the Executive and 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 Ordinary Council Meeting held on 20 April 2021

Attachment 7.1A

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 7.1

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

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

Nil

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

Nil

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

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

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

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending 30 April 2021.

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

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate and Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Governance Calendar, Financial Management Framework 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, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 30 April 2021, as presented in Attachment 11.1A.

11.2 List of Accounts Paid

Corporate and Community Services

Date:	11 May 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.2A** – List of Accounts Paid

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Jasmine Pietrocola, Accounts Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

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

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 11.2

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

List of Accounts Paid – April 2021	
EFT8579 to EFT8663	**$317,034.28**
Cheque 10900 to 10909	**$30,950.08**
DD11252; NAB Credit Card; April 2021	**$4,033.74**

DD11279; Puma Energy Fuel; April 2021	**$758.50**
DD11269 & DD11272; Superannuation	**$19,180.19**
130879; Bank Fees	**$293.45**
WATC Loan Repayments	**$36,438.86**
Interim Pay; 12 April 2021	**$293.50**
Net Payroll; PPE 13 April 2021	**$44,033.68**
Net Payroll; PPE 27 April 2021	**$47,516.91**
TOTAL	**$500,533.19**

11.3 Recalcitrant Rates Debtors

Corporate and Community Services

Date:	4 May 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.3A** – Recalcitrant Rates Debtors

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for April 2021 details non-pensioner assessments, not paying on an arrangement, with a previous year's balance of more than $100.

Background

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments holding large debts.

Comment

Currently there is 14 properties with three or more years owing on Rates Debts with a total of $116,272.22.

Of these, three have had the PSSO loaded to see if the Bailiff can claim land or property.

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

After all these actions, it is estimated approximately $73,000 will be cleared from the amount above, leaving approximately $42,000. It is hoped that this amount can also be cleared within the next few years, with the help of legal action, PSSO or auction.

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

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

"6.57. Non-compliance with procedure in Act not to prevent recovery of rate or service charge

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

Consultation

Sheldon Cox, Rates Officer

Cherie Delmage, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

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

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	2 and 3
Reference:	L3, L4 and L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	$50,001 - $200,000
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation

Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

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

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 11.3

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

11.4 Rescinding of Motion CMRef 0161

Corporate and Community Services

Date:	22 April 2021
Location:	NA
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox – Rates Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Rates & Valuations/ Property Correspondence/ A229 58 Dowall Street, Minnivale
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

This Item presents to Council that Resolution (CMRef 0161) be rescinded, and a new motion be voted on by absolute majority.

Background

At its Ordinary Meeting held 20 March 2020, Council discussed the ownership of Assessment No. A229, Lot 58 Dowall Street, Minnivale where the owner of the property is deceased. Further to this, all direct descendants of the owner are deceased, so staff considered there to be sufficient grounds under Section 6.26 of the *Local Government Act 1995* to seek a rating exemption for the property from the Minister of Local Government.

'*At this Meeting Council resolvedthat, in accordance with Sections 6.12 and 6.26 of the Local Government Act 1995, Council:*

1. *Requests the Chief Executive Officer to seek the approval of the Minister for Local Government to have Assessment A229, being Lot 58 on Plan 139045 (Lot 58 Dowall Street, Minnivale WA 6462), declared exempt from rates; and*
2. *Approves the write off in the amount of $277.64 which is outstanding on Assessment A229 against GL: 20118 RATES; Rates Write Off.*'

Comment

We have since been advised by the Department of Planning, Lands & Heritage that the property (A229, is unable to be considered exempt from rates for various reasons as follows:

> '*There is no prescribed form to request a rates exemption from the Minister. So it would be a matter of the Shire writing a letter to the Minister outlining the situation and the reasons for exemption. It is at the Ministers discretion as to whether the exemption will be granted or not.*'

After receiving this response, it was decided not to proceed with the exemption request due to the likelihood of the request being rejected.

Staff then discussed how best to proceed. Management's preferred option at the time was to continue to raise Rates as per the *Act*, and then prepare a report for Council each year requesting Council to write-off any raised Rates and Charges.

The matter has been reviewed further by our full-time rates officer who commenced in July 2020 and in discussion with other Councils in similar situations as well as members of the Rates Association, it was determined that this process is neither a common nor recommended practice by other Shires.

Further follow up indicates that the most appropriate process is to continue to raise rates and charges and once they have accrued for a period of three years without payment, the Shire then proceed with either the transference of land to Council or Crown or sell the property by auction as per Section 6.64 of the *Local Government Act 1995*.

If Council agrees with this recommendation, Council will need to rescind the original resolution.

Once rescinded, staff will continue to raise the appropriate rates and charges and after a three-year period of non-payment, an Item will be presented to Council seeking direction on commencing the necessary legal action to claim or sell the property.

Consultation

Sheldon Cox, Rates Officer
Linley Dreghorn, Executive Governance Officer
Cherie Delmage, Manager of Corporate and Community Services
Rates Officers Association

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	2 & 3
Reference:	L3, L4 & L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	$5,001 - $50,000

Consequence Rating	Moderate (3)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Moderate (5)
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

Currently the property was charged minimum rates and charges of $365.99 for the 2020/2021 Financial Year. If the Shire allows for the ongoing raising of rates for a three-year period, there will be an approximate cost outstanding to the property of $1,098.

Additional costs will be incurred when implementing the three-year rule due to legal fees that will be incurred with the claiming or selling of the property. As this decision is still some time away, we are unable to provide a cost in relation to these additional fees.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation – 11.4

That Council:

1. **Rescinds previous Council Resolution (*CMRef 0161)* as outlined in the Item*;***
2. **Approve the raising of all applicable rates and charges on Assessment A229, (Lot 58 Dowall Street, Minnivale), for a period of three years; and**
3. **Present an Item to Council after this period to consider the matter of proceeding with legal action to claim or sell the property.**

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

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

Governance & Compliance	
Date:	April 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	As Above
Legislation:	*Local Government Act 1995*
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.1A** – Corporate Business Plan - Quarterly Monitoring Review – April 2021

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

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

Background

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

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

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

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

Name of Plan	Month Adopted
Reviewed Strategic Community Plan	Adopted March 2018

Asset Management Plan	Adopted May 2018
Long Term Financial Plan	Adopted May 2018
Reviewed Corporate Business Plan	Adopted March 2019
Reviewed Workforce Plan	Adopted May 2019

Comment

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

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L6.2

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation – 12.1

That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Corporate Business Plan - Quarterly Monitoring Review – April 2021, as presented in Attachment 12.1A.

13. OFFICER'S REPORTS – WORKS AND ASSETS

Nil

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure

SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 April 2021

ABN: 35 939 977 194
P (08) 9631 1202 E dowshire@dowerin.wa.gov.au
13 Cottrell Street, Dowerin WA 6461
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4.	**Disclosure of Interest**
5.	**Applications for Leave of Absence**
6.	**Petitions and Presentations**
7.	**Confirmation of Minutes of the Previous Meetings**
7.1	Ordinary Council Meeting held on 16 March 2021
8.	**Minutes of Committee Meetings to be Received**
8.1	Bush Fire Advisory Committee Meeting 7 April 2021
8.2	Audit and Risk Committee Meeting held on 20 April 2021
9.	**Recommendations from Committee Meetings for Council Consideration**
9.1	Various Recommendations from the Audit and Risk Committee Meeting
10.	**Announcements by the President Without Discussion**
11.	**Officer's Reports – Corporate and Community Services**
11.1	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Recalcitrant Rates Debtors
11.4	Policy Manual Review – Policy 5.2 – Pop Up Shop Collective Policy
11.5	2020/2021 Budget Review
11.6	Policy Manual Review – Policy 3.10 – Corporate Credit Card Policy
11.7	Tender T2021-03 – Provision of Managed Information Technology (IT) Services
12.	**Officer's Reports – Governance and Compliance**
12.1	Lot 4666 Metcalf/Ucarty Road, Ucarty – Ucarty Feedlot Development Approval Application
13.	**Officer's Reports – Works and Assets**
13.1	Wheatbelt Secondary Freight Network – Formalisation of Commitment to Priority 1 – 5 Year Delivery Plan
14.	**Urgent Business Approved by the Person Presiding or by Decision**
14.1	2021-22 Firebreak Order and Appointment of Officers
15.	**Elected Members' Motions**
16.	**Matters Behind Closed Doors**
17.	**Closure**

Shire of Dowerin
Ordinary Council Meeting
Tuesday 20 April 2021

1. Official Opening / Obituaries

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

In opening the meeting, the President and Councillors acknowledged the passing of Cr Rachel Nightingale, Mrs Margaret Philips and Mrs Shirley Ferguson with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr DP Hudson	President
Cr BA Ward	Deputy President
Cr LG Hagboom	
Cr LH Holberton	
Cr RI Trepp	

Staff:

Ms R McCall	Chief Executive Officer
Ms C Delmage	Manager Corporate and Community Services (from 2:01pm)
Mr L Vidovich	Manager Works and Assets (from 2:02pm)
Ms L Dreghorn	Executive and Governance Officer
Ms V Green	Executive and Governance Officer
Ms J Pietrocola	Accounts Finance Officer (from 2:42pm-2:54pm)

Members of the Public: Nil

Apologies: Cr JC Sewell

Approved Leave of Absence: Cr AJ Metcalf (CMRef 0383)

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

2:01pm – C Delmage entered the Meeting.

2:02pm – L Vidovich entered the Meeting.

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

7.1 Ordinary Council Meeting held on 16 March 2021

Attachment 7.1A

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton **Seconded:** Cr Trepp

0403 **That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 16 March 2021, as presented in Attachment 7.1A, is a true and correct record of proceedings.**

CARRIED 5/0

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

8.1 Bush Fire Advisory Committee Meeting held on 7 April 2021

Attachment 8.1A

8.1 Audit and Risk Committee Meeting held on 20 April 2021

Tabled at the Council Meeting as Attachment 8.1B

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

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

0404 **That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the Bush Fire Advisory Committee Meeting (unconfirmed) held on 7 April 2021, as presented in Attachment 8.1A, and the Audit and Risk Committee Meeting (unconfirmed) held on 20 April 2021, as tabled as Attachment 8.1B.**

CARRIED 5/0

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit and Risk Committee Meeting held on 20 April 2021

Voting Requirements

■ Simple Majority ☐ Absolute Majority

7.1 Appointment of External Member

Committee's Recommendation

That, in accordance with the Audit and Risk Committee's Terms of Reference, Council accepts the nomination received for consideration as an external representative, as presented in Confidential Attachment 7.1A

Resolution

Moved: Cr Ward **Seconded:** Cr Hagboom

0405 **That, in accordance with the Audit and Risk Committee's Terms of Reference, Council accepts the nomination received from Ms Tracey Jones as the external representative, as presented in Confidential Attachment 7.1A**

CARRIED 5/0

Reason

Council expressed its wish to include the name of the successful applicant in the resolution.

	Voting Requirements
■	Simple Majority ☐ Absolute Majority

7.2	Consideration of Internal Audit Report

Committee's Recommendation/Council Resolution

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

0406 **That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the Internal Audit Report, as presented in Attachment 7.2A, noting the recommendations requiring action.**

CARRIED 5/0

10. Announcements by the President Without Discussion

The President advised that he, Cr Trepp and the CEO had a presentation with student from Curtin University. The students were provided with an insight into life in Dowerin and how the community has changed over the years, The President thanked Cr Trepp for his participation.

The President along with Cr Trepp and the CEO attended the NEWROC Council Meeting on 19 April 2021. The Meeting discussed some progressive projects, and it is believed the Shire of Dowerin's involvement with NEWROC is greatly beneficial.

Earlier in the morning the President, Deputy President and Cr Trepp attended the ASK Waste Management presentation. The presentation discussed collaboration between the NEWROC Member Councils for the provision of waste services.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services	
Date:	15 April 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	As above
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2020-2021 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.1A** – Financial Activity Statement

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

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

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate and Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Moved: Cr Ward **Seconded:** Cr Holberton

0407 **That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 31 March 2021, as presented in Attachment 11.1A.**

CARRIED 5/0

11.2 List of Accounts Paid

Corporate and Community Services	SHIRE OF DOWERIN TIN DOG TERRITORY

Date:	15 April 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Jasmine Pietrocola, Accounts Finance Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.2A** – List of Accounts Paid

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Jasmine Pietrocola, Accounts Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

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

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

Financial Implications

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

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

0408 **That, in accordance with Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:**

List of Accounts Paid – March 2021	
EFT8496 to EFT8578	$278,678.44
Cheque 10896 to 10899	$6,849.53
DD11239; NAB Credit Card; February 2021	$358.38
DD11247; Puma Energy Fuel; February 2021	$590.00
DD11267; Superannuation	$6,577.92
130877; Bank Fees	$136.82
Net Payroll; PPE 03 March 2021	$44,671.25
Net Payroll; PPE 17 March 2021	$45,578.02
Net Payroll; PPE 31 March 2021	$45,986.13
TOTAL	$429,426.49

CARRIED 5/0

11.3 Recalcitrant Rates Debtors

Corporate and Community Services

Date:	7 April 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2020 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.3A** – Recalcitrant Rates Debtors

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

The Shire of Dowerin recalcitrant rates debtors report for March 2021 details non-pensioner assessments, not paying on an arrangement, with a previous year's balance of more than $100.

Background

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Council is currently not achieving this due to several assessments holding large debts.

Comment

Currently there are fourteen properties with three or more years owing on Rates Debts with a total of $115,908.73

At its February 2021 Meeting, Council approved to proceed with the three year rule for three of these properties (CMRef 0363), Two of the properties have had the Property Sale and Seizure Order (PSSO) lodged with a Bailiff preparing to attend the properties. The third has not responded to the 14 Day Letter of Demand and has been sent to Court for Judgement.

A property with a debt of nearly $3,500 has been sold, with the amount being paid and cleared at settlement.

A Discharge of PSSO has been lodged on another property and once processed, the sale can proceed, the ESL can be paid by the new owner and the remaining rates written off, as approved by Council at its November 2020 Meeting (CMRef 0308).

Following these actions, it is estimated approximately $69,000 will be cleared from the amount above.

A property with a debt of more than $20,000 is in the process of having Probate applied to the Estate so the family of the deceased may sell the property. This is expected to take approximately 18 months.

Following that it is expected the Shire of Dowerin will have approximately $26,000 debt remaining over nine properties. This is an extremely significant reduction in Outstanding Rates Debts from the beginning of the Financial Year which totalled more than $169,000.

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

"6.57. Non-compliance with procedure in Act not to prevent recovery of rate or service charge

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

Consultation

Sheldon Cox, Rates Officer

Cherie Delmage, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

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

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	2 and 3
Reference:	L3, L4 and L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	$50,001 - $200,000
Consequence Rating	Major (4)
Likelihood Rating	Likely (4)

Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

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

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

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton **Seconded:** Cr Hagboom

0409 **That Council receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A and notes the actions taken to date as part of the debt recovery process.**

CARRIED 5/0

11.4 Policy Manual Review – Policy 5.2 – Pop Up Shop Collective Policy

Corporate and Community Services

Date:	12 April 2021
Location:	26-28 Stewart Street Dowerin
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995, Local Government (Functions and General) Regulations 1996*
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.4A** – Reviewed Policy

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

The Item presents a review of Policy 5.2 - Pop Up Shop Collective Policy (Policy 5.2) to Council for consideration, and if satisfactory, adoption.

Background

Policy 5.2 was adopted at Council's February 2017 Meeting (Item 10.1.8).

The purpose of Policy 5.2 is to;

1. Initiate Council involvement in business and commercial activities to generate economic growth;
2. Demonstrate Council's commitment to a next-generation sustainable economy in Dowerin that encourages the promotion of local or value added products and/or attracts new enterprises to the Shire;
3. Stimulate additional business activities and initiatives in the main street of the town; and
4. Assist Council pursue and achieve the desired social and economic benefits for the community of Dowerin.

Policy 5.2 was last reviewed at Council's March 2019 Meeting (Item 10.2.2) and has been reviewed again with a copy of the reviewed Policy 5.2 included as an Attachment.

Comment

The changes to Policy 5.2 have been suggested to enable longer term use of the premises should a tenant require longer use.

Consultation

Senior Management Team

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the reviewed policy.

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	3
Reference:	L5
Community Priority:	Our Lifestyle
Objective:	A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations
Outcome:	1, 3
Reference:	C1, C4

Asset Management Plan

The Pop Up Shop is included in Council's Asset Management Plan, depending on the future use of the premises the Plan may require updating.

Long Term Financial Plan

The Pop Up Shop is included in Council's Asset Management Plan, depending on the future use of the premises the Plan may require updating.

Statutory Implications

Section 2.27(2)(b) of the *Local Government Act 1995* is applicable and states:

"2.7. Role of council

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

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

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies."

Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Building Maintenance Plan

Action (Treatment)	Undertake Community Facilities Review
Risk Rating (after treatment)	Adequate

Financial Implications

Fees for the commercial rent of the Pop Up Shop is included in the Schedule of Fees and Charges, which is determined by Council as part of its annual budget deliberation process.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Cr Holberton

0410 **That, pursuant to Section 2.27(2)(b) of the *Local Government Act 1995*, Council adopts the reviewed Policy 5.2 – Pop Up Shop Collective Policy, as presented in Attachment 11.4A.**

CARRIED 5/0

11.5 2020/2021 Budget Review

Corporate and Community Services

Date:	1 April 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	As above
Legislation:	*Local Government Act 1995; Local Government (Financial Management) Regulations 1996*
SharePoint Reference:	Organisation/Financial Management/Budgeting/2021
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.5A** – 2020/2021 Annual Budget Review

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents the 2020/2021 Annual Budget Review to Council for consideration and, if satisfactory, adoption.

Background

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires local governments to conduct a budget review between 1 January and 31 March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government, Sport and Cultural Industries (DLGSC) within 30 days of the adoption of the review.

Comment

The 2020/2021 Budget was adopted by Council at its Ordinary Meeting on 21 July 2020 (CMRef 0234 – CMRef 0243). Budgets are always adopted using an estimated carried forward which is not considered final until the prior year annual report is signed off by the auditors.

The Office of the Auditor General provided the Shire of Dowerin with its final 2019/2020 Annual Financial Report on 16 December 2020 which provided an actual carried forward surplus of $801,648. As the 2020/2021 Budget was adopted using an estimated carried forward surplus of $941,147, this resulted in an immediate shortfall of $139,499.

The shortfall in carried forward funds was due to a requirement for $64,000 to be put into the provision of rates doubtful debts and the remainder being carried forward funds for Dowerin Home Care clients.

The current budget review, along with the newly implemented Chart of Accounts and changes in staff, have identified other areas requiring work. These are predominantly non-cash in nature and will be reviewed and amended after this review has occurred. The focus of the remainder of the financial year, excluding preparation for the 2021/2022 Budget, will be to ensure that depreciation, administration allocations, staff housing allocations, public work overheads and plant operation costs are corrected prior to year's end.

Where possible, items included in the Review have been restricted to a variance of $2,000 which has resulted in a significant number of changes which are included in the Attachment.

Where possible, items outlined below have been restricted to those of a minimum variance of $10,000 to reduce the amount of information repeated in the report in Note 2.

The review has included discussions with all relevant Officers in particular, the CEO, MWA and MCCS to identify savings and reductions in expenditure with the intent of returning a balanced budget.

Due to funding changes and a review of the flood damage costs, several areas of road revenue and expenditure has changed significantly. To assist in understanding this clearly, this is reported separate to the other review items.

GL: 3120111 – ROADC – Roads to Recovery Grant – reduction in revenue of $661,008 with a nil budget impact; original grant was for $1,007,858 but the 2020/2021 Program has been amended as follows:

	$	**$**
	Adopted Budget	**Amended Budget**
Job No: R2R003 – Koombekine North Road	162,750	Nil
Job No: R2R004 – Hindmarsh Road	118,840	Nil
Job No: R2R015 – Hindmarsh Back Road	102,040	Nil
Job No: R2R023 – Koorda-Wongan Hills Road	245,640	245,640
Job No: R2R025 – Dowerin-Koorda Road	87,000	101,210
Job No: R2R009 – Old Koorda Road	143,988	Nil
Job No: R2R046 – Sanders Road	147,600	Nil

The amount of R2R funding was reduced to $346,850 which resulted in the following jobs being done:

Job No. R2R025 went over budget due to water issues. The final impact on the budget is nil but it needs to be noted which projects that will need to be carried forward and which projects are completed.

The next significant change was the revised cost of the February 2020 AGRN903 Flood Damage. Original estimates had the cost at an approximate $1.7million. This has since been revised to a total cost, including the cost of appointment Project Managers GHD, of $5,740,904 which includes $1,699,832 in project management fees, contingency fees and an allowance for cost escalation. The total value of road damage has been revised to $4,041,072. The cost of this expenditure is fully funded excluding $164,000 which is the contribution required by the Shire of Dowerin.

GL: 3120130 – ROADC – Other Grants – Flood Damage – increase of anticipated grant funding from $1,619,958 to $5,576,904. These amended figures have been signed off by Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and have been approved prior to work being undertaken.

The other significant change to the flood damage projects is the requirement by the Office of the Auditor General (OAG) to amend the works from construction to maintenance. This will have an impact on our asset renewal ratio.

GL: 4120157 – ROADC – Roads Outside BUA – Sealed – Flood Damage - $1,028,544

GL: 2120220 – ROADM - Roads Outside BUA – Sealed – Flood Damage - $1,558,891

	$	**$**
	Adopted Budget	**Amended Budget**
Job No: RFD001 – Cunderdin-Minnivale Road	163,687	255,972
Job No: RFD003 – Koombekine North Road	230,246	281,391
Job No: RFD019 – Uberin Road	151,148	702,162
Job No: RFD025 – Dowerin Koorda Road	205,275	115,230
Job No: RFD182 – Dowerin-Kalannie Road	278,188	234,136

GL: 4120158 – ROADC – Roads Outside BUA – Gravel – Flood Damage - $755,414

GL: 2120223 – ROADM - Roads Outside BUA – Gravel – Flood Damage - $2,482,181

	$ Adopted Budget	$ Amended Budget
Job No: RFD005 – Rabbit Proof Fence Road	170,465	321,393
Job No: RFD008 – Amery-Benjabbering Road	64,280	316,770
Job No: RFD009 – Old Koorda Road	118,376	525,310
Job No: RFD011 – Fifty-Four Gate West Road	51,098	151,014
Job No: RFD016 – Pickering Road	28,507	119,595
Job No: RFD018 – Spark Road	40,185	79,470
Job No: RFD032 – Windsor Road	31,494	138,127
Job No: RFD042 – McHugh Road	140,559	265,107
Job No: RFD076 – Wilkins Road	40,960	125,590
Job No: RFD080 – Metcalf Road	0	95,676
Job No: RFD129 – Thomas Road	66,237	135,204
Job No: RFD142 – Amery South Road	3,253	45,560
Job No: RFD160 – Wheat Bin Road	0	163,665

GL: 3030214 – GEN PUR – Grant Funding – increase of $273,469 in COVID-19 Stimulus LRCIP funding received;

This funding along with the original COVID-19 Stimulus LRCIP funding of $383,000 has resulted in the following changes at Job Level:

	$ Adopted Budget	$ Amended Budget
Job No: BC042 – Dowerin Town Hall	8,000	4,000
Job No: BC042A – Town Hall (Lessor) Air Con	4,500	6,000
Job No: BC001A – Administration Building Reroof	60,000	93,800
Job No: FC096 – Jackson Street Footpath	25,000	Nil
Job No: FC096A – Jackson Street Footpath	25,000	Nil
Job No: OC002 – Waste Facility Perimeter Fencing	12,000	8,000
Job No: OC004 – Entrance Streetscape SSA and DCC	55,000	62,000
Job No: OC007 – Main Street Improvements	60,000	Nil
Job No: OC008 – Street Lighting LED Upgrade	10,000	Nil
Job No: OC009 – Pioneer Pathway and Tin Dog Replica	35,000	30,000
Job No: OC010 – Bird Hide Refurb and Tin Dog Walk	9,000	9,000
Job No: OC012 – SSA Caravan Bay Extension	50,000	50,000
Job No: OC013 – Oval Perimeter Fencing	50,000	60,000

	$ Adopted Budget	$ Amended Budget
Job No: OC003 – Town Oval Reticulation	290,000	285,000
Job No: BC001 – Administration Office Refurb	Nil	45,469
Job No: BC044 – Sports Recreation Centre	11,828	60,000

For clarification, the original Town Oval Reticulation Upgrade allocation of $290,000 was originally proposed to be funded by $96,666 from a CSRFF grant and the remaining funds of $193,333 taken from Reserves. The CSRFF grant did not get approved so the following allocation has been proposed:

The revised cost of $285,000 will be funded by $143,000 of Phase 2 of LRCIP funding and $142,000 funded by Reserves.

Additional funds of $28,000 received from the Shire of Goomalling via Lotterywest will go towards the Pioneers' Pathway Project.

Audited Carried Forward – decrease in funds carried forward of $139,499 due to unspent Dowerin Home Care funds requiring carry forward and $64,000 doubtful debts provision for outstanding rates;

GL: 2030100 RATES – Employee Costs – decrease in expenditure of $25,417 due to less contractor assistance required;

GL: 2080300 FAMILIES – Employee Costs – decrease in expenditure of $61,615 due to Lil' Tigers Dowerin Child Care being taken on by Regional Early Education and Development (REED), offset by GL: 3080201 OTHER ED - Reimbursements;

GL: 2080687 AGED OTHER – Other Expenses – increase in expenditure of $20,000 due to inefficient set up of new accounts. The majority of this expenditure is State and Federal funded and staff are currently working on a methodology to ensure revenue and expenditure relating to this area is monitored and maintained monthly. Work is underway to ensure EOY reconciliation.

GL: 2100200 SAN OTH – Employee Costs – decrease in expenditure of $10,000 due to amended staffing allocations;

GL: 2120212 ROADM – Road Maintenance -Sealed Outside BUA – decrease in expenditure of $36,501;

GL: 2120500 LICENCING – Employee Costs – increase in expenditure of $10,190 due to amended staffing allocations;

GL: 2130240 TOUR – Public Relations and Area Promotion – increase in expenditure of $18,550 due to increased community events and area promotion;

GL: 2140221 Information Technology – increase in expenditure of $36,824 due to additional time required during implementing of new Chart of Accounts, Altus Procurement and Altus Payroll. This increase is partially offset by GL: 3140735 Unclassified Revenue due to a $5,000 grant towards the COA Project and savings of $10,500 in Job No. OC011 Internet Connectivity Upgrade;

GL: 2140411 POC – External Parts and Repairs – increase in expenditure of $35,500 due to increased repairs required on aging fleet;

GL: 2140412 POC – Fuels and Oils – decrease in expenditure of $20,000 due to lower fuel rates;

GL: 3080200 OTHER ED – Contributions and Donations – decrease in revenue of $11,250 due to service being taken on by REED;

GL: 3080201 OTHER ED – Reimbursements – decrease in revenue of $61,615 due to service being taken on by REED and offset by GL: 2080300;

GL: 3090101 STF HOUSE – Staff Rental Reimbursements – increase in revenue of $10,000 due to higher staff occupancy;

GL: 3090201 OTH HOUSE – Rental Reimbursements – decrease in revenue of $31,500 due to lower occupancy;

GL: 3100325 SEW – Sewerage Rates – decrease in revenue of $10,000 due to Shire properties no longer being charged;

GL: 3100330 SEW – Sewerage Fixtures – decrease in revenue of $10,000 due to review of fixtures not occurring until current year. The contract EHO has now completed the review so the charges are able to be raised with supporting documentation going forward;

GL: 3110700 OTH CUL – Contributions and Donations – Other Culture – decrease in revenue of $10,400 due to less funding being received but offset by decreased number of community events;

GL: 3110710 OTH CUL – Grants - Other Culture – increase in revenue of $20,697 for Australia Day – adopted by Council on 15 December 2020 but required to add to full review note. Offset by increased Australia Day expenditure;

GL: 3120113 ROADC – Other Grants – Roads/Streets – increase in revenue of $20,000 for initial flood damage payment related to emergency opening works;

GL: 3130200 TOUR – Contributions and Donations – increase of $13,000 in revenue including DEM sponsorship of $5,000, Bendigo Bank sponsorship of $500 and $7,000 ticket sales;

GL: 3130221 TOUR – Caravan Park Fees – increase in revenue of $30,000 due to higher occupancy; offset by GL: 2130288 – TOUR – Building Operations;

GL: 3140501 SAL – Reimbursements – Workers Compensation– increase in revenue of $26,000 due to a higher number of claims made and being paid;

GL: 3140735 UNCLASS – Unclassified Income – increase in revenue of $29,000 due to: AROC refund $31,000, LGPro COA Grant $5,000, Goomalling Surgery Reimbursement $10,000, Minnivale Camping Grounds $7,000 and $3,000 refund of BPoint Overcharges;

GL: 4120381 PLANT – Transfers to Reserve – increase in expenditure of $54,000 due to higher than budgeted funds being allocated to Plant Reserve based on higher than budgeted trade-ins/sale of multi tyre roller and utility. Offset by GL: 5120350 PLANT – Proceeds on Disposal of Assets;

GL: 5120350 PLANT – Proceeds on Disposal of Assets – increase in revenue of $54,000 due to higher than budgeted funds due to trades/sales of multi tyre roller trade-in and utility. Offset by GL: 4120381 PLANT – Transfers To Reserves;

Job No: BM057 Community Resource Centre – Building Maintenance – decrease in expenditure of $31,194 due to incorrect budget figure;

Job No. BO056 Depot – Building Operations – increase in expenditure of $10,260 predominantly due to COVID-19 and increased cleaning requirements;

Job No. BO056 Depot – Building Operations – increase in expenditure of $10,260 predominantly due to COVID-19 and increased cleaning requirements;

Job No. FEV001 – Australia Day – increase in expenditure of $23,297 due to additional funding being received. Offset by GL: 3110710;

Job No. FEV023 – We Are Rural Women Day – increase in expenditure of $15,500 as project was not included in original budget;

Job No. FEV024 – Dowerin Do Over Day – increase in expenditure of $5,000 as project was not included in original budget;

Job No. OC011 – Internet Connectivity Upgrade – decrease in expenditure of $10,500. Offset by GL: 2140221 ADMIN – Information Technology;

Job No. W0021 – Refuse Site Maintenance – increase in expenditure of $31,335 due to reallocation of wages to more appropriate account;

Job No. W0031 – Information Bays – increase in expenditure of $11,525 with project coming in over budget;

GL: 4120330 PLANT – Plant and Equipment (Capital) – decrease in expenditure of $203,000 due to deferred plant purchases PE103 Low Loader $85,000, PE109 Modifications to D004 Utility $15,000 and PE111 Side Tipper $103,000;

Job No. PE103 – Low Loader – decrease in expenditure of $85,000 as purchase was deferred;

Job No. PE109 – Modifications to D0004 Mitsubishi Ute – decrease in expenditure of $15,000 as modifications were dependent on purchase of low loader going ahead;

Job No. PE111 – Side Tipper – decrease in expenditure of $103,000 as purchase was deferred;

GL: 4120382 PLANT – Loan Principal Payments – decrease in expenditure of $11,291 due to Loans 105 and Loan 106 not going ahead due to deferred plant purchases;

GL: 5120355 PLANT – New Loan Borrowings – decrease in revenue of $188,000 due to budgeted plant purchases not going ahead and loan funds not required;

GL: 2090188 – STF HOUSE – Staff Housing Building Operations – total increase in expenditure of $8,000 spread throughout all staff housing;

GL: 2090189 – STF HOUSE – Staff Housing Building Maintenance – total increase in expenditure of $15,000 spread throughout all staff housing;

GL: 2090289 – OTH HOUSE – Other Housing Building Maintenance – total increase in expenditure of $29,773 spread throughout all other housing Job Numbers. Funds of $50,000 from the original budget amount of $75,067 transferred to Other Property and Services – Pop Up Shop which was incorrectly allocated to Schedule 9;

Job No: BM012 28 Stewart Street (Main Street Shop) – Building Maintenance – decrease in expenditure of $50,000 as demolition of Pop Up Shop deferred;

Job No: BO038 Stewart Street Public Conveniences – Building Operations – increase in expenditure of $10,000 due to additional cleaning works required for COVID-19;

Job No: BO042 Dowerin Town Hall – Building Operations – increase in expenditure of $10,000 due to additional cleaning works required for COVID-19;

Job No: W0006 Centenary Park – increase in expenditure of $23,700 due to incorrect budget allocation;

Job No: BO044 Sports Recreation Centre – Building Operations – increase in expenditure of $13,490 due to additional cleaning works required for COVID-19;

Job No: BM074 Dowerin Community Club Function Centre – Building Maintenance – increase in expenditure of $23,088 due to additional maintenance including replacement of hot water system and servicing and repairs to kitchen appliances;

GL: 2130288 – TOUR – Building Operations – total increase in expenditure of $39,074 spread throughout all Short Stay Accommodation rooms and facilities due to higher cleaning requirements due to COVID-19 as well as a higher than usual occupancy. Partially offset by GL: 3130221 TOUR – Caravan Park Fees.

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Les Vidovich, Manager Works and Assets

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 Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	2, 3
Reference:	L3, L4, L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

"33A. Review of budget

(1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.

(2A) The review of an annual budget for a financial year must —

(a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and

(b) consider the local government's financial position as at the date of the review; and

(c) review the outcomes for the end of that financial year that are forecast in the budget.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department."

Risk Implications

The Review must be completed prior to 31 March 2021 and lodged with the DLGSC by the end of April or Council will be non-compliant with the requirements of the *Local Government (Financial Management) Regulations 1996.*

Financial Implications

If Council adopts the proposed 2020/2021 Budget Review amendments as presented, the result is a balanced budget.

Meeting Comment

The CEO advised Council of the need for an alteration to the Officer's Recommendation in the Agenda. The alteration was required to correct the allocation of funding.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation

That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996,* Council:

1. Adopts the 2020/2021 Budget Review, as presented in Attachment 11.5A; and
2. Submits a copy of the 2020/2021 Budget Review to the Department of Local Government, Sport and Cultural Industries.

Resolution

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

0411 **That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996,* Council:**

1. Adopts the 2020/2021 Budget Review, as presented in Attachment 11.5A subject to the following changes:

2140411	**POC - External Parts & Repairs**	**(114,500)**	**(120,000)**		**(5,500)**
2140412	**POC - Fuels and Oils**	**(120,000)**	**(130,000)**	**(10,000)**	

2. Submits a copy of the 2020/2021 Budget Review to the Department of Local Government, Sport and Cultural Industries.

CARRIED BY ABSOLUTE MAJORITY 5/0

Reason

As mentioned above the alteration was required to correct the allocation of funding.

11.6 Policy Manual Review – Policy 3.10 – Corporate Credit Card Policy

Corporate and Community Services

Date:	15 April 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	*Local Government Act 1995, Local Government (Functions and General) Regulations 1996*
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	**Attachment 11.6A** – Reviewed Policy

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

The Item presents a review of Policy 3.10 – Corporate Credit Card Policy (Policy 3.10) to Council for consideration, and if satisfactory, adoption.

Background

Policy 3.10 was adopted at Council's November 2015 Meeting (Item 10.3.3).

The purpose of Policy 3.10 is to regulate the use of Shire of Dowerin Corporate Credit Cards held by employees.

Policy 3.10 was last reviewed at Council's March 2017 Meeting (Item 10.1.6) and has been reviewed again with a copy of the reviewed Policy 3.10 included as an Attachment.

Comment

The changes to Policy 3.10 are predominantly terminology based and do not affect the intent of the Policy.

Consultation

Senior Management Team

Policy Implications

The Policy Manual will be updated accordingly, should Council resolve to adopt the reviewed policy.

Strategic Implications

Strategic Community Plan

Community Priority: Our Leaders

Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	3
Reference:	L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 2.27(2)(b) of the *Local Government Act 1995* is applicable and states:

"2.7. Role of council

(1) The council —

(a) governs the local government's affairs; and

(b) is responsible for the performance of the local government's functions.

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

(a) oversee the allocation of the local government's finances and resources; and

(b) determine the local government's policies."

Regulation 11 of the *Local Government (Financial Management) 1996* is applicable and states:

"11. Payments, procedures for making etc.

(1) A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —

(a) cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and

(b) petty cash systems.

(2) A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.

(3) Payments made by a local government —

(a) subject to subregulation (4), are not to be made in cash; and

(b) are to be made in a manner which allows identification of —

(i) the method of payment; and

(ii) the authority for the payment; and

(iii) the identity of the person who authorised the payment.

(4) Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system."

Risk Implications

Risk Profiling Theme	Misconduct
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Major (4)

Likelihood Rating	Possible (3)
Risk Matrix Rating	High (12)
Key Controls (in place)	Corporate Credit Card Policy
Action (Treatment)	Centralise Checklists, Controls and Procedures, Review Purchasing Policy & Procurement Process, Review Code of Conduct
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Ward **Seconded:** Cr Holberton

0412 **That, pursuant to Section 2.27(2)(b) of the *Local Government Act 1995*, Regulation 11 of the *Local Government (Financial Management) 1996,* Council adopts the reviewed Policy 3.10 – Corporate Credit Card Policy, as presented in Attachment 11.6A.**

CARRIED 5/0

2:39pm – C Delmage left the meeting.

2:42pm – C Delmage and J Pietrocola entered the meeting.

11.7 Tender T2021-03 – Provision of Managed Information Technology (IT) Services

Corporate & Community Services	
Date:	15 April 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Local Government Act 1995; Local Government (Functions & General) Regulations 1996*
Sharepoint Reference:	Organisation/Corporate Management/Tendering
Disclosure of Interest:	Nil
Attachments:	**Confidential Attachment 11.7A** – Tender Evaluation

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents a proposal to appoint a contractor for the management of the Shire of Dowerin's IT network to Council for consideration and, if satisfactory, approval.

Background

The Shire's current IT contract commenced in December 2017 and was due to be reviewed for renewal in 2020, however due to COVID-19, legislative amendments were made to allow local governments to extend the term of an existing contract. As a result to current IT contract has been ongoing past its original expiry.

In February 2021 the CEO used the delegation allowed under Delegation 4.2 to determine the evaluation criteria/tender specifications for the management of the Shire of Dowerin's IT network and tenders were advertised from 6 February 2021. Tenders closed on Friday 26 February 2021.

The tender was advertised for a three-year period with the option to extend the contract for a further two years.

Comment

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

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

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

Consultation

State-wide Public Notice 6 February 2021

Senior Management Team

Policy Implications

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

Statutory Implications

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

"3.57. Tenders for providing goods or services

(1) A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.

(2) Regulations may make provision about tenders."

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

Regulation 11(ja) of the *Local Government (Functions and General) Regulations 1996* is also applicable in regard to the extension of contracts.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Financial consideration of the contract management of the Shire of Dowerin's IT network will form part of annual budget deliberations in accordance with the successful tender submission.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

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

0413 **That, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 3 of the *Local Government (Functions and General) Regulations 1996,* Council:**

1. **Accepts the tender submitted by Snallow Pty Ltd T/A Wallis Computer Solutions as the most advantageous tender to form a contract;**
2. **Authorises the Chief Executive Officer to enter into a contract with Snallow Pty Ltd T/A Wallis Computer Solutions for the contract management of the management of the Shire of Dowerin's Information Technology network for an initial three-year period, subject to any variations (of a minor nature) prior to entry to the contract; and**
3. **Authorises the Chief Executive Officer to exercise the two year extension option available in accordance with the tender specifications and resultant contract as mentioned at point 2 above.**

CARRIED 5/0

2:54pm – J Pietrocola left the meeting and did not return.

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Lot 4666 Metcalf/Ucarty Road, Ucarty – Ucarty Feedlot Development Approval Application

Governance and Compliance	
Date:	25 March 2021
Location:	Lot 4666 Metcalf/Ucarty Road, Ucarty
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Paul Bashall, Planwest (WA) Pty Ltd; Vanessa Green, Executive and Governance Officer
Legislation:	*Planning and Development Act 2005*
SharePoint Reference:	Compliance/Development and Building/Development Applications
Disclosure of Interest:	Nil
Attachments:	**Attachment 12.1A** – DPIRD Report, Application and Plans **Attachment 12.1B** – Submissions

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents a development application for the expansion of an existing feedlot to Council for consideration and, if satisfactory, approval.

Background

The operators of an existing feedlot near the corner of Metcalf and Ucarty Road, Ucarty have applied for a development application (DA) to increase their feedlot from 1,500 head of cattle feedlot across 14 pens to 4,000 head of cattle. The DA seeks approval to construct covered feedlot pens at the existing feedlot site, with the covered pen area to have a capacity of 2,000 head. Construction will include the formation of a compacted hardstand, feedlot infrastructure (fences, water troughs, feed bunks etc), freshwater capture infrastructure (pipes, tanks) and the shed. Once constructed, this will take the capacity of the feedlot to 4,000 head.

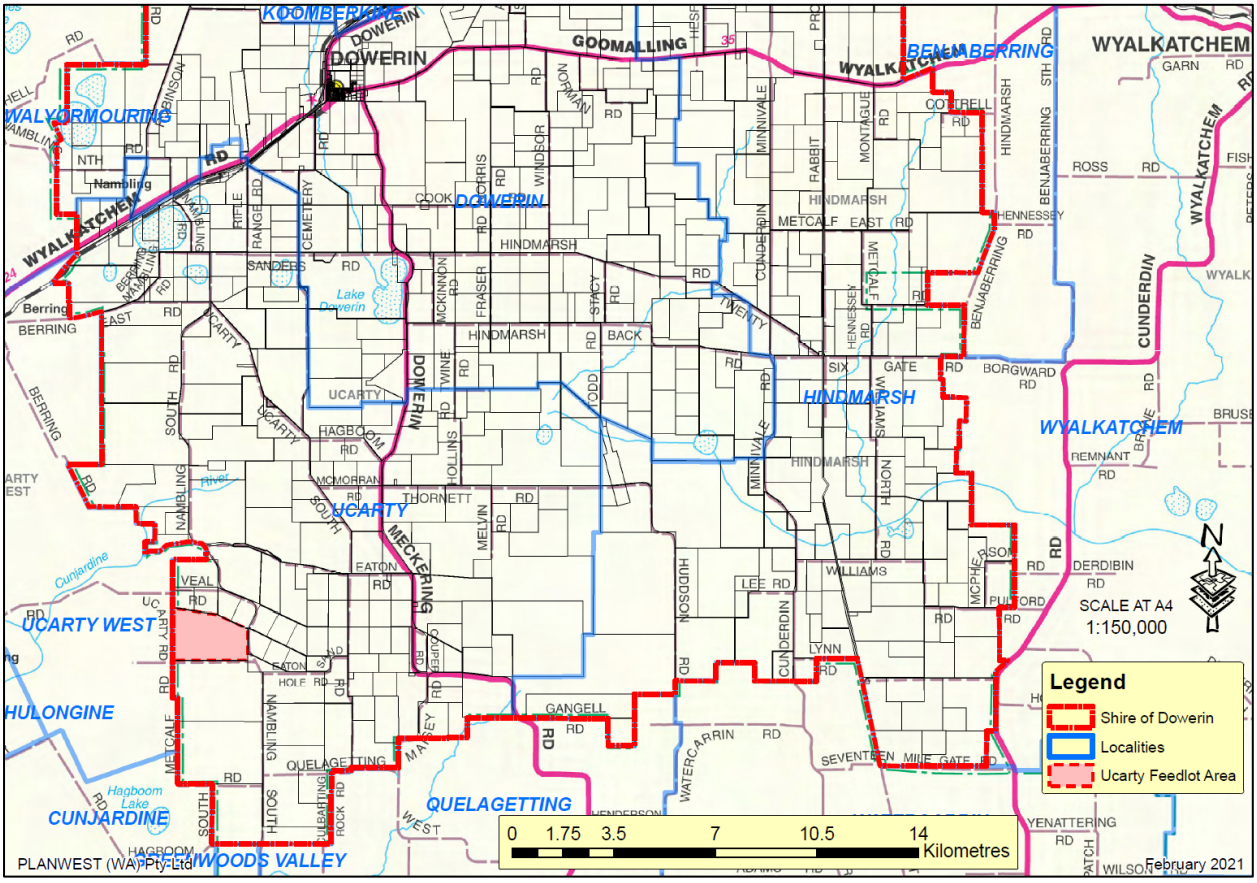
The proposal has been informed with the assistance of the Department of Primary Industries and Regional Development (DPIRD). As the proposal includes new development a DA is deemed necessary.

The subject lot is 404 hectares in area, however the DPIRD report indicates that the farm is 3,600 hectares with an additional 3,800 hectares also managed by the family.

A location plan of the property on which the development is proposed is shown in Figure 1. This property is located nearly 20 kilometres from Dowerin, about 16 kilometres from Goomalling and about 42 kilometres from Wyalkatchem.

The property is on the western boundary of the Shire and abuts the Shire of Goomalling.

FIGURE 1 – LOCATION PLAN



Source: Landgate, Planwest

DPIRD is assisting the operators with this application as part of its mission to help facilitate and support development of primary industries in the regions.

Correspondence from DPIRD suggests that development of the existing feedlot was approved by the Shire in 2015, however staff are unable to verify this approval. However, evidence of this previous approval is not considered relevant for the current DA as it will be assessed on its merits.

The DPIRD report indicates that the feedlot is located in a low-risk environment with an average rainfall of only 349mm, existing bores in close proximity of the feedlot at a depth of 20m, very limited surface water in the vicinity of the feedlot and the closest neighbour a distance of 3.5 km from the feedlot. The existing feedlot has operated since 2006 with no complaints received in that time.

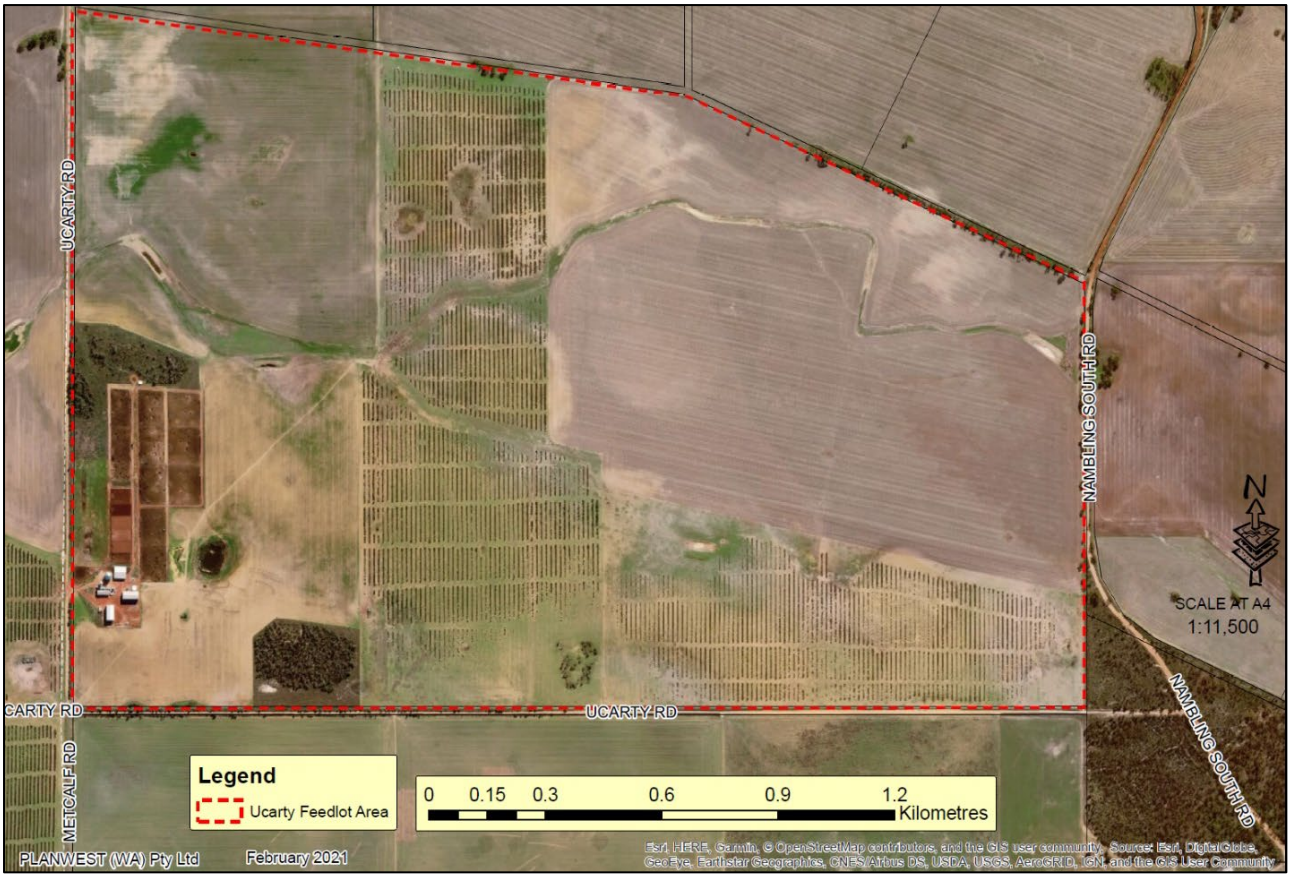
The DPIRD report considers the prevailing winds, rainfall, evaporation, geology, soils, surface water, traffic, waste, separation distances and groundwater conditions and concludes that there are no issues that would prevent an approval.

Figure 2 provides an aerial photograph of the whole property (Lot 4666). This photograph shows a significant amount of planting of tagasaste around the site.

Figure 3 shows an enlargement of the area around the main operation showing the existing structures, circulation area and access from Ucarty Road.

Figure 4, albeit out-of-date, shows what appears to be the main access from Ucarty Road and the infrastructure at the time of the photograph.

FIGURE 2 – AERIAL PHOTOGRAPH OF SITE



Source: ArcMap, Planwest

FIGURE 3 – MAIN AREA OF FEEDLOT DEVELOPMENT

Source: Google, Planwest

FIGURE 4 – GOOGLE 'STREET VIEW' FROM UCARTY ROAD

Source: Google, Planwest

Comment

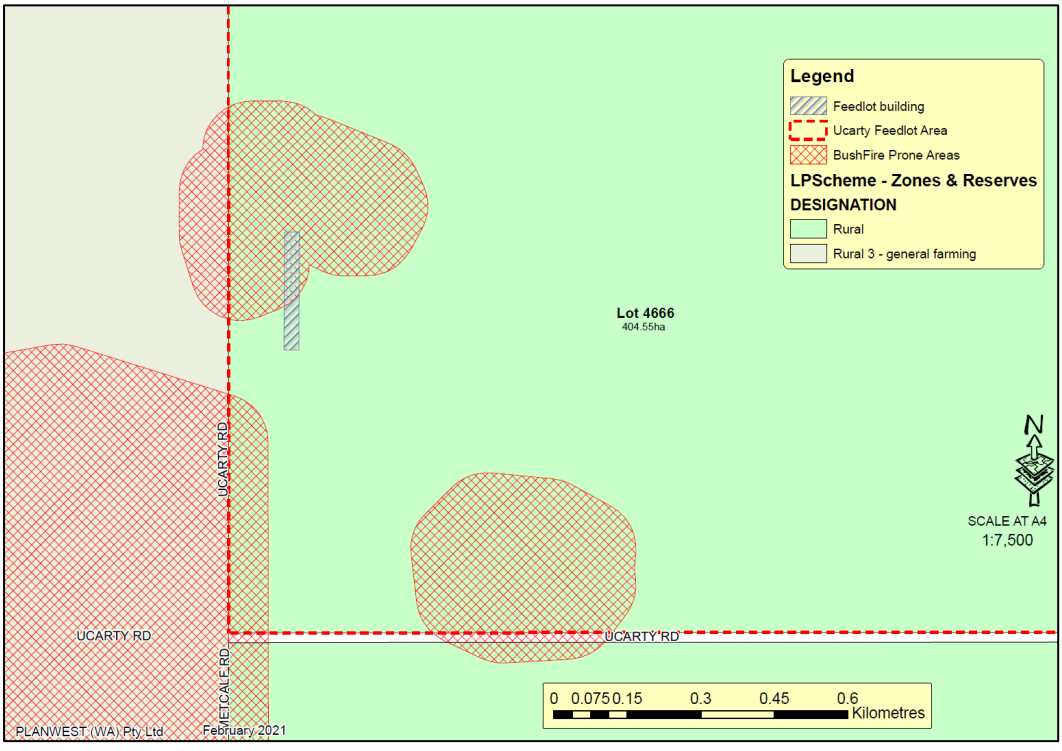
The proposed use is consistent with the objectives of the Rural zone as defined in the Shire of Dowerin Local Planning Scheme No 2 (Scheme), and the increased capacity of the feedlot is not in conflict with the Local Planning Strategy (Strategy). DPIRD has stated that there have been no objections to the existing operations from neighbours and that the increased capacity of the feedlot is unlikely to attract any objections.

The DPIRD report states that the nearest sensitive uses (like dwellings) are located at least 3.5 kilometres from the operation. The DPIRD report shows a plan of the location of these neighbours.

It is important that drainage plans are prepared to the satisfaction of the local government to ensure that no additional drainage impacts Council's road and drainage system.

Figure 5 shows that the proposed feedlot shed is within the Bushfire Prone mapping produced by the Department of Fire and Emergency Services (DFES). As a result, a condition will be required to ensure that the appropriate bushfire management plan is prepared and approved.

FIGURE 5 – BUSHFIRE PRONE MAPPING



Source: DFES, Planwest

Consultation

Claire Coffey, Senior Agribusiness Development Consultant, DPIRD

Kylie Neaves, Environmental Health Officer

Peter Bentley, CEO, Shire of Goomalling

Neighbouring Property Owners

Paul Bashall, Planning Consultant, Planwest WA

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Les Vidovich, Manager Works and Assets

The DA was advertised for submissions in the Dowerin Despatch 12 March 2021 edition and on the Shire's web site on 10 March 2021. During this period, the Shire received two submissions. A summary is provided below with the full submissions included as an Attachment.

Submission 1 –

- Support business and employment;
- Concern of additional traffic and school bus route;
- Road upgrades necessary for wet weather, intersections, vegetation, passing vehicles and signage;
- Is water supply adequate without affecting neighbours through WC supply or groundwater?;
- Is there a water supply contingency plan?;
- How close will the waste management (including carcass disposal) facility be to neighbours?; and
- Will the development be capped at 4000 head?

Submission 2 -

- No objections to size increase but would not have agreed to initial development;
- Unable to sit outside in the summer because of stench;
- Smell comes through the evaporative air conditioner and will get worse with head increase; and
- Concern over number of trucks using Ucarty Road.

The two submissions raise some valid concerns; however, the traffic issues will be addressed in the Traffic Management Strategy (TMS), the potential waste issues, including odours, should be addressed in the Waste Management Plan. Water is provided by three DPIRD bores with suggested water tanks from rooftop collection (to be installed). DPIRD will be responsible for monitoring excessive groundwater draw.

Comment

As the feedlot already exists, the guidelines remain unchanged with regards to management and approvals. Buffer distances will need to be assessed in the Waste Management Plan – and perhaps assessed by the Department of Environmental Protection (DEP). However, from a planning viewpoint the buffers are more than adequate. The recommended buffers for Agricultural Feedlots from sensitive uses (for example dwellings) is between one and two kilometres (*Guidance for the Assessment of Environmental Factors No 3, EPA, 2005*).

Figure 7 shows the distances assessed by DPIRD of nearest neighbours. As the figure shows, the closest dwelling is 3.5kilometres to the northeast.

Department of Agriculture WA (DAWA) has produced guidelines for feedlots (*Guidelines for the Environmental Management of Beef Cattle Feedlots in Western Australia, DAWA, 2004*), however these guidelines suggest a buffer area to sensitive uses of only one kilometre. A footnote should be inserted to include a note to advise that a Works Approval and either a License or Registration may be required by the DEP.

FIGURE 6 – DISTANCES TO NEIGHBOURS

Source: DPIRD

Policy Implications

Nil

Strategic Implications

Local Planning Strategy

The WAPC endorsed Council's Strategy on 11 June 2013. The Strategy promotes the sustainable use of agricultural land within the Shire and puts forward several strategies to achieve this objective.

The relevant strategies are to:

1. Recognise the agricultural industry as having economic and social significance to the Shire;
2. Encourage the diversification of agricultural uses in the rural areas where it is seen as an endeavour to spread the range of activities and products;
3. Ensure the protection of agricultural resources by restricting subdivision of agricultural land that would remove it from being used for agricultural purposes;
4. Facilitate assistance for land which is affected by salinity; and
5. Encourage the diversification of rural activities to reduce the reliance on a single output.

Strategic Community Plan

Community Priority:	Our Economy
Objective:	A strong and growing local economy supported by new industry development aligned to identified economic opportunity
Outcome:	3
Reference:	E5, E6

Asset Management Plan

Nil

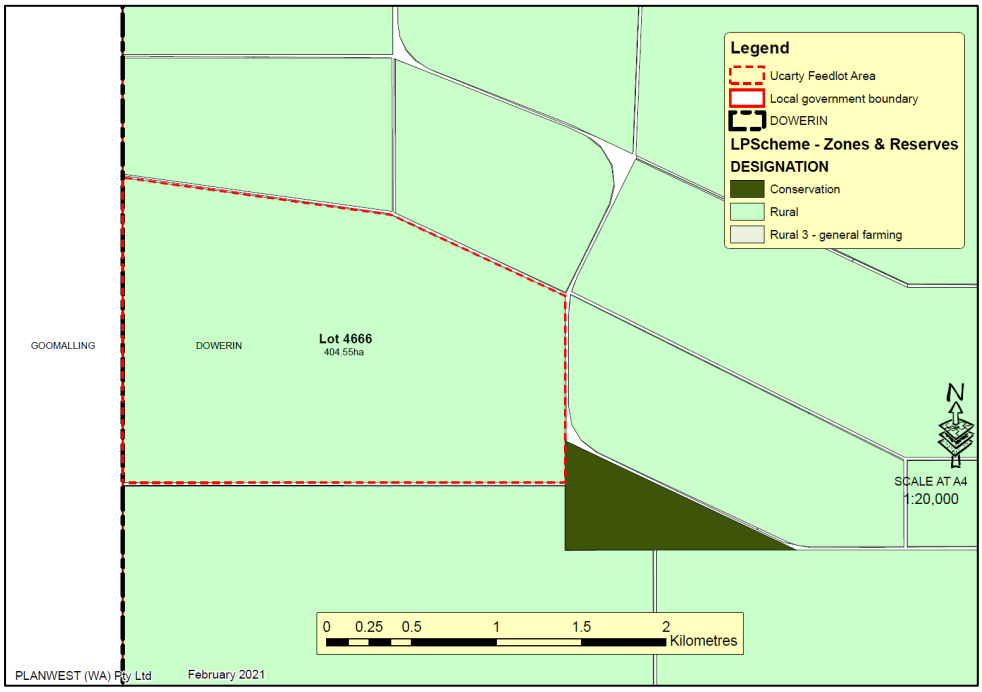
Long Term Financial Plan

Nil

Statutory Implications

The land is zoned 'Rural' in the Shire of Dowerin Scheme. Figure 7 provides an extract from the Scheme Map.

FIGURE 7 – EXTRACT FROM LOCAL PLANNING SCHEME



Source: DPLH, Planwest

The Scheme sets out several objectives for the Rural zone. These are as follows:

1. Provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality;
2. Protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning;
3. Protect the land from closer development that would detract from the rural character and amenity of the area;
4. Prevent any development that may affect the viability of a holding;
5. Encourage small scale, low impact tourist accommodation in rural locations; and
6. Encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

The proposed use is included in the definition of *Agricultural – extensive* and is defined as follows:

> *agriculture — extensive* means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture — intensive or animal husbandry — intensive;

The definition of agriculture – intensive (referred to in the definition above):

> *agriculture — intensive* means premises used for commercial production purposes, including outbuildings and earthworks, associated with any of the following —
>
> (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
>
> (b) the establishment and operation of plant or fruit nurseries;
>
> (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms);
>
> (d) aquaculture;
>
> *animal husbandry – intensive* means premised used for keeping, rearing or fattening of pigs, poultry (for either eggs or meat production, rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens;

Table 1 – Zoning Table of the Scheme provides the permissibility of various uses in each of the zones of the Scheme.

In this case the use of animal husbandry — intensive in a Rural zone is an 'A' use.

An 'A' use means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with Clause 64 of the deemed provisions.

Risk Implications

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

Financial Implications

Nil, other than the potential for increased use of rural roads around the property proportional to the increased capacity of the development.

The applicant has paid the relevant statutory application fees.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Hagboom **Seconded:** Cr Holberton

0414 **That, in accordance with Part 7 of the deemed provisions of the *Planning and Development Act 2005,* Council approves the Development Approval application to increase the feedlot at Lot 4666 Metcalf/Ucarty Road, Ucarty, as received on 15 February 2021 and presented in Attachment 12.1A, subject to the following conditions;**

1. **The preparation of a Traffic Management Strategy (TMS) to the satisfaction of the local government;**
2. **A Waste Management Plan must be submitted to and approved by the local government. The plan must provide details to the satisfaction and specification of the local government in consultation with the Shire of Goomalling;**
3. **A Stormwater Disposal Plan with details and calculations must be submitted for approval to the local government and thereafter implemented, constructed and maintained to the satisfaction of the local government.**
4. **Prior to the occupation of the development, a vehicle crossover is to be constructed to the specification and satisfaction of the local government;**
5. **The applicant must submit, have approved, and thereafter implement, a management plan detailing how risks of wind and/or water borne erosion and sedimentation will be minimised during the works, to the satisfaction of the local government;**
6. **The preparation of a Bushfire Management Plan to the satisfaction of the local government and Department of Fire and Emergency Services.**

ADVICE NOTES

Note 1: The TMS is to include items such as:

1. **A road condition report (to be completed by the local government);**
2. **Compliance with on-going maintenance and costs;**
3. **Heavy haulage permits; and**
4. **Operational requirements.**

Note 2: Certain conditions of Development Approval may need to be satisfied in order for a Bushfire Management Plan assessment to be lodged.

Note 3: If the development the subject of this approval is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.

Note 4: Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.

Note 5: If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

Note 6: The applicant is advised that a Works Approval and either License or Registration may be required by the Department of Environmental Protection.

CARRIED 5/0

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Wheatbelt Secondary Freight Network – Formalisation of Commitment to Priority 1 – 5 Year Delivery Plan

Works and Assets	
Date:	9 April 2021
Location:	Dowerin – Kalannie Road
Responsible Officer:	Les Vidovich, Manager Works and Assets
Author:	Fiona Jasper, Executive Officer, Wheatbelt Secondary Freight Network
Legislation:	*Local Government Act 1995*
Sharepoint Reference:	Technical/Roads/Dowerin-Kalannie Road
Disclosure of Interest:	Nil
Attachments:	**Attachment 13.1A** - WSFN Priority 1 - 5 Year Delivery Plan **Attachment 13.1B** - WSFN MCA Priority 2 Route Commentary **Attachment 13.1C** – WSFN Governance Plan

Purpose of Report

■ Executive Decision ☐ Legislative Requirement

Summary

This Item presents the Wheatbelt Secondary Freight Network (WSFN) Priority 1 Routes identified in the WSFN Priority 1 – 5-Year Delivery Plan to Council for consideration and, if satisfactory, adoption.

Background

The WSFN in the Main Roads WA (MRWA) Wheatbelt Region comprises some 4,400km of local government managed roads across 53 routes that connect with State and National highways to provide access for heavy vehicles into the region. It consists of 42 local governments of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure $187 million of Federal, State and Local Government funding to improve secondary freight network routes on local government roads in the Wheatbelt.

In 2019 the WSFN established a Steering Committee to provide oversight and governance to the program.

An approved Multiple Criteria Analysis (MCA) determined prioritisation of the routes for Priority 1 funding and associated projects over a 5-year delivery plan. This MCA provided a priority ranking of the 53 WSFN routes. The Priority 1 Proposed Routes were endorsed by Wheatbelt South and Wheatbelt North Regional Road Groups (RRG) at their July 2020 Meetings as follows:

Route	Priority 1 - Budget
1. Lancelin to Meckering	$26,000,000
2. Dumbleyung to Nyabing	$3,900,000

3. Cuballing to Wickepin	$4,800,000
4. Dowerin to Dalwallinu	$25,000,000
5. Merredin to Kondinin	$15,300,000
6. Jurien Bay to Dalwallinu	$25,600,000
7. Corrigin to Katanning	$16,400,000
8. Cunderdin to Quairading (Pilot)	$1,600,000
PRIORITY 1 TOTAL	**$118,600,000**

Capital works for projects along these routes commenced in the 2021/22 financial year. Over the course of the 2020/21 financial year the respective Councils developed a WSFN Priority 1 - 5 Year Delivery Plan (the Plan) of specific projects each year for the total project duration of 5 years along their nominated route. The overall WSFN Priority 1 - 5 Year Delivery Plan and each Council's suite of projects was endorsed by WSFN Steering Committee and approved by the RRG in March 2021.

The specific routes, roads and individual projects approved for funding under the WSFN 5-Year Delivery Plan are included as an Attachment.

The WSFN Steering Committee is in the process of presenting this information to MRWA for inclusion in the WSFN Project Planning Report (PPR) due for update for projects commencing 1 July 2021. The Plan envisages completion of Priority 1 Routes by end of the 2024/25 financial year.

Comment

Moving forward the WSFN Steering Committee is working with the relevant individual Councils to verify their commitment to the WSFN Priority 1 – 5 Year Delivery Plan for incorporation into future capital works budgets. The funding break-down for each project is 80% Federal Government, 13.3% State Government and 6.7% Local Government. Claims are to be submitted to MRWA Wheatbelt Region in a similar manner to RRG claims on a 40:40:20 basis. The final 20% claim will only be approved following sign off by the WSFN Project Manager.

It should be noted that as per RRG projects, there is no process for variations, however any savings made in any individual year may be carried over as contingency for future years.

Further work is currently being undertaken with relevant local governments to determine routes for Priority 2 funding. This includes development of individual projects with detailed scope of works and budgets for inclusion in WSFN Priority 2 - 5 Year Delivery Plan. It is envisaged this will be presented to the Steering Committee and RRG in July 2021, with works commencing in the 2022/23 financial year for completion in 2026/27. The Priority 2 Routes would entail the remaining approximately $67 million of the $187 million. The nominal Priority 2 Routes are included as an Attachment.

The initial total cost estimate of Priority 1 and 2 Routes is $184 million, however the Steering Committee believe it prudent to determine detailed project budgets before ultimately approving the Priority 2 Routes.

Officers from local governments with prioritised projects will be essential to ensure the successful delivery of individual projects. This will provide a great opportunity for knowledge sharing and collaboration across the region. It will allow members of the Program Technical Team to undertake both informal and formal training of LGA staff to upskill and improve their technical capacity. Where possible, neighbouring local governments will be encouraged to share technical, workforce and plant resources to assist in the efficient on-ground delivery of individual projects.

Individual local governments have already provided the following to the Steering Committee for approval before any funding will be released:

1. Scope;
2. Budget; and
3. Methodology.

Consultation

WSFN Steering Committee

WSFN Technical Committee

WSFN Project Technical Director
WSFN Project Manager
Wheatbelt South and Wheatbelt North RRG
Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works and Assets

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority:	Our Infrastructure
Objective:	Our infrastructure will drive economic and population growth, be a key enabler of the digital economy and support reliable, efficient service delivery
Outcome:	1
Reference:	I2

Asset Management Plan

The WSFN Priority 1 - 5 Year Delivery Plan will need to be incorporated into the AMP.

Long Term Financial Plan

The WSFN Priority 1 - 5 Year Delivery Plan will need to be incorporated into the LTFP.

Statutory Implications

Section 3.18 of the *Local Government Act 1995* is applicable and states:

"3.18. Performing executive functions

(1) A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.

(2) In performing its executive functions, a local government may provide services and facilities.

(3) A local government is to satisfy itself that services and facilities that it provides —

(a) integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and

(b) do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and

(c) are managed efficiently and effectively."

Risk Implications

Risk Profiling Theme	Supplier/Contract Management
Risk Category	Project Budget
Risk Description	Exceeds project budget by 5%
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)

Risk Matrix Rating	Low (4)
Key Controls (in place)	Financial Management Framework
Action (Treatment)	Develop Standardised Contracts; Develop Centralised Contract Management System
Risk Rating (after treatment)	Adequate

Financial Implications

Local governments with projects approved over the course of the WSFN program will be required to contribute approximately 7% of each individual project's total cost. The remaining funding will be provided by Federal Government 80% and State Government 13%.

Individual Councils will need to incorporate this funding allocation into their annual Budgets.

Funding will be distributed to local governments via MRWA in accordance with the Governance Plan, which is included as an Attachment.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Holberton **Seconded:** Cr Ward

0415 **That, in accordance with the previously endorsed Wheatbelt Secondary Freight Network Governance Plan, Council:**

1. **Receives the Wheatbelt Secondary Freight Network Priority 1 – 5-Year Delivery Plan Program, as presented in Attachment 13.1A;**
2. **Formalises its commitment to delivering Council's identified projects in the Wheatbelt Secondary Freight Network Priority 1 – 5-Year Delivery Plan; and**
3. **Commits to considering Council's identified projects in its future Capital Works Budgets as outlined in the Wheatbelt Secondary Freight Network Priority 1 – 5-Year Delivery Plan as part of annual budget development and adoption processes.**

CARRIED 5/0

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

Council were requested to consider a Late Item relating to the 2021/22 Firebreak Order and the Appointment of Officers.

Voting Requirements

■ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution

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

0416 **That, in accordance with Clauses 3.2 and 3.9 of the Shire of Dowerin Local Law (Standing Orders) 2001, Council accepts Late Item 14.1 2021/22 Firebreak Order and Appointment of Officers for consideration.**

CARRIED 5/0

14.1 2021/22 Firebreak Order & Appointment of Officers

Governance & Compliance

Date:	19 April 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	*Bush Fires Act 1954*
Sharepoint Reference:	Compliance/Ranger/Fire Services/Bushfire Notices Compliance/Ranger/Fire Services/2021-22 Office Bearers
Disclosure of Interest:	Nil
Attachments:	**Attachment 14.1A** – Draft 2021/22 Fire Break Order

Purpose of Report

☐ Executive Decision ■ Legislative Requirement

Summary

This Item presents the proposed 2021/22 Firebreak Order and nominations of Bush Fire Brigade and Fire Weather Officers for the 2021/22 season to Council for consideration and, if satisfactory, adoption.

Background

The minutes of the Bush Fire Advisory Committee Meeting 7 April 2021 are presented to Council as Attachment 8.1A. At that Meeting the Committee considered the Appointment of Officers and the amendment to the burning period for the Fire Break Order. Council needs to consider the Committee's Recommendations.

Comment

While there is no ability for the DBAFC to appoint Officers or adopt the Firebreak Order (the *Bush Fires Act 1954* states this is the responsibility of the local government) it is normal practice for these matters to be considered by the DBAFC at a meeting prior to presentation to Council.

The Committee Recommends amendments to the burning periods for the 2021/22 season. The Fire Break Order has been updated to include these dates, with a copy of the Draft Fire Break Order included as an Attachment.

Consultation

Bush Fire Advisory Committee Meeting 7 April 2021

Paul Millsteed, Chief Bush Fire Control Officer

Rebecca McCall, Chief Executive Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority:	Our Leaders
Objective:	A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to evolving community needs
Outcome:	3
Reference:	L5

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 33 of the *Bush Fires Act 1954* states that the local government may require the owner or occupier of land to plough or clear a firebreak by providing notice in writing.

Section 38 of the *Bush Fires Act 1954* states that the local government is to appoint persons to the positions of CBFCO, Deputy CBFCO, Fire Control Officers, Fire Weather Officers and Dual Bush Fire Control Officers.

Risk Implications

Risk Profiling Theme	Business & Community Disruption
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)	Bushfire Risk Management Framework
Action (Treatment)	Fire breaks inspected & enforced annually
Risk Rating (after treatment)	Adequate

Financial Implications

There will be minimal costs associated with advertising the appointment of Officers in the Despatch and the printing of the Firebreak Order to be distributed with the rates notices.

Voting Requirements

☐ Simple Majority ■ Absolute Majority

Officer's Recommendation/ Resolution

Moved: Cr Hagboom **Seconded:** Cr Holberton

0417 **That:**

1. **In accordance with Section 33 of the *Bush Fires Act 1954*, Council adopts the 2021/22 Firebreak Notice, as presented in Attachment 14.1A; and**
2. **In accordance with Section 38 of the *Bush Fires Act 1954*, Council makes the following appointments for the 2021/22 fire season:**

Position	Name
Chief Bush Fire Control Officer	**Paul Millsteed**
Deputy Chief Bush Fire Control Officer	**Phil Pickering**
Fire Weather Officer	**Paul Millsteed**
Bush Fire Control Officers	**Paul Millsteed**
	Phil Pickering
	Rebecca McCall
	Gloria Robinson
Minnivale	**Stephen Crute**
	Graham Ralph
Cadoux-Manmanning	**Alan Bear**
	Shayne Booth
	Simon Emmott
Ejanding	**Paul Millsteed**
	Brett Jones
Ucarty	**Darrel Hudson**
	Gavin Hagboom
Dual Fire Control Officers	
Shire of Cunderdin	**Gavin Hagboom**
Shire of Goomalling	**Phil Pickering**
	Gavin Hagboom
Shire of Koorda	**Alan Bear**
Shire of Wongan-Ballidu	**Simon Emmott**
	Paul Millsteed
Shire of Wyalkatchem	**Stephen Crute**

CARRIED BY ABSOLUTE MAJORITY 5/0

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 3.27pm.

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 APRIL 2021

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

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EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$0.94 M	$0.80 M	$0.80 M	$0.00 M
Closing	($0.22 M)	$1.18 M	$2.09 M	$0.91 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$4.86 M	% of total
Unrestricted Cash	$1.05 M	21.6%
Restricted Cash	$3.81 M	78.4%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.43 M	% Outstanding
Trade Payables	$0.35 M	
Over 30 Days		14.9%
Over 90 Days		7.1%

Refer to Note 5 - Payables

Receivables

	$0.06 M	% Collected
Rates Receivable	$0.15 M	90.1%
Trade Receivable	$0.06 M	
Over 30 Days		123.2%
Over 90 Days		17.9%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.45 M)	$2.12 M	$2.08 M	($0.03 M)

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$1.41 M	% Variance
YTD Budget	$1.41 M	(0.0%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	$2.86 M	% Variance
YTD Budget	$2.49 M	15.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	$0.35 M	% Variance
YTD Budget	$0.35 M	0.4%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.80 M)	($1.54 M)	($0.59 M)	$0.95 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.32 M	%
Adopted Budget	$0.38 M	(15.0%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	$1.75 M	% Spent
Adopted Budget	$5.00 M	(64.9%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	$0.84 M	% Received
Adopted Budget	$3.82 M	(78.0%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$0.09 M	($0.20 M)	($0.20 M)	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.09 M
Interest expense	$0.04 M
Principal due	$1.55 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$2.28 M
Interest earned	$0.01 M

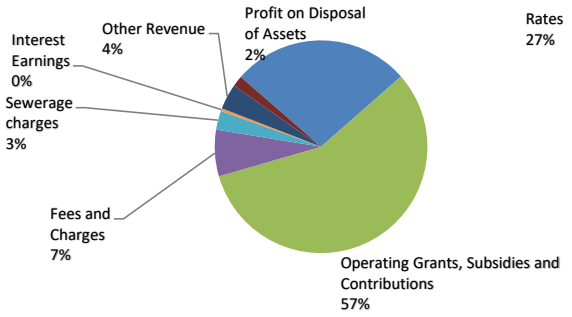
Refer to Note 10 - Cash Reserves

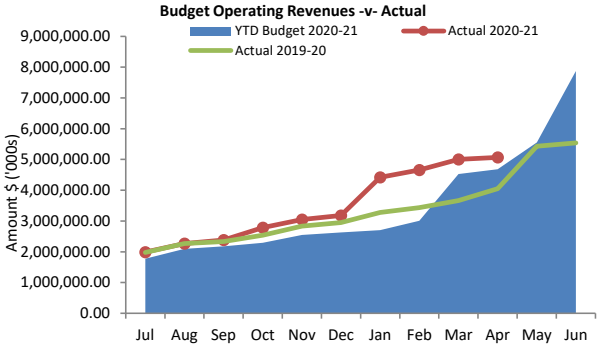
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SUMMARY INFORMATION - GRAPHS

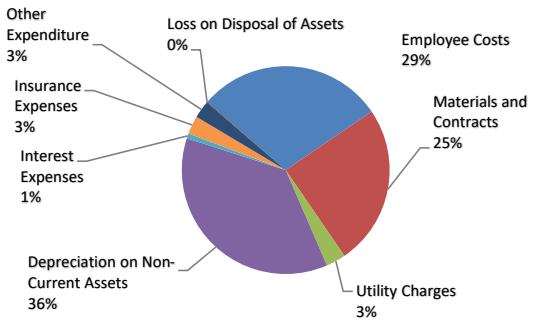
OPERATING ACTIVITIES

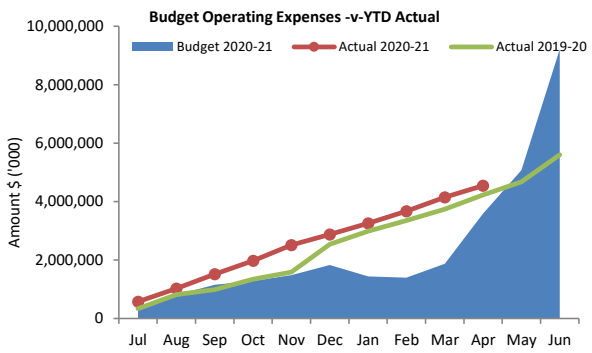
OPERATING REVENUE





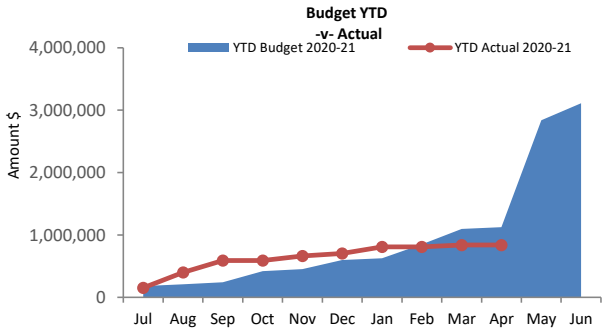
OPERATING EXPENSES



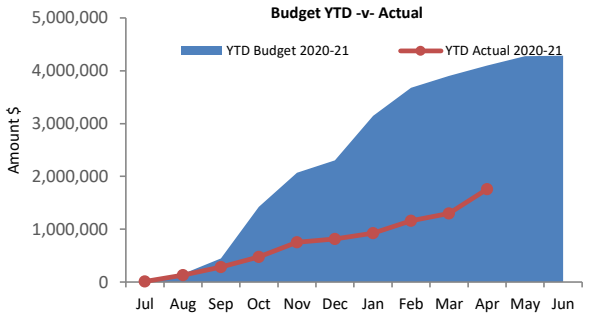


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions

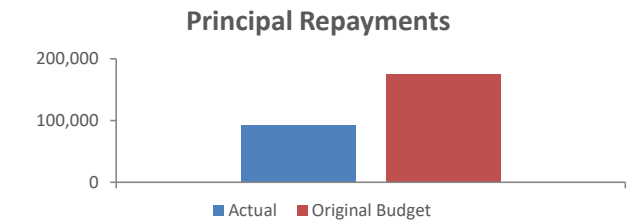


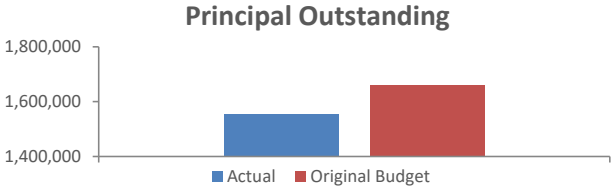
Payments for property, plant and equipment and infrastructure



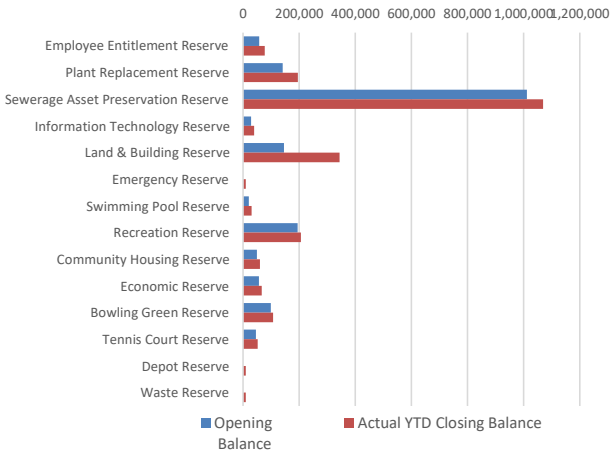
FINANCING ACTIVITIES

BORROWINGS





RESERVES



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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 APRIL 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE	
To provide a decision making process for the efficient allocation of resources	To include the activities of membes of Council and the administration support available to the Council for the provision of governance of the district. Other costs relat 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 e3fficient 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 Acommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.
OTHER PROPERTY AND SERVICES	
To monitor and control Council's overheads operating accounts.	Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	941,147	801,648	801,648	**801,648**	0	0.00%	
Revenue from operating activities								
Governance		500	500	0	**27**	27	0.00%	
General purpose funding		2,201,760	2,477,978	2,000,734	**2,125,589**	124,855	6.24%	
Law, order and public safety		36,000	36,000	35,150	**29,118**	(6,032)	(17.16%)	
Health		2,600	2,600	2,150	**894**	(1,256)	(58.42%)	
Education and welfare		463,365	392,500	305,820	**425,593**	119,773	39.16%	▲
Housing		231,547	241,547	207,377	**204,234**	(3,143)	(1.52%)	
Community amenities		275,100	250,600	248,930	**252,055**	3,125	1.26%	
Recreation and culture		58,400	59,697	54,937	**59,592**	4,655	8.47%	
Transport		157,272	4,110,076	1,555,010	**1,674,833**	119,823	7.71%	
Economic services		131,405	174,405	147,490	**177,075**	29,585	20.06%	▲
Other property and services		73,620	128,620	124,670	**117,948**	(6,722)	(5.39%)	
		3,631,569	**7,874,523**	**4,682,268**	**5,066,958**	384,690		
Expenditure from operating activities								
Governance		(432,792)	(432,511)	(343,170)	**(280,073)**	63,097	18.39%	▲
General purpose funding		(196,631)	(160,214)	(109,630)	**(104,273)**	5,357	4.89%	
Law, order and public safety		(141,949)	(138,949)	(115,760)	**(106,597)**	9,163	7.92%	
Health		(55,047)	(55,047)	(25,010)	**(22,414)**	2,596	10.38%	
Education and welfare		(502,343)	(426,109)	(355,660)	**(501,070)**	(145,410)	(40.88%)	▼
Housing		(459,199)	(461,972)	(311,850)	**(247,011)**	64,839	20.79%	▲
Community amenities		(417,885)	(468,992)	(343,130)	**(351,585)**	(8,455)	(2.46%)	
Recreation and culture		(921,353)	(1,056,828)	(894,257)	**(895,125)**	(868)	(0.10%)	
Transport		(1,735,368)	(5,381,213)	(554,234)	**(1,536,901)**	(982,667)	(177.30%)	▼
Economic services		(471,073)	(590,022)	(490,123)	**(354,785)**	135,338	27.61%	▲
Other property and services		(17,292)	(41,085)	(43,154)	**(148,389)**	(105,235)	(243.86%)	▼
		(5,350,932)	**(9,212,942)**	**(3,585,978)**	**(4,548,222)**	(962,244)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	1,019,713	**1,563,352**	543,639	53.31%	▲
Amount attributable to operating activities		**(451,965)**	**(71,021)**	**2,116,003**	**2,082,088**	(33,915)		
Investing Activities								
Non-operating grants, subsidies and contributions	13	3,820,864	3,111,190	1,125,748	**839,180**	(286,568)	(25.46%)	▼
Net Non- Operating grants recognised as revenue	13	3,820,864	3,111,190	1,125,748	**839,180**	(286,568)	(25.46%)	
Proceeds from disposal of assets	7	382,000	436,000	393,000	**324,688**	(68,312)	(17.38%)	▼
Payments for property, plant and equipment and infrastructure	8	(5,003,184)	(4,285,414)	(3,057,152)	**(1,753,983)**	1,303,169	42.63%	▲
Amount attributable to investing activities		**(800,320)**	**(738,224)**	**(1,538,403)**	**(590,115)**	948,288		
Financing Activities								
Proceeds from new debentures	9	508,000	320,000	320,000	**320,000**	0	0.00%	
Transfer from reserves	10	193,333	142,000	0	**0**	0	0.00%	
Repayment of debentures	9	(174,553)	(163,262)	(92,806)	**(92,806)**	0	0.00%	
Transfer to reserves	10	(437,642)	(491,642)	(425,997)	**(425,997)**	0	0.00%	
Amount attributable to financing activities		**89,138**	**(192,904)**	**(198,803)**	**(198,803)**	0		
Closing funding surplus / (deficit)	1(c)	**(222,000)**	**(200,500)**	**1,180,445**	**2,094,818**	914,373		

KEY INFORMATION

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

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

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

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

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		$		$	$	$	%	
Opening funding surplus / (deficit)	1(c)	941,147	801,648	801,648	**801,648**	0	0.00%	
Revenue from operating activities								
Rates	6	1,363,298	1,373,047	1,373,047	**1,362,851**	(10,196)	(0.74%)	
Other rates	6	36,852	36,852	36,852	**46,601**	9,749	26.45%	
Operating grants, subsidies andcontributions	12	1,320,232	5,588,302	2,488,102	**2,860,242**	372,140	14.96%	▲
Fees and charges		373,650	391,150	353,160	**354,660**	1,500	0.42%	
Sewerage charges		166,000	146,000	146,000	**145,045**	(955)	(0.65%)	
Interest earnings		37,205	30,205	18,750	**21,142**	2,392	12.76%	
Other revenue		241,865	216,500	175,140	**193,481**	18,341	10.47%	▲
Profit on disposal of assets	7	92,467	92,467	91,217	**82,937**	(8,280)	(9.08%)	
		3,631,569	**7,874,523**	**4,682,268**	**5,066,958**	384,690		
Expenditure from operating activities								
Employee costs		(1,819,973)	(1,803,931)	(1,485,414)	**(1,323,264)**	162,150	10.92%	▲
Materials and contracts		(1,746,958)	(5,514,979)	(522,021)	**(1,135,585)**	(613,564)	(117.54%)	▼
Utility charges		(158,230)	(184,665)	(152,740)	**(139,471)**	13,269	8.69%	
Depreciation on non-current assets		(1,333,450)	(1,333,450)	(1,106,100)	**(1,657,053)**	(550,953)	(49.81%)	▼
Interest expenses		(41,760)	(39,030)	(30,753)	**(35,170)**	(4,417)	(14.36%)	
Insurance expenses		(113,750)	(109,150)	(99,800)	**(129,117)**	(29,317)	(29.38%)	▼
Other expenditure		(131,017)	(221,943)	(184,320)	**(123,433)**	60,887	33.03%	▲
Loss on disposal of assets	7	(5,794)	(5,794)	(4,830)	**(5,129)**	(299)	(6.19%)	
		(5,350,932)	**(9,212,942)**	**(3,585,978)**	**(4,548,222)**	(962,244)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	1,019,713	**1,563,352**	543,639	53.31%	▲
Amount attributable to operating activities		**(451,965)**	**(71,021)**	**2,116,003**	**2,082,089**	(33,914)		
Investing activities								
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Net Non- Operating grants recognised as revenue	13	3,820,864	3,111,190	1,125,748	**839,180**	(286,568)	(25.46%)	
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Financing Activities								
Proceeds from new debentures	9	508,000	320,000	320,000	**320,000**	0	0.00%	
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Transfer to reserves	10	(437,642)	(491,642)	(425,997)	**(425,997)**	0	0.00%	
Amount attributable to financing activities		**89,138**	**(192,904)**	**(198,803)**	**(198,803)**	0		
Closing funding surplus / (deficit)	1(c)	**(222,000)**	**(200,500)**	**1,180,445**	**2,094,818**	914,373		

KEY INFORMATION

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

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

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

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 1
STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(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.

Non-cash items excluded from operating activities	Notes	Adopted Budget	Audited Actual 30th June 2020	YTD Actual (b)
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(92,467)	(91,217)	(82,937)
Movement in liabilities associated with restricted cash		20,621	0	20,260
Movement in pensioner deferred rates (non-current)		0	0	(2,732)
Less: Adjustment for Employee Costs IE Correction		0	0	(1,259)
Less: Adjustment for IE code correction Events		0	0	(2,746)
Add: Adjustment for Proceeds on Disposal Correction		0	0	(29,415)
Add: Loss on asset disposals	7	5,794	4,830	5,129
Add: Depreciation on assets		1,333,450	1,106,100	1,657,053
Total non-cash items excluded from operating activities		**1,267,398**	**1,019,713**	**1,563,352**

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.		Adopted Budget	Last Year Audited Actual 30 June 2020	Year to Date 30 April 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,093,988)	(1,851,073)	(2,277,071)
Add: Borrowings	9	3000	144,043	51,237
Add: Provisions funded by Reserve	11	78085	57,507	77,767
Total adjustments to net current assets		**(2,012,903)**	**(1,649,523)**	**(2,148,067)**

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

Current assets				
Cash and cash equivalents	2	2,184,546	3,063,480	4,831,252
Rates receivables	3	93,176	93,176	149,053
Receivables	3	105,491	175,428	64,805
Stock on Hand	4	3049	3,051	(2,465)
Total Current Assets		2,386,262	3,335,135	5,042,645
Less: Current liabilities				
Payables	5	(198,224)	(421,179)	(429,780)
Borrowings	9	(3,000)	(144,043)	(51,237)
Contract liabilities	13	0	(126,641)	(126,641)
Provisions	11	(172,135)	(192,102)	(192,102)
Total Current Liabilities		(373,359)	(883,965)	(799,760)
		2,012,903	**2,451,170**	**4,242,885**
Less: Total adjustments to net current assets	1(b)	(2,012,903)	(1,649,523)	(2,148,067)
Closing funding surplus / (deficit)		**0**	**801,648**	**2,094,818**

CURRENT AND NON-CURRENT CLASSIFICATION

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

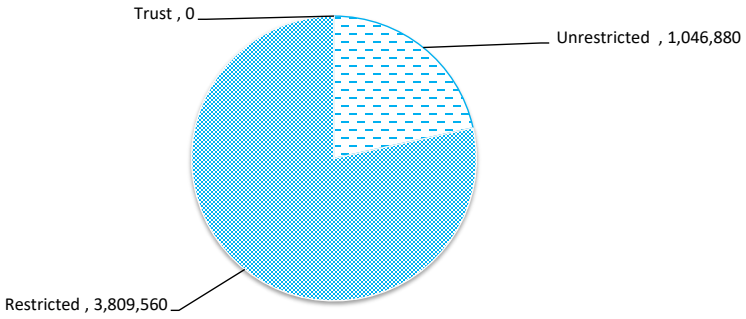
Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Floats	Cash and cash equivalents	700	0	700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	945,458	0	945,458	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,722	0	100,722	0	NAB	0.05%	At Call
DRFAWA Flood Damage Funding	Cash and cash equivalents		1,149,184	1,149,184		NAB		At Call
LRCIP Phase 1 Funding	Cash and cash equivalents		191,875	191,875		NAB		At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		191,431	191,431		NAB		At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost		2,277,070	2,277,070	0	NAB	0.30%	25.6.2021
Total		**1,046,880**	**3,809,560**	**4,856,440**				
Comprising								
Cash and cash equivalents		1,046,880	1,532,490	2,579,370	0			
Financial assets at amortised cost		0	2,277,070	2,277,070	0			
		1,046,880	**3,809,560**	**4,856,440**	**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.

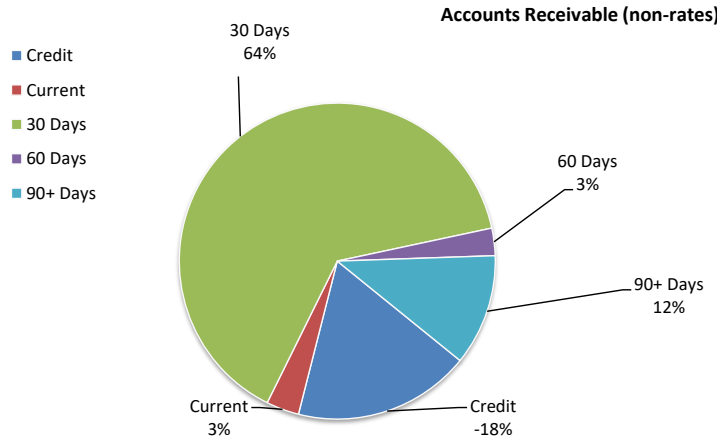


Rates receivable	30 June 2020	30 Apr 2021
	$	$
Opening arrears previous years	75,356	93,176
Levied this year	1,361,347	1,409,452
Less - collections to date	(1,343,527)	(1,353,575)
Equals current outstanding	**93,176**	**149,053**
Net rates collectable	**93,176**	**149,053**
% Collected	93.5%	90.1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(10,597)	1,964	37,618	1,640	6,656	37,281
Percentage	(28.4%)	5.3%	100.9%	4.4%	17.9%	
Balance per trial balance						
Sundry receivable	0	37,281	0	0	0	37,281
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	13,543	0	0	0	13,543
Total receivables general outstanding						**64,805**
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.



Other current assets	Opening Balance 1 July 2020	Asset Increase/(Decrease)	Closing Balance 30 April 2021
	$	$	$
Inventory			
Stock On Hand	3,049	(5,514)	(2,465)
Total other current assets	**3,049**	**(5,514)**	**(2,465)**

Amounts shown above include GST (where applicable)

KEY INFORMATION

At the moment, the stock is registering as being in deficit which is incorrect. We have recently installed the electronic fuel system & a full reconcilition is underway

The Shire 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.

Inventory

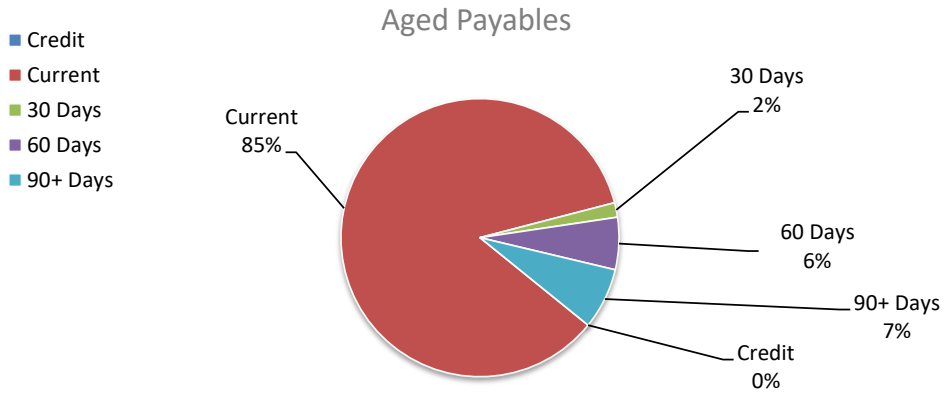
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

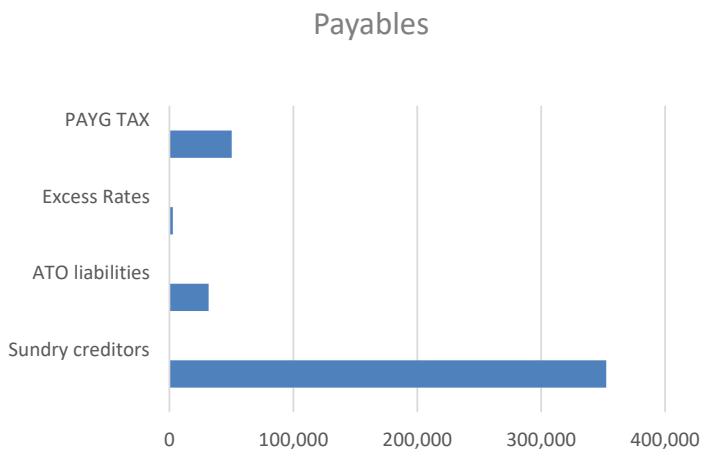
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	421,412	8,368	30,046	35,241	495,067
Percentage	0%	85.1%	1.7%	6.1%	7.1%	
Balance per trial balance						
Sundry creditors	0	344,167	8,368	30,046	35,241	352,535
ATO liabilities	0	31,624	0	0	0	31,624
Excess Rates	0	2,869	0	0	0	2,869
PAYG TAX	0	50,378	0	0	0	50,378
Other Payables	0	18,459	0	0	0	18,459
Payroll Creditors	0	(50,822)	0	0	0	(50,822)
Accrued Loan Interest	0	7,902	0	0	0	7,902
Bonds & Deposits Held - Cl	0	11,661	0	0	0	11,661
Accrued Expenses	0	5,174	0	0	0	5,174
Total payables general outstanding						**429,780**

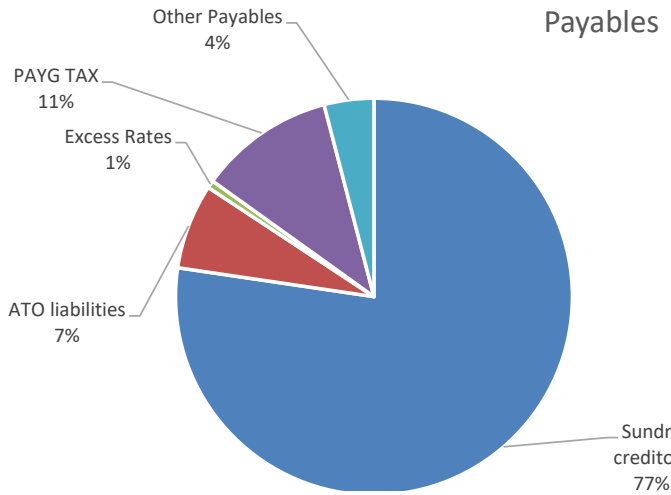
Amounts shown above include GST (where applicable)

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.



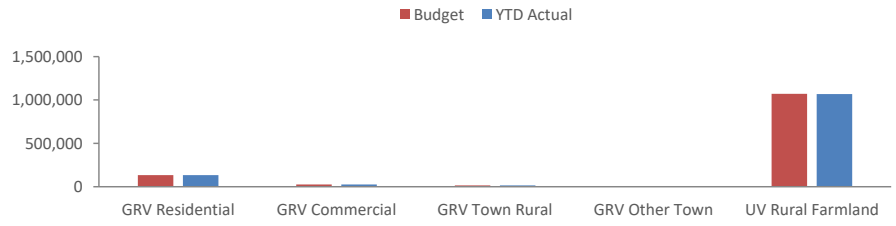


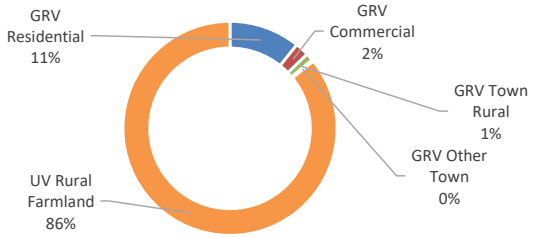


General rate revenue		Original Budget						YTD Actual			
	Rate in $ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Residential	0.10079	137	1,312,923	132,330	1,500	0	133,830	133,830	0	0	133,830
GRV Commercial	0.10079	15	256,474	25,850	0	0	25,850	25,850	0	0	25,850
GRV Town Rural	0.10079	12	138,892	13,999	0	0	13,999	13,999	0	0	13,999
GRV Other Town	0.10079	8	33,384	3,365	0	0	3,365	3,365	0	0	3,365
Unimproved value											
UV Rural Farmland	0.0084	222	127,313,000	1,069,429	250	0	1,069,679	1,067,729	1,503	0	1,069,232
Sub-Total		**394**	**129,054,673**	**1,244,973**	**1,750**	**0**	**1,246,723**	**1,244,773**	**1,503**	**0**	**1,246,276**
Minimum payment	**Minimum $**										
Gross rental value											
GRV Residential	770	39	230,415	30,030	0	0	30,030	30,030	0	0	30,030
GRV Commercial	770	17	65,470	13,090	0	0	13,090	13,090	0	0	13,090
GRV Town Rural	770	15	36,975	11,550	0	0	11,550	11,550	0	0	11,550
GRV Other Town	225	19	7,809	4,275	0	0	4,275	4,275	0	0	4,275
Unimproved value											
UV Rural Farmland	770	66	3,468,700	50,820	0	0	50,820	50,820	0	0	50,820
UV Commercial	770	4	400	3,080	0	0	3,080	3,080	0	0	3,080
UV Town Rural	770	4	89,000	3,080	0	0	3,080	3,080	0	0	3,080
UV Mining	225	2	7,029	450	200	0	650	650	0	0	650
Sub-total		**166**	**3,905,798**	**116,375**	**200**	**0**	**116,575**	**116,575**	**0**	**0**	**116,575**
Amount from general rates							**1,363,298**				**1,362,851**
Ex-gratia rates							36,852				46,601
Total general rates							**1,400,150**				**1,409,452**

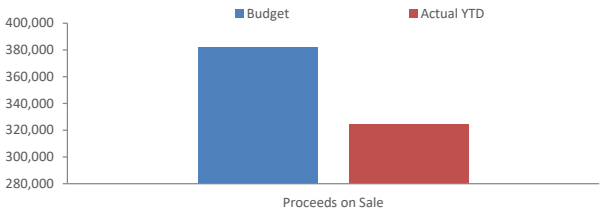
KEY INFORMATION

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





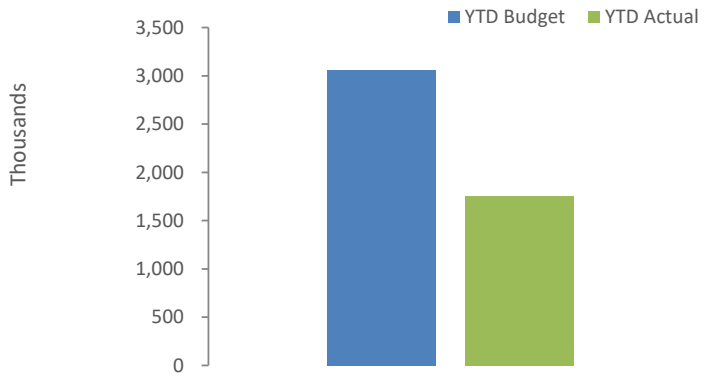
		Original Budget				Current Budget				YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$	$	$	$	$
	Buildings												
	16 Anderson Street	55,367	92,000	36,633	0	55,367	92,000	36,633	-	56,560	90,000	33,440	0
	18 Anderson Street*	56,586	105,000	48,414	0	56,586	105,000	48,414	-	57,582	100,500	42,918	0
	Plant and equipment												
	Transport												
	Roller Multi Pack VP2400	12,588	10,000	0	(2,588)	12,588	64,000	51,412	-	15,000	18,182	3,182	0
	Ford Ranger Single Cab Ute D07	25,209	25,000	0	(209)	25,209	25,000	0	-	0	0	0	0
	Ford Ranger Single Cab Ute D002	20,997	18,000	0	(2,997)	20,997	18,000	0	-	0	0	0	0
	Duvelo Sweeper	0	0	0	0	0	0	0	-	3,249	0	0	(3,249)
	Other property and services												
	Toyota Hilux; MWA	38,925	40,000	1,075	0	38,925	40,000	1,075	-	42,284	45,682	3,397	0
	Toyota Prado; CEO	47,518	50,000	2,482	0	47,518	50,000	2,482	-	0	29,415	0	0
	Toyota Hilux; MCCS	38,137	42,000	3,863	0	38,137	42,000	3,863	-	42,789	40,909	0	(1,880)
		295,327	**382,000**	**92,467**	**(5,794)**	**295,327**	**436,000**	**143,879**	**0**	**217,465**	**324,688**	**82,937**	**(5,129)**



Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	$		$	$	$
Buildings	134,328	266,566	261,099	52,487	(208,612)
Plant and equipment	830,000	637,500	633,500	475,471	(158,029)
Infrastructure - roads	3,445,857	2,784,849	1,727,894	978,653	(749,241)
Infrastructure - footpaths	51,999	51,999	51,999	40,497	(11,502)
Infrastructure - other	541,000	544,500	382,660	206,875	(175,785)
Payments for Capital Acquisitions	**5,003,184**	**4,285,414**	**3,057,152**	**1,753,983**	**(1,303,169)**
Total Capital Acquisitions	**5,003,184**	**4,285,414**	**3,057,152**	**1,753,983**	**(1,303,169)**
Capital Acquisitions Funded By:					
	$		$	$	$
Capital grants and contributions	3,820,864	3,111,190	1,125,748	839,180	(286,568)
Borrowings	508,000	508,000	320,000	320,000	0
Other (disposals & C/Fwd)	382,000	382,000	393,000	324,688	(68,312)
Cash backed reserves					
Economic Reserve	193,333	193,333	0	0	0
Contribution - operations	98,987	90,891	1,218,404	270,115	(948,289)
Capital funding total	**5,003,184**	**4,285,414**	**3,057,152**	**1,753,983**	**(1,303,169)**

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.



30/06/2021 30/06/2021 30/04/2021

	Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land and Buildings								
BC042	Dowerin Town Hall - Building (Capital)		8,000	4,000	3,830	3,476	354	
BC042A	Town Hall (Lessor) Air Conditioning - Building (Capital)		4,500	6,000	6,000	6,018	(18)	
BC044	Sports Recreation Centre - Building (Capital)		11,828	60,000	60,000	1,003	58,997	
BC001A	Admin Building - Roof Replacement - Building (Capital)		60,000	93,800	93,800	10,843	82,957	
BC001B	Admin Building - Refurbishment - Building (Capital)		0	0	0	0	0	
OC012	Short Stay Accommodation Caravan Bay Extension		50,000	50,000	50,000	29,481	20,519	
		Total	**134,328**	**266,566**	**261,099**	**52,487**	**208,612**	
Plant & Equipment								
PE100	Diesel Fuel Bowser - Shire Depot		15,000	21,500	21,500	10,128	11,373	
PE102	Multi Tyred Roller		170,000	170,000	170,000	166,950	3,050	
PE110	Loader Cat 938H - Repairs		55,000	55,000	55,000	48,885	6,115	
PE108	Light Vehicle Purchase Manager Works & Assets		50,000	50,000	50,000	49,100	900	
PE107	Light Vehicle MCCS		50,000	50,000	50,000	45,908	4,092	
		Total	**830,000**	**637,500**	**633,500**	**475,471**	**158,029**	
Infrastructure - Roads								
RRG003	Koombekine North Road (RRG)		384,000	384,000	384,000	292,171	91,829	
RRG025	Dowerin-Koorda Road (RRG)		0	0	0	176	(176)	
RRG182	Dowerin-Kalannie Road (RRG)		188,650	188,650	188,650	190,544	(1,894)	
RRG182A	Dowerin-Kalannie Road - 19/20 Funding (RRG)		81,391	81,391	81,391	88,859	(7,468)	
R2R023	Koorda-Wongan Hills Road (R2R)		245,640	245,640	245,640	264,190	(18,550)	
R2R025	Dowerin-Koorda Road (R2R)		87,000	101,210	84,340	105,786	(21,446)	
* See Note below	Flood Damage Reinstatement		1,783,958	1,783,958	743,873	0	743,873	
		Total	**3,445,857**	**2,784,849**	**1,727,894**	**978,653**	**749,241**	

*Flood Damage Flood Damage reinstatement was budgeted as a Non- Operating expense,
however the funding agreement and audit provides it should be disclosed as Operating/Maintenance.
Refer to Note 15 for details of revenue and expenditure.

Infrastructure - Footpaths							
FC096	Jackson Street - Footpath Capital		25,000	25,000	25,000	32,391	(7,391) Project Underway
FC096A	Jackson Street - Tree Scaping - Footpath Renewal		25,000	25,000	25,000	5,749	19,251 Project Underway
FC095	Hilda Street - Footpath Capital		1,999	1,999	1,999	2,357	(358)
		Total	**51,999**	**51,999**	**51,999**	**40,497**	**11,502**
Infrastructure - Other							
OC002	Waste Facility Perimeter Fencing		12,000	8,000	7,330	8,125	(795) Project completed under budget
OC004	Entrance/Streetscape Project - SSA & DCC		55,000	62,000	830	28,731	(27,901)
OC007	Main Street Improvements		60,000	60,000	60,000	54,000	6,000 Project progressing
OC008	Street Lighting LED Upgrade		10,000	10,000	10,000	9,818	182
OC009	Pioneer Pathway Project includes Tin Dog Replica		35,000	35,000	35,000	31,792	3,208
OC010	Bird Hide Refurbishment & Tin Dog Walk		9,000	9,000	9,000	46	8,954 Project scheduled for last quarter
OC011	Internect Connectivity Upgrade Administration & Depot		20,000	9,500	9,500	9,346	154
OC013	Oval Perimeter Fence Extension		50,000	66,000	66,000	55,975	10,025 Project completed, invoices yet to be received
		Total	**541,000**	**544,500**	**382,660**	**206,875**	**175,785**
		TOTALS	**5,003,184**	**4,285,414**	**3,057,152**	**1,753,983**	**1,303,169**

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans			Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	**Loan No.**	**1 July 2020**	**Actual**	**Original Budget**	**Current Budget**	**Actual**	**Original Budget**	**Current Budget**	**Actual**	**Original Budget**	**Current Budget**	**Actual**	**Original Budget**	**Current Budget**
		$	$	$	$	$	$	$	$	$	$	$	$	$
Housing														
Government Regional Officer Housing	100	265,171	0	0	0	10,332	10,332	10,332	254,839	254,839	254,839	9,375	9,375	0
Recreation and culture														
Dowerin Community Club	97	148,819	0	0	0	36,088	72,904	72,904	112,731	75,915	75,915	3,038	5,349	5,349
Dowerin Swimming Pool	101	181,574	0	0	0	14,338	18,759	18,759	167,236	162,815	162,815	1,634	3,184	3,184
DEM Interest Free Swimming Pool Loan	102	50,000	0	0	0	0	10,000	10,000	50,000	40,000	40,000	0	0	0
Transport														
Multi Tyre Roller	103	0	170,000	170,000	170,000	0	10,197	10,197	170,000	159,803	159,803	0	926	926
Smooth Drum Tyre Roller	104	0	150,000	150,000	150,000	0	9,022	9,022	150,000	140,978	140,978	0	793	793
Low Loader	105	0	0	85,000	0	0	5,113	0	0	79,887	0	0	450	450
Side Tipper	106	0	0	103,000	0	0	6,178	0	0	96,822	0	0	561	561
Economic services														
Short Stay Accommodation	99	680,628	0	0	0	32,048	32,048	32,048	648,580	648,580	648,580	21,122	21,122	21,122
Total		1,326,192	320,000	508,000	320,000	92,806	174,553	163,262	1,553,386	1,659,639	1,482,930	35,170	41,760	32,385
Current borrowings		174,553							51,237					
Non-current borrowings		1,151,639							1,502,149					
		1,326,192							1,553,386					

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

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

KEY INFORMATION

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

Cash backed reserve

Reserve name	Opening Balance	Original Budget Interest Earned	Current Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	$	$		$	$		$	$		$	$		$
Employee Entitlement Reserve	57,507	621	621	260	20,000	20,000	20,000	0	0	0	78,128	78,128	77,767
Plant Replacement Reserve	141,172	1,525	1,525	637	53,367	107,367	53,367	0	0	0	196,064	250,064	195,176
Sewerage Asset Preservation Reserve	1,011,235	10,926	10,926	4,564	53,275	53,275	53,275	0	0	0	1,075,436	1,075,436	1,069,074
Information Technology Reserve	29,175	315	315	132	10,000	10,000	10,000	0	0	0	39,490	39,490	39,307
Land & Building Reserve	146,075	1,578	1,578	659	197,000	197,000	197,000	0	0	0	344,653	344,653	343,734
Emergency Reserve	0	0	0	0	10,000	10,000	10,000	0	0	0	10,000	10,000	10,000
Swimming Pool Reserve	20,203	219	219	91	10,000	10,000	10,000	0	0	0	30,422	30,422	30,294
Recreation Reserve	194,920	0	0	880	10,000	10,000	10,000	0	(142,000)	0	204,920	62,920	205,800
Community Housing Reserve	49,691	0	0	224	10,000	10,000	10,000	0	0	0	59,691	59,691	59,915
Economic Reserve	56,614	2,106	2,106	256	10,000	10,000	10,000	(193,333)	0	0	(124,613)	68,720	66,870
Bowling Green Reserve	98,639	537	537	445	10,000	10,000	8,000	0	0	0	109,176	109,176	107,084
Tennis Court Reserve	45,843	612	612	207	10,000	10,000	6,000	0	0	0	56,455	56,455	52,050
Depot Reserve	0	1,066	1,066	0	8,000	8,000	10,000	0	0	0	9,066	9,066	10,000
Waste Reserve	0	495	495	0	6,000	6,000	10,000	0	0	0	6,495	6,495	10,000
	1,851,073	**20,000**	**20,000**	**8,355**	**417,642**	**471,642**	**417,642**	**(193,333)**	**(142,000)**	**0**	**2,095,383**	**2,200,716**	**2,277,071**

KEY INFORMATION

All budgeted transfer into Reserves have been transacted

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Closing Balance 30 April 2021
		$	$	$
Contract liabilities				
Unspent grants, contributions and reimbursements - operating		126,641	0	126,641
Total unspent grants, contributions and reimbursements		126,641	0	126,641
Provisions				
Annual leave		117,921	0	117,921
Long service leave		74,181	0	74,181
Total Provisions		192,102	0	192,102
Total other current assets		**318,743**	**0**	**318,743**

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current 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.

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	Operating grants, subsidies and contributions revenue				
	$	$	$	$	$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	457,286	342,965	457,286	0	330,800
GEN PUR - Financial Assistance Grant - Roads	303,574	227,681	303,574	0	186,746
GEN PUR - Grant Funding	0	0	273,469	(273,469)	174,026
Law, order, public safety					
ESL BFB - Operating Grant	27,000	27,000	27,000	0	20,957
Education and welfare					
OTHER ED - Contributions & Donations	16,000	5,000	5,000	11,000	0
OTHER ED - Grant Funding	2,000	0	0	2000	0
AGED OTHER - Grant Funding	325,000	244,580	329,000	(4,000)	373,687
Recreation and culture					
REC - Contributions & Donations	0	0	0	0	9,900
REC - Grants	0	0	0	0	1,364
OTH CUL - Grants - Other Culture	0	20,697	20,697	(20,697)	20,297
Transport					
ROADC - Other Grants - Roads/Streets	0	256,670	308,000	(308,000)	308,121
ROADM - Direct Road Grant (MRWA)	139,472	135,330	135,330	4,142	135,330
ROADC - Other Grants - Roads/Streets	0	1,148,180	3,648,946	(3,648,946)	1,178,870
Economic services					
TOUR - Grants	0	0	0	0	28,149
Other property and services					
UNCLASS - Unclassified Income	0	6,000	6,000	(6,000)	5,400
	1,270,332	**2,414,102**	**5,514,302**	**(4,243,970)**	**2,773,648**
Operating contributions and reimbursements					
General purpose funding					
GEN PUR - Contributions & Donations	0	0	0	0	932
Law, order, public safety					
OLOPS - Contributions & Donations	0	0	0	0	4,000
Housing					
OTH HOUSE - Rental Reimbursements	40,000	40,000	40,000	0	43,353
Community amenities					
ENVIRON - Reimbursements	0	0	0	0	136
Recreation and culture					
REC - Reimbursements - Other Recreation	0	0	0	0	2,242
OTH CUL - Contributions & Donations - Other Culture	9,900	4,000	4,000	5,900	282
Economic services					
TOUR - Contributions & Donations	0	13,000	13,000	(13,000)	12,924
Other property and services					
ADMIN - Reimbursements	0	0	0	0	183
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	4,155
SAL - Reimbursement - Workers Compensation	0	17,000	17,000	(17,000)	18,388
	49,900	**74,000**	**74,000**	**(24,100)**	**86,594**
TOTALS	**1,320,232**	**2,488,102**	**5,588,302**	**(4,268,070)**	**2,860,242**

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

	Non operating grants, subsidies and contributions revenue			
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$
Non-operating grants and subsidies				
General purpose funding				
Gen Pur - Grant Funding	383,000	628,469	383,326	191,873
Recreation and culture				
Rec - Grants	96,666	0	0	0
Transport				
Roadc - Regional Road Group Grants (Mrwa)	425,382	425,382	425,382	298,775
Roadc - Roads To Recovery Grant	1,007,858	346,850	289,040	346,850
Roadc - Other Grants - Roads/Streets	288,000	0	0	0
* Roadc - Other Grants - Flood Damage	1,619,958	1,682,489	0	0
Economic services				
Tour - Grants	0	28,000	28,000	0
	3,820,864	**3,111,190**	**1,125,748**	**837,499**
Non-operating contributions				
Other property and services				
Other Contibutions	0	0	0	1,681
	0	**0**	**0**	**1,681**
TOTALS	**3,820,864**	**3,111,190**	**1,125,748**	**839,180**

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 14
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget adoption						(222,000)
	Opening surplus					139,499	(361,499)
							(361,499)
3030140	RATES - Ex-Gratia Rates (CBH, etc.)		Operating Revenue		9,749		(351,750)
3030146	RATES - Instalment Interest Received		Operating Revenue		2,000		(349,750)
3030214	GEN PUR - Grant Funding		Operating Revenue		518,938		169,188
3030246	GEN PUR - Interest Earned - Municipal Funds		Operating Revenue			9,000	160,188
3080200	OTHER ED - Contributions & Donations		Operating Revenue			11,250	148,938
3080201	OTHER ED - Reimbursements		Operating Revenue			61,615	87,323
3080210	OTHER ED - Grant Funding		Operating Revenue			2,000	85,323
3080610	AGED OTHER - Grant Funding		Operating Revenue		4,000		89,323
3090101	STF HOUSE - Staff Rental Reimbursements		Operating Revenue		10,000		99,323
3090201	OTH HOUSE - Rental Reimbursements		Operating Revenue			31,500	67,823
3100235	SAN OTH - Other Income		Operating Revenue			3,500	64,323
3100325	SEW - Sewerage Rates		Operating Revenue			10,000	54,323
3100330	SEW - Sewerage Fixtures		Operating Revenue			10,000	44,323
3100620	PLAN - Planning Application Fees		Operating Revenue		2,000		46,323
3100722	COM AMEN - Cemetery Fees (Monuments)		Operating Revenue			3,000	43,323
3110220	SWIM AREAS - Admissions		Operating Revenue			2,500	40,823
3110235	SWIM AREAS - Other Income		Operating Revenue			6,500	34,323
3110310	REC - Grants		Operating Revenue			96,666	(62,343)
3110700	OTH CUL - Contributions & Donations - Other Culture		Operating Revenue			10,400	(72,743)
3110710	OTH CUL - Grants - Other Culture	15.12.20 - 0330	Operating Revenue		20,697		(52,046)
3120111	ROADC - Roads to Recovery Grant		Operating Revenue			661,008	(713,054)
3120113	ROADC - Other Grants - Roads/Streets		Operating Revenue		20,000		(693,054)
3120130	ROADC - Other Grants - Flood Damage		Operating Revenue		3,711,477		3,018,423
3120210	ROADM - Direct Road Grant (MRWA)		Operating Revenue			4,142	3,014,281
3130200	TOUR - Contributions & Donations		Operating Revenue		13,000		3,027,281
3130210	TOUR - Grants		Operating Revenue		28,000		3,055,281
3130221	TOUR - Caravan Park Fees		Operating Revenue		30,000		3,085,281
3140501	SAL - Reimbursement - Workers Compensation		Operating Revenue		26,000		3,111,281
3140735	UNCLASS - Unclassified Income		Operating Revenue		29,000		3,140,281
2030100	RATES - Employee Costs		Operating Expenses		25,417		3,165,698
2030114	RATES - Debt Collection Expenses		Operating Expenses		3,000		3,168,698
2030117	RATES - Doubtful Debts Expense		Operating Expenses		8,000		3,176,698
2040104	MEMBERS - Training & Development		Operating Expenses		4,000		3,180,698
2040109	MEMBERS - Members Travel and Accommodation		Operating Expenses		2,000		3,182,698
2040113	MEMBERS - Members Sitting Fees		Operating Expenses		3,000		3,185,698
2040141	MEMBERS - Subscriptions & Publications		Operating Expenses		0	3,542	3,182,156
2040187	MEMBERS - Other Expenses		Operating Expenses		2,000		3,184,156
2040189	MEMBERS - Chambers Building Maintenance		Operating Expenses		3,823		3,187,979
2040211	OTH GOV - Civic Functions, Refreshments & Receptions		Operating Expenses		3,000		3,190,979
2040251	OTH GOV - Consultancy - Strategic		Operating Expenses		0	5,000	3,185,979
2040252	OTH GOV - Other Consultancy		Operating Expenses		0	5,000	3,180,979
2040284	OTH GOV - Audit Fees		Operating Expenses		0	4,000	3,176,979
2050112	FIRE - Fire Prevention/Burning/Control - recoverable		Operating Expenses		3,000		3,179,979
2080287	OTHER ED - Other Expenses		Operating Expenses		3,000		3,182,979
2080300	FAMILIES - Employee Costs		Operating Expenses		61,615		3,244,594
2080389	FAMILIES - Building Maintenance		Operating Expenses		0	2,575	3,242,019
2080610	AGED OTHER - Motor Vehicle Expenses		Operating Expenses		0	4,500	3,237,519
2080687	AGED OTHER - Other Expenses		Operating Expenses		0	20,000	3,217,519
2080753	WELFARE - Events		Operating Expenses		7,500		3,225,019
2080789	WELFARE - Building Maintenance		Operating Expenses		31,194		3,256,213
2090188	STF HOUSE - Staff Housing Building Operations		Operating Expenses		0	8,000	3,248,213
2090189	STF HOUSE - Staff Housing Building Maintenance		Operating Expenses		0	15,000	3,233,213
2090289	OTH HOUSE - Building Maintenance		Operating Expenses		20,227		3,253,440
2100165	SAN - Maintenance/Operations		Operating Expenses		0	31,335	3,222,105
2100189	SAN - Building Maintenance		Operating Expenses		0	4,272	3,217,833
2100200	SAN OTH - Employee Costs		Operating Expenses		10,000		3,227,833
2100387	SEW - Other Expenses		Operating Expenses		2,000		3,229,833
2100788	COM AMEN - Public Conveniences Operations		Operating Expenses		0	12,500	3,217,333
2100789	COM AMEN - Public Conveniences Maintenance		Operating Expenses		0	5,000	3,212,333

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2021

NOTE 14
BUDGET AMENDMENTS

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

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
2110188	HALLS - Town Halls and Public Bldg Operations		Operating Expenses		0	10,000	3,202,333
2110189	HALLS - Town Halls and Public Bldg Maintenance		Operating Expenses		0	5,000	3,197,333
2110288	SWIM AREAS - Building Operations		Operating Expenses		0	8,000	3,189,333
2110365	REC - Parks & Gardens Maintenance/Operations		Operating Expenses		0	31,800	3,157,533
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations		Operating Expenses		6,500		3,164,033
2110388	REC - Other Rec Facilities Building Operations		Operating Expenses		0	27,890	3,136,143
2110389	REC - Other Rec Facilities Building Maintenance		Operating Expenses		0	20,588	3,115,556
2110665	HERITAGE - Maintenance/Operations		Operating Expenses		0	2,000	3,113,556
2110711	OTH CUL - Australia Day		Operating Expenses		0	20,697	3,092,859
2110712	OTH CUL - ANZAC Day		Operating Expenses		0	2,000	3,090,859
2110725	OTH CUL - Festival & Events		Operating Expenses		0	12,750	3,078,109
2120212	ROADM - Road Maintenance - Sealed Outside BUA		Operating Expenses		36,501		3,114,610
2120222	ROADM - Flood Maintenance - Sealed Outside BUA		Operating Expenses		0	530,347	2,584,263
2120223	ROADM - Flood Maintenance - Gravel Outside BUA		Operating Expenses		0	1,726,767	857,496
2120252	ROADM - Consultants		Operating Expenses		0	1,404,832	(547,337)
2120288	ROADM - Depot Building Operations		Operating Expenses		0	10,260	(557,597)
2120289	ROADM - Depot Building Maintenance		Operating Expenses		0	2,680	(560,277)
2120370	PLANT - Loan Interest Repayments		Operating Expenses		2,730		(557,547)
2120500	LICENSING - Employee Costs		Operating Expenses		0	10,190	(567,737)
2130240	TOUR - Public Relations & Area Promotion		Operating Expenses		0	18,550	(586,287)
2130241	TOUR - Subscriptions & Memberships		Operating Expenses		0	3,800	(590,087)
2130265	TOUR - Maintenance/Operations		Operating Expenses		0	11,325	(601,412)
2130266	TOUR - Caravan Park General Maintenance/Operations		Operating Expenses		950		(600,462)
2130288	TOUR - Building Operations		Operating Expenses		0	39,074	(639,536)
2130350	BUILD - Contract Building Services		Operating Expenses		4,000		(635,536)
2130888	OTH ECON - Building Operations		Operating Expenses		0	1,150	(636,686)
2130889	OTH ECON - Building Maintenance		Operating Expenses		0	50,000	(686,686)
2140221	ADMIN - Information Technology		Operating Expenses		0	32,824	(719,510)
2140288	ADMIN - Building Operations		Operating Expenses		9,481		(710,029)
2140289	ADMIN - Building Maintenance		Operating Expenses		9,050		(700,979)
2140411	POC - External Parts & Repairs		Operating Expenses		0	5,500	(706,479)
2140412	POC - Fuels and Oils		Operating Expenses		0	10,000	(716,479)
2140417	POC - Insurance Expenses		Operating Expenses		6,000		(710,479)
5110381	REC - Transfers from Reserve		Capital Revenue			51,333	(761,812)
5120351	PLANT - Realisation on Disposal of Assets		Capital Revenue		54,000		(707,812)
5120355	PLANT - New Loan Borrowings		Capital Revenue			188,000	(895,812)
4100190	SAN - Infrastructure Other (Capital)		Capital Expenses		4,000		(891,812)
4110110	HALLS - Building (Capital)		Capital Expenses		2,500		(889,312)
4110310	REC - Other Rec Facilities Building (Capital)		Capital Expenses			48,172	(937,484)
4110390	REC - Infrastructure Other (Capital)		Capital Expenses			11,000	(948,484)
4120110	ROADC - Building (Capital)		Capital Expenses			7,297	(955,781)
4120145	ROADC - Roads Outside BUA - Sealed - Roads to Recovery		Capital Expenses		369,420		(586,361)
4120146	ROADC - Roads Outside BUA - Gravel - Roads to Recovery		Capital Expenses		291,588		(294,773)
4120330	PLANT - Plant & Equipment (Capital)		Capital Expenses		203,000		(91,773)
4120381	PLANT - Transfers to Reserve		Capital Expenses			54,000	(145,773)
4120382	PLANT - Loan Principal Repayments		Capital Expenses		11,291		(134,482)
4130690	ECON DEV - Infrastructure Other (Capital)		Capital Expenses			7,000	(141,482)
4140210	ADMIN - Building (Capital)		Capital Expenses			79,269	(220,751)
4140290	ADMIN - Infrastructure Other (Capital)		Capital Expenses		10,500		(210,251)
4140330	PWO - Plant and Equipment (Capital)		Capital Expenses			10,500	(220,751)
2110725	OTH CUL - Festival & Events		Operating Expenses			1,250	(222,000)
				0	**5,639,148**	**5,639,148**	**(222,000)**

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date Actual materially.
The material variance adopted by Council for the 2020-21 year is $10,000 or 10.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	27	0.00%			
General purpose funding - rates	(10,196)	(0.74%)			
General purpose funding - other	124,855	6.24%			
Law, order and public safety	(6,032)	(17.16%)			
Health	(1,256)	(58.42%)			
Education and welfare	119,773	39.16%	▲	Timing	Dowerin Home Care revenue & expenditure in preparation for for EOY acquittal; additional staff training & better procedures underway
Housing	(3,143)	(1.52%)			
Community amenities	3,125	1.26%			
Recreation and culture	4,655	8.47%			
Transport	119,823	7.71%			
Economic services	29,585	20.06%	▲	Permanent	Increase in Short Stay Accommodation revenue; additional Pioneer Pathway funding via Shire of Goomalling
Other property and services	(6,722)	(5.39%)			
Expenditure from operating activities					
Governance	63,097	18.39%	▲	Timing	Elected Members & other governance costs not as high as budgeted
General purpose funding	5,357	4.89%			
Law, order and public safety	9,163	7.92%			
Health	2,596	10.38%			
Education and welfare	(145,410)	(40.88%)	▼	Timing	Dowerin Home Care revenue & expenditure in preparation for for EOY acquittal; additional staff training & better procedures underway
Housing	64,839	20.79%	▲	Timing	Staff housing allocations incorrect (non-cash impact); requires review prior to EOY
Community amenities	(8,455)	(2.46%)			
Recreation and culture	(868)	(0.10%)			
Transport	(982,667)	(177.30%)	▼	Timing	Changes required at job level due to changing of flood damange from capital to operating expenditure
Economic services	135,338	27.61%	▲	Timing	Reallocation required of Job & GL transactionsfor Public Relations & Area Promotions; building maintenance currently under YTD budget & administration allocation (non-cash impact)
Other property and services	(105,235)	(243.86%)	▼	Timing	Administration allocations (non-cash impact) requires review; Plant Operating Costs to be distributed; salaries & wages under budget
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	(286,568)	(25.46%)	▼	Permanent	Flood damage removed from non-operating expenditure to operating
Proceeds from disposal of assets	(68,312)	(17.38%)	▼	Permanent	Less assets disposed of as per budget; plant replacement program under review for upcoming financial year
Proceeds from financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for financial assets at amortised cost - self supporting loans	0	0.00%			
Payments for property, plant and equipment and infrastructure	1,303,169	42.63%	▲	Permanent	Flood damage removed from non-operating expenditure to operating
Financing activities					
Proceeds from new debentures	0	0.00%			
Transfer from reserves	0	0.00%			
Payments for principal portion of lease liabilities	0	0.00%			
Repayment of debentures	0	0.00%			
Transfer to reserves	0	0.00%			

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 30 April 2021

Last EFT No: EFT8578

Chq/EFT	Date	Name	Description		Amount
EFT8579	08/04/2021	Breeahn Carter	Women Event - MC & Travel 24 March 2021	$	800.00
EFT8580	08/04/2021	Rustic Events & Party Hire	We are Rural Women Event - Flower Arrangements & Travel	$	1,240.00
EFT8581	08/04/2021	Avon Waste	REFUSE; Waste Collection - Rubbish & Recycle to 26 March 2021	$	2,539.87
EFT8582	08/04/2021	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Collection Expenses March 2021	$	1,346.36
EFT8583	08/04/2021	A-Flo Equipment	Shire Depot Diesel Fuel Bowser - Remove and Replace Existing Fuel Bowser, Install & Commission New FMS System and Travel	$	11,140.25
EFT8584	08/04/2021	Asphalt in a Bag	Consumables - 50x Bags Red Asphalt 15kg	$	2,200.00
EFT8585	08/04/2021	Boekeman Machinery	D0 CEO Vehicle - 30,000km Service	$	781.85
EFT8586	08/04/2021	BOC Limited	Cylinder Rental - Oxygen & Acetylene G Size and Oxygen C Size 26 February to 28 March 2021	$	44.26
EFT8587	08/04/2021	Commercial Hotel Dowerin	SSA & DCC Entrance/Streetscape - Accommodation for Bricklayer 2x Rooms for 7 Nights	$	1,108.00
EFT8588	08/04/2021	Cranmore Farming	We are Rural Women Event - Guest Speaker Travel Payment - Tracy Lefroy	$	224.64
EFT8589	08/04/2021	Mitchell Collard	Reimbursement - Electricity for Emergency Tower 27 January to 30 March 2021	$	156.66
EFT8590	08/04/2021	Corsign WA	Directional Road signs - Stewart Street, Jackson Street & the front of the Shire Direction to replace current signage - Reverse Side	$	1,623.60
EFT8591	08/04/2021	C & F Building Approvals	Provision of Building Services (SA01-2020) - January to March 2021	$	687.50
EFT8592	08/04/2021	Cody Express Transport	Consumables - Freight for 1x Pallet Asphalt	$	188.65
EFT8593	08/04/2021	Country Wide Windscreens	Cat Maintenance Grader - Glass Replacement	$	1,012.00
EFT8594	08/04/2021	Dowerin & Districts Farm Shed	Water Tank - Screws & Drill Bit, SSA - Screws, Solvent Cement, Bricklayers Line, Silicone, Nitrile Gloves, Duct Tape & Tin Snips, Rec Centre - Silicone, Screws & Drill Bits, Main Street Improvements - Nitrile Gloves, Minnivale - Tie Down Pack & Tin Snip, Stewart Street Toilets - Acetone & Stripping Gel, Museum - Araldite and Consumables	$	1,798.50
EFT8595	08/04/2021	Dowerin Community Club	Football Oval Fence Upgrade - Thank you Gift for Dowerin Football Club for Removing Fence	$	131.45
EFT8596	08/04/2021	Elders Limited	Dowerin-Kalannie Road - Road Side Droppers	$	276.00
EFT8597	08/04/2021	Firefly Graphics & VA Services	We are Rural Women Event - Design & Graphic Design of Woman's Day Booklet	$	648.56
EFT8598	08/04/2021	Gavin Freeman	Reimbursement - A/11 Hilda Street Satellite Receiver	$	319.00
EFT8599	08/04/2021	Holberton Earthmoving	Dowerin-Kalannie Road - Grader Hire 18.5 Hours	$	6,061.00
EFT8600	08/04/2021	Hewer Consulting Services	AGRN903 Flood Damage Claim Project Management - Responding to Claim No.2 Queries	$	673.75
EFT8601	08/04/2021	Lloyds Earthmoving	Jackson Street & Information Bay - Two Loads (34m3) of 10mm Crushed Gravel	$	3,520.00
EFT8602	08/04/2021	Market Creations	Admin IT - 1 Hour WALGA Technician to Set Up & Configure New Laptop	$	143.00
EFT8603	08/04/2021	Mainform Corporation Pty Ltd	Bridge Inspection - Dowerin-Koorda Road	$	1,446.50
EFT8604	08/04/2021	Kylie Neaves	Environmental Health Services - Water Sampling, Kennel Application, WALGA Consultation & Wastewater Changes - 5 Hours	$	375.00
EFT8605	08/04/2021	Workwear Group Pty Ltd	Dowerin Home Care Uniform Order - L. O'Neill	$	189.80
EFT8606	08/04/2021	Perth Laundry Equipment	SSA - Washing Machine & Dryer Rental 22 March to 21 April 2021	$	419.46
EFT8607	08/04/2021	Quick Corporate Australia Pty Ltd	CDO Laptop - Adapter	$	198.08
EFT8608	08/04/2021	5Rivers Plumbing & Gas	SSA Caravan Park Extension - Excavate Valve & Trench to Relocate - Relocate Water Isolation Valve & Back Fill	$	1,620.30
EFT8609	08/04/2021	Rylan Concrete	Jackson Street Footpath Upgrade - Kerbing Installation	$	5,582.50
EFT8610	08/04/2021	Rellim Brickwork	SSA & DCC Entrance/Streetscape - Retainer Wall Payment 1 of 2	$	5,300.00
EFT8611	08/04/2021	Rural Ranger Services	Ranger Services March 2021	$	1,567.80
EFT8612	08/04/2021	Resonline Pty Ltd	SSA - Monthly Room Manager Fee - March 2021	$	220.00
EFT8613	08/04/2021	RM Surveys	Field Days - Motoring Arena Pad Design & Oval Perimeter Fence Extension - Oval Fence Design	$	2,708.75
EFT8614	08/04/2021	Shred-X Pty Ltd	Collection & Shredding of 1 Red Document Bin	$	90.00
EFT8615	08/04/2021	Total Tools Midland	Sewerage Maintenance - 2x Small Gattic lifters	$	554.93
EFT8616	08/04/2021	Tin Dog General Store	Triathlon - 2x Cartons Water & Margarine	$	39.76
EFT8617	08/04/2021	IT Vision	Admin - Altus Payroll Purchase & Implementation Milestone 4	$	13,068.25
EFT8618	08/04/2021	Westrac Equipment	Maintenance Grader 120M - 10x Grader Blades	$	2,111.28
EFT8619	08/04/2021	WCS Concrete	Dowerin Short Stay Entrance/Streetscape - Supply & Deliver 13.6m^3 N25 Concrete for Footings	$	4,084.08
EFT8620	08/04/2021	Bianca Zampogna	Reimbursement - 3/18 Memorial Ave Tile Adhesive	$	36.41
EFT8621	09/04/2021	Avon Concrete	Supply and Install 2 Sets of .375 2barrel 12m across with precast headwalls	$	16,118.30
EFT8622	21/04/2021	Linley Dreghorn	Reimbursement - Parking for WALGA Training	$	54.60
EFT8623	21/04/2021	Advanced Traffic Management (Cashflow Finance)	Dowerin-Kalannie Road - Traffic Control - 18.03, 19.03, 22.03, 23.03, 24.03	$	10,857.00
EFT8624	21/04/2021	Brooks Hire	Koombekine North Road - Hire of Water Truck	$	1,797.82
EFT8625	21/04/2021	Bunnings Group Limited	Information Bay - Materials & Supplies	$	615.22
EFT8626	21/04/2021	Commercial Hotel Dowerin	Administration Office - Accommodation for plasterers	$	150.00
EFT8627	21/04/2021	Cody Express Transport	Collection of 3 x Bin Enclosures from Maddington Delivered to Dowerin	$	237.11
EFT8628	21/04/2021	Dowerin Bakery & News	Catering for Council Meeting Day	$	104.50
EFT8629	21/04/2021	Dowerin Engineering Works	D003 - 6 Wheel Hoist to Lift Tray	$	396.64
EFT8630	21/04/2021	Dowerin Tyre & Exhaust	D018 - 2x Tyres - Supply & Fit	$	276.00

SHIRE OF DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 30 April 2021

EFT8631	21/04/2021	Dowerin & Districts Farm Shed	Consumables - Cement, Sprinklers, Tape, Couplings, D Shackle & White Post Caps, PPE - Nitrile Gloves & Sunscreen, Pool Gardens - Pop-up Sprinkler, A/11 Hilda - Shower Head, Admin Gardens - Coupling, Stewart Street Gardens - Irrigation Fittings, Dukin West Intersection - Tape Measures, Dowerin Community Club - Tent Pegs & Hatch, Footy Oval - Sprinkler and 19 Cottrell Street - Solenoid Valve	$	393.35
EFT8632	21/04/2021	Dowerin Gourmet Butchershop	BBQ for Skatepark Workshop - Sausages	$	51.15
EFT8633	21/04/2021	Dowerin Community Club	Champagne for the We are Rural Women Event - Supplied during Lunch & Sundowner (Cost included in Ticket price)	$	192.00
EFT8634	21/04/2021	Dowerin Roadhouse	CHSP - Meals on Wheels March 2021 23 Meals @$12	$	301.13
EFT8635	21/04/2021	Fuel Distributors of WA Pty Ltd	10,000 litres diesel	$	12,337.40
EFT8636	21/04/2021	GHD Pty Ltd	(AGRN903 Flood Damage) Project Administration Support RFT2020-01	$	10,010.20
EFT8637	21/04/2021	Green, Vanessa	Council Supplies - April 2021	$	117.00
EFT8638	21/04/2021	JR & A Hersey	PPE & Small consumable re-stock	$	672.59
EFT8639	21/04/2021	Holberton Earthmoving	Koombekine North Road - Grader Wet Hire 26.5 Hours Trimming	$	5,478.00
EFT8640	21/04/2021	Joelectrics	Unit 3 Memorial Ave - Install power point for HWS	$	343.07
EFT8641	21/04/2021	KI Training & Assessing	On-Site Training for MSMWJ302 - Operate a Drain Cleaning System	$	1,727.90
EFT8642	21/04/2021	Lloyds Earthmoving	DCC & SSA Entrance - 10m3 Plasters Sand for Short Stay wall and delivery	$	1,000.00
EFT8643	21/04/2021	John Metcalf and Son	Dowerin-Kalannie Road - 1524 m^3 Gravel	$	3,352.80
EFT8644	21/04/2021	Kenneth Myers	SSA & DCC Entrance/Streetscape Project - Excavator Hire	$	2,728.00
EFT8645	21/04/2021	Market Creations	Information Technology - 16x Management and Monitoring Tool, 20x Trend Micro Security and 16x Service Agreement Management	$	2,867.03
EFT8646	21/04/2021	Mayday Earthmoving	Hire of Smooth Drum Roller V37 for Koombekine North Road 01.02.2021 - 28.02.2021	$	7,711.00
EFT8647	21/04/2021	Navsdron Pty Ltd	Financial Assistance 2020/2021 - Monthly Financial Statements & Assistance	$	9,152.00
EFT8648	21/04/2021	Perth Laundry Equipment	SSA - Washing Machine & Dryer Rental - 22 Aril - 21 May 2021	$	419.46
EFT8649	21/04/2021	Quairading Earthmoving	Dowerin-Kalannie Road - Push Up Gravel & Mobilise Dozer	$	5,335.00
EFT8650	21/04/2021	5Rivers Plumbing & Gas	Short Stay Accommodation - Unit 5 - Check Hot Water Unit Fit New ECU to Hot Water System, Program ECU, Check Operation of Unit	$	3,008.71
EFT8651	21/04/2021	Stabilco Pty Ltd	Dowerin-Kalannie Road - Mob/Demob, Wetmix and Cement	$	52,307.42
EFT8652	21/04/2021	Stirling Asphalt	Koombekine North Road - Supply, lay and compact asphalt	$	26,129.95
EFT8653	21/04/2021	Smith & Co Naturopathic Medicine	Dowerin Women's Event - 24 March 2021 - Guest Speaker Fee & Travel - Samantha Smith	$	700.00
EFT8654	21/04/2021	Georgie Sadler	We are Rural Women Event - Live music for the sundowner.	$	250.00
EFT8655	21/04/2021	Slimline Warehouse	Dowerin pop-up shop Windows & Stewart Street window displays - Advertising display equipment	$	1,327.73
EFT8656	21/04/2021	Telstra	Telephone Usage & Service Charges - 11 March to 10 April 2021 - Admin, ISDN, Fax, DHC, Licensing, Health, Pool & Depot Fixed Lines	$	2,506.17
EFT8657	21/04/2021	Toll IPEC Pty Ltd	Main Street (Stewart) - directional signage freight	$	70.46
EFT8658	21/04/2021	Tin Dog General Store	Council Shop - April 2021	$	243.91
EFT8659	21/04/2021	IT Vision	Altus Payroll - March 2021 Subscription pre paid for February 2022	$	220.00
EFT8660	21/04/2021	Wesfarmers Kleenheat Gas	26 O'Loghlen Street - Annual Gas Bottle Rental	$	85.80
EFT8661	21/04/2021	Westrac Equipment	Consumables - Coolant for Plant	$	210.12
EFT8662	21/04/2021	WCS Concrete	Cottrell & Jackson Street - Supply, Delivery and Laying of N25 Concrete for Footpaths	$	56,485.00
EFT8663	21/04/2021	WA Country Chemist	HCP Purchase - 3x Boxes Pull Ups - G. Begley (Covered by Funding)	$	414.94
				$	**317,034.28**

Last Cheque No: 10899

10900	08/04/2021	Department of Mines, Industry Regulation & Safety	Building Services Levy Remittance - March 2021	$	161.65
10901	08/04/2021	Synergy	Electricity Usage & Service Charges 12 January to 16 March 2021 - Swimming Pool, DHC, Depot, Old Bowling Club, Sewerage, Town Hall, Rec Centre, Hockey Oval, Footy Oval, CRC, Park Lights, Recycling Shed, Pop Up Shop, Public Toilets, Stewart Street Gardens, Info Bays, Men's Shed & Lil Tigers	$	8,209.29
10903	08/04/2021	Water Corporation	Depot - Repair Water Pipe & Water Usage & Service Charges - Amery Acres House, Ejanding Reserve & Minnivale Fire Brigade	$	1,168.14
10904	21/04/2021	Lite N' Easy	HCP Purchase - Lite n' Easy Packs - G. Begley (Covered By Funding)	$	159.70
10905	21/04/2021	LGRCEU	Payroll Deductions/Contributions	$	61.50
10906	21/04/2021	Synergy	Electricity Usage & Service Charges 04 March to 01 April 2021 - Street Lighting	$	2,235.14
10907	21/04/2021	Seminars Australia Pty Ltd	MCCS TRAINING: Drafting Employment Contracts 2021 Webinar	$	540.00
10908	21/04/2021	Water Corporation	Water Usage and Service Charges 01 Mar to 30 April 2021 - Shire Buildings	$	18,364.66
10909	21/04/2021	Wyalkatchem Weekly Inc.	Dowerin Triathlon Marketing - (2 Editions) - Wylie Weekly	$	50.00
				$	**30,950.08**

Last Direct Debit No: 11267

DD11252.1	06/04/2021	Shire of Dowerin - Visa Card Payments	NAB Business Visa - March 2021	$	4,033.74
DD11279.1	21/04/2021	Puma Energy	Fuel Usage - March 2021	$	758.50
DD11264.1	06/04/2021	Western Australian Treasury Corporation	Loan No. 100 Interest payment - Government Housing accommodation	$	9,853.62
DD11265.1	06/04/2021	Western Australian Treasury Corporation	Loan No. 99 Interest payment - Short Term Accommodation units	$	26,585.24
DD11269.1	01/04/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 30.03.2021	$	6,483.26
DD11269.2	13/04/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 2.03.2021	$	6,379.98
DD11272.1	14/04/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 13.04.2021	$	6,316.95
130879	29/04/2021	Bank Fee	NAB Connect Fee	$	39.64
130879	30/04/2021	Bank Fee	Merchant Fee	$	174.65
130879	30/04/2021	Bank Fee	BPAY Fee	$	17.26
130879	30/04/2021	Bank Fee	Bank Fee	$	61.90
				$	**60,704.74**

SHIRE OF
DOWERIN
TIN DOG TERRITORY

Shire of Dowerin
List of Payments For The Period Ending 30 April 2021

$ 408,689.10

$	317,034.28	EFT8579 to EFT8663
$	30,950.08	Cheque 10900 to 10909
$	4,033.74	Direct Debit 11252: Credit Card Payment: March 2021
$	758.50	Direct Debit 11279: Puma Energy: Fuel: March 2021
$	19,180.19	DD11269 & DD11272; Superannuation
$	293.45	130879: Bank Fees
$	36,438.86	WATC Loan Repayments
$	**408,689.10**	

$	293.50	Interim Pay 12 April 2021
$	44,033.68	PPE 13 April 2021 - Wages of Dowerin Home Care Partially Funded
$	47,516.91	PPE 27 April 2021 - Wages of Dowerin Home Care Partially Funded
$	**91,550.59**	

$	**500,533.19**	Total Payments for April 2021 Including Payroll x2

SHIRE OF DOWERIN

Date: 4.05.2021
Voucher: 608
Chq: DD

Amount in words: Five Thousand Seven Hundred and Ninety Two Dollars and Ninety Five Cents $ 5,792.95

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

MUNICIPAL FUND

CEO

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

Recommended by the Finance Committee .....

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
30.03.2021	2040211	Dowerin Roadhouse; Morning Tea - J. Stewart's Farewell	$ 4.51	$ 49.60
1.04.2021	FEV024.240.2101	Dowerin Bakery; Do Over Event; Coffee for Coordinators	$ 1.21	$ 26.80
6.04.2021	2140221	Exetel; Corporate Internet - Recurring Monthly Charge	$ 70.45	$ 775.00
8.04.2021	2130241	Adobe Pro DC; Monthly Software Subscription - CDO	$ 2.00	$ 21.99
9.04.2021	BO068.240.2101	Kmart; SSA - 3x Kettles & 3x Toaster	$ 10.91	$ 120.00
13.04.2021	P709.261.2261	Dowerin Roadhouse; Fuel - D0 CEO Vehicle	$ 8.96	$ 98.51
13.04.2021	2040240	State Law Publisher; Gazettal of Local Planning Scheme No2 - Amendment No2	$ 8.43	$ 92.70
13.04.2021	2040240	West Australian; Death Notice - Cr Nightingale 13.04.2021	$ 12.37	$ 136.05
15.04.2021	2140221	Zoom; Standard Pro Annual Renewal	$ 20.99	$ 230.89
19.04.2021	2140221	Adobe Pro DC; Monthly Software Subscription - EGO	$ 2.00	$ 21.99
19.04.2021	2130240	Bunnings; Public Relations - Materials for Window Display	$ 39.73	$ 437.00
	FEV024.298.2101	Bunnings; Do Over Event - 4x Pots & 14x 20kg Kwikset Concrete	$ 20.19	$ 222.14
	BM028.223.2101	Bunnings; 19 Cottrell - 2x Hardenbergia Plants	$ 3.07	$ 33.78
20.04.2021	FEV024.298.2101	Kmart; Do-Over Event - Kids Activities & Pop Up Shop Display	$ 7.45	$ 82.00
21.04.2021	2130240	Vista Print; Stewart Street Advertising - Photos Showcasing Dowerin & Empty Windows	$ 29.26	$ 321.86
22.04.2021	OC102.421.2101	Bunnings; Information Bays - 14L Paint for DOWERIN Letters	$ 28.38	$ 312.10
23.04.2021	2040211	Commercial Hotel; Afternoon Tea - V. Green Farewell	$ 4.09	$ 45.00
26.04.2021	2140418	Bunnings; Consumables - Battery Impact Wrench, Battery Power Tool, Heavy Duty Canvas, Professional Pole, Socket Adapter, Wheel Edger, Paint Pot & Paint Tray	$ 53.15	$ 584.60
	BM057.250.2101	Bunnings; CRC - 10L Easycoat Paint, 4L Paint & Adhesive	$ 18.13	$ 199.38
	FEV024.298.2101	Bunnings; Do Over Event - Kids Activities	$ 4.13	$ 45.45
	OC004.422.2101	Bunnings; SSA Capital Works - Microporous Coveralls	$ 1.23	$ 13.50
	OC013.422.2101	Bunnings; Oval Fence Extension - Spray Paint	$ 5.64	$ 62.00
27.04.2021	2040211	Dowerin Roadhouse; Lunch - ANZAC Day Volunteers	$ 8.45	$ 93.00
28.04.2021	2030211	NAB; Visa Card Fee - R. McCall	$ -	$ 9.00
6.04.2021	P714.261.2261	Coles Express Bertram; Fuel - D4 MCCS Vehicle	$ 6.94	$ 76.29
14.04.2021	P711.264.2101	OEM Group; Sewerjett - High Pressure Gun	$ 11.62	$ 129.32
28.04.2021	2030211	NAB; Visa Card Fee - C. Delmage	$ -	$ 9.00
1.04.2021	BM009.250.2101	Bunnings; 3/18 Memorial Ave - 25x Duratiles	$ 1.54	$ 16.90
14.04.2021	P013.260.2101	Avon Valley Toyota; 200,000km Service - 1GIL668 Depot Vehicle	$ 79.81	$ 877.86
15.04.2021	P013.261.2261	Dunnings Northam; Fuel - 1GIL668 Depot Vehicle	$ 4.00	$ 43.99
19.04.2021	P08.260.2101	Easter Hills Saw; Service & Repairs - 2x Chainsaws	$ 52.64	$ 579.00
28.04.2021	2030211	NAB; Visa Card Fee - L. Vidovich	$ -	$ 9.00
28.04.2021	2030211	NAB; Bank Fees	$ -	$ 17.25
		TOTAL $	$ 521.26	**$ 5,792.95**

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

CERTIFIED SPECIAL EMERGENCY PAYMENT .....PRESIDENT

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)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period	30 March 2021 to 28 April 2021
Company Account No:	4557 0498 0002 7159
Facility Limit:	$16,000

Your Account Summary

Balance from previous statement	$4,033.74 DR
Payments and other credits	$4,033.74 CR
Purchases, cash advances and other debits	$5,748.70 DR
Interest and other charges	$44.25 DR
Closing Balance	**$5,792.95 DR**

YOUR DIRECT DEBIT PAYMENT OF $5,792.95 WILL BE CHARGED TO ACCOUNT 000086608- 0000480807363 ON 04/05/2021 AS PER OUR AGREEMENT.

118/04/17/M19380/S033765/I067529

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A$	Details	Reference
6 Apr 2021	**$4,033.74 CR**	**DIRECT DEBIT PAYMENT**	**74557041091**
15 Apr 2021	$6.93	NAB INTNL TRAN FEE - (SC)	74557041105
19 Apr 2021	$0.66	NAB INTNL TRAN FEE - (SC)	74557041109
21 Apr 2021	$9.66	NAB INTNL TRAN FEE - (SC)	74557041111
Total for this Period:	**$4,016.49 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

Biller 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	$0.00	$4,025.34	$9.00	$4,034.34
4557-0455-3801-4725	MISS CHERIE MAY DELM	$3,000	$0.00	$205.61	$9.00	$214.61
4557-0455-3810-8790	MR LES JOHN VIDOVICH	$5,000	$0.00	$1,517.75	$9.00	$1,526.75
4557-0498-0002-7159	**BILLING ACCOUNT**	**$0**	**$4,033.74 CR**	**$0.00**	**$17.25 DR**	**$4,016.49 CR**
			$4,033.74 CR	$5,748.70 DR	$44.25 DR	$1,759.21 DR

Transaction type	Annual percentage rate	Daily percentage rate
Purchase	0.000%	0.00000%

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

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL

Account No: 4557 0455 3794 2934

Statement Period: 30 March 2021 to 28 April 2021

Cardholder Limit: $10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
30 Mar 2021	$49.60	DOWERIN ROADHOUSE DOWERIN	Refreshments; Morning Tea - J. Stewart Farewell			2040211	74564721088
1 Apr 2021	$26.80	DOWERIN BAKERY & NEW DOWERIN	Doover Event - Coffee for Coordinators			FEV024.240.2101	74564451090
6 Apr 2021	$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet - Recurring Monthly Charge			2140221	74564721091
8 Apr 2021	$21.99	Adobe Systems Pty Ltd Sydney	Adobe Pro DC - Monthly Software Subscription - EGO			2130241	74773881097
9 Apr 2021	$120.00	KMART ONLINE 03	SSA - Consumables - 3x Kettles + 3x Toasters			B0068.240.2101	74363961099
13 Apr 2021	$98.51	DOWERIN ROADHOUSE DOWERIN	Fuel - DO CEO Vehicle			P709.261.2261	74564721102
13 Apr 2021	$92.70	STATE LAW PUBLISHER WEST PERTH	Gazettal of local Planning scheme No2			2040240	74940521102
13 Apr 2021	$136.05	WANEWSADV OSBORNE PARK	Death Notice - Cr Nightingale 13.04.2021			2040240	74564451102
15 Apr 2021	$230.89	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	Zoom Standard Pro Annual Renewal			2140221	24492151105
19 Apr 2021	$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC - Monthly Software Subscription - EGO			2140221	74313191106
19 Apr 2021	$692.92	BUNNINGS 603000 NORTHAM	Materials - Window Display, Pots + concrete - Doover plants - 19 Cottrell 2130240, FEV024, BM028				74940521108
20 Apr 2021	$82.00	KMART ONLINE 03	Doover Event - Kids Activities + Pop Up Shop Window Display			FEV024.298.2101	74363961110
21 Apr 2021	$321.86	Vistaprint B.V. Venlo	Main St Advertising - Dowerin Photos + Empty Windows			2130240	74987501110
22 Apr 2021	$312.10	BUNNINGS 603000 NORTHAM	Info Bays - 14L Paint - DOWERIN letters			OC102.421.2101	74940521111

Continued next page

118/04/17/M19381/S033766/I067531

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
23 Apr 2021	$45.00	COMMERCIAL HOTEL DOWER DOWERIN	Refreshments - Afternoon Tea - V. Green Farewell			20402 11	74940521112
26 Apr 2021	$904.93	BUNNINGS 603000 NORTHAM	Consumables/CRC building supplies/Oval materials/SSA + Oval Fence Supplies (capital)				74940521115
27 Apr 2021	$93.00	DOWERIN ROADHOUSE DOWERIN	Refreshments - Lunch - ANZAC Day Volunteers			20402 11	74564721116
28 Apr 2021	$9.00	CARD FEE	NAB Visa Card Fee - R. McCall			20302 11	74557041118
Total for this period	**$4,034.34**		**Totals**				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy Cardholder signature: _____ Date: _____

118/04/17/M19381/S033766/I067532

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

Cardholder Details

Cardholder Name: MISS CHERIE MAY DELMAGE

Account No: 4557 0455 3801 4725

Statement Period: 30 March 2021 to 28 April 2021

Cardholder Limit: $3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
6 Apr 2021	$76.29	COLES EXPRESS 6904 BERTRAM	Fuel - D4 MCCS Vehicle			P714.261.2261	74363961095
14 Apr 2021	$129.32	OEM SALES AND SERVICES REDCLIFFE	Sewerjett - High Pressure Gun			P711.264.2101	03173847913
28 Apr 2021	$9.00	CARD FEE	NAB Visa Card Fee - C. Delmage			2030211	74557041118
Total for this period	**$214.61**		**Totals**				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy Cardholder signature: _____ Date: _____

118/04/17/M19381/S033767/I067533

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

Cardholder Details

Cardholder Name: MR LES JOHN VIDOVICH

Account No: 4557 0455 3810 8790

Statement Period: 30 March 2021 to 28 April 2021

Cardholder Limit: $5,000

Transaction record for: MR LES JOHN VIDOVICH

Date	Amount A$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Apr 2021	$16.90	BUNNINGS 603000 NORTHAM	3/18 Memorial - 25x Durotiles			EM009.250.2101	74940521090
14 Apr 2021	$877.86	AVN NORTHAM PTY LTD NORTHAM	1G14668 - 200,000km Service			P013.260.2101	74940521103
15 Apr 2021	$43.99	DUNNINGS NORTHAM NORTHAM	Fuel - 1G14668 Depot Vehicle			P013.261.2261	74564451104
19 Apr 2021	$579.00	Eastern Hills Saws Mundaring	2x Chainsaw Service + Repairs			P08.260.2101	74249231107
28 Apr 2021	$9.00	CARD FEE	NAB Visa Card Fee - L. Vidovich			2030211	74557041118
Total for this period	**$1,526.75**		**Totals**				

Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy Cardholder signature: _____ Date: _____

118/04/17/M19381/S033768/I067535

Assessment	3rd Previous	2nd Previous	Previous	Current	Total	Comments as at 04.05.2021
A380	9,735.27	5,347.67	5,238.55	2,170.69	22,492.18	PSSO has been loaded to see if the Bailiff can claim and property or land
A529	1,787.43	1,783.05	1,651.22	1,696.13	6,917.83	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A451	15,841.41	0.00	1,570.00	2,824.31	20,235.72	Advised the deceased estate to seek their own legal advice as our only option is to proceed with 3 Year Rule as there is no legal executor or beneficiary
A474	0.00	0.00	2,359.53	2,540.42	4,899.95	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A479	0.00	0.00	914.07	967.02	1,881.09	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A512	12,437.91	4,020.63	4,746.14	3,111.82	24,316.50	PSSO has been loaded to see if the Bailiff can claim and property or land
A283	0.00	1,669.18	837.42	863.00	3,369.60	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A225	3,917.83	9,195.12	1,067.67	651.37	14,831.99	Council approved write-off of rates. Once ownership has changed, payment of ESL and this years rates, and the write-off will occur. Ownership has not changed as of 04.05.2021
A247	294.22	345.83	401.24	406.28	1,447.57	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A248	294.22	345.83	401.31	406.28	1,447.64	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A249	194.22	344.43	390.00	397.49	1,326.14	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A819	0.00	0.00	268.16	938.11	1,206.27	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
A950	138.86	1,049.40	1,227.19	1,162.70	3,578.15	Property is undergoing sale so balance will be paid at settlement
A1016	3,604.81	1,766.81	1,647.41	1,302.56	8,321.59	Assessment loaded with AMPAC - no repsonse to demand letter so will be going to court for GPC (General Procedure Claim)
	48,246.18	**25,867.95**	**22,719.91**	**19,438.18**	**116,272.22**	

SHIRE OF
DOWERIN
TIN DOG TERRITORY

Integrated Planning and Reporting
Quarterly Monitoring Review
April 2021

Contents

Our Integrated Planning and Reporting Framework 4
- Strategic Community Plan 4
- Corporate Business Plan 4
- Informing Strategies 4
- Monitoring and Review 4
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- Annual Report 5
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Our Actions Linked to the Strategic Community Plan 2018-2028 7

Introduction

This four-year Corporate Business Plan 2018-2022 aligns with the strategic initiatives identified in the Strategic Community Plan 2018-2028, reflecting our commitment to fulfilling the community's vision, goals and aspirations.

Some of the actions in the Plan are a continuation of previous initiatives. Others are newly identified after the review of the Strategic Community Plan in 2017.

All our actions are responsibly resourced, with revenue streams, expenditure, staff and time requirements accounted for in our Long Term Financial Plan, Asset Management Plan and Workforce Plan.

Our Integrated Planning and Reporting Framework

The Integrated Planning Framework introduced by the Department of Local Government provided the focus for the development of our strategic planning framework.

The goal of the framework is to integrate and align Council's strategies, plans and programs with identified community objectives, ensuring transparency and accountability through engagement and reporting processes.

Strategic Community Plan

The Strategic Community Plan is the primary forward planning document reflecting the vision, values, aspirations and objectives of the community. The Strategic Community Plan is a roadmap for the future and is designed to guide the Shire of Dowerin.

While some of the objectives are beyond the scope of Council, the Shire of Dowerin is committed to advocate, inform, partner with and share the responsibility for the achievement of these objectives. A major review of the Strategic Community Plan will take place in 2022 to ensure it remains relevant.

Corporate Business Plan

The Corporate Business Plan details the programs and services Council will undertake over a 4-year period to achieve the objectives of the Strategic Community Plan. The Corporate Business Plan is a fixed term document providing direction and a road map for Council to achieve the strategies identified in the Strategic Community Plan. It is an internal business planning document identifying key priorities for the next 4 years.

Under the guidelines, it is essential that the Corporate Business Plan is for a minimum of 4 years.

Informing Strategies

The Shire of Dowerin's informing strategies outline the delivery of the commitments identified in the Corporate Business Plan. The key informing strategies include:

Long Term Financial Plan

This 10-year rolling plan will assist the Shire to set priorities in accordance with its financial resources, through the allowance of key assumption-based analysis. This allows the organisation to make decisions in a financially sustainable manner.

Asset Management Plan

This plan provides guidance on service provision and whole of life cycle asset management to support the Shire's financial sustainability and key service levels.

Workforce Plan

The plan identifies the workforce requirements and strategies for current and future operations, ensuring the needs and limitations to support the delivery of the Corporate Business Plan are met.

Monitoring and Review

Monitoring and regular review of the plans is undertaken to ensure actions are met and achievements can be measured and evaluated.

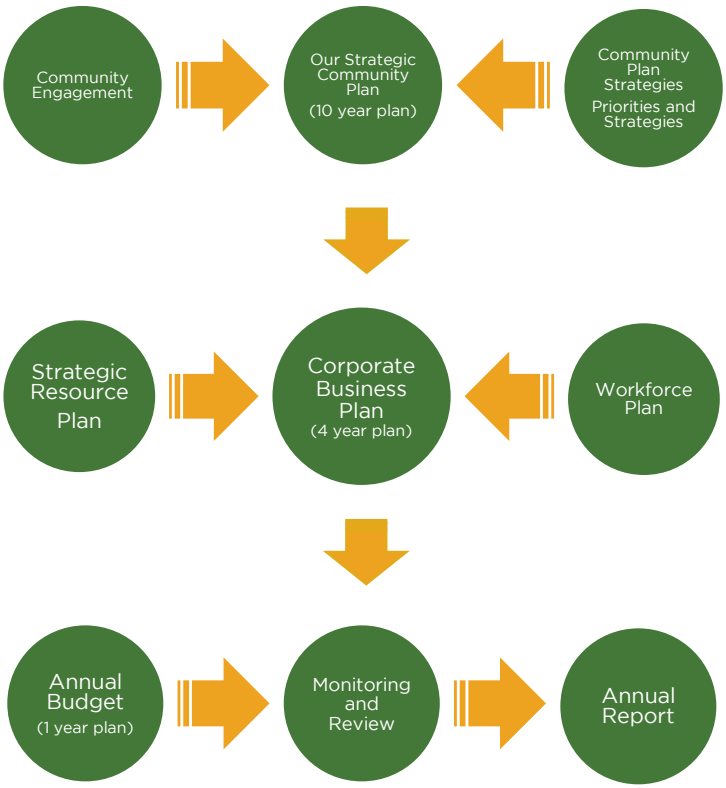
Annual Budget

Driven by the Corporate Business Plan, the Annual Budget is a detailed short-term financial statement for the following financial year and reflects all aspects of the Corporate Business Plan actions and operations for the year. The Annual Budget sets out how the resources will be allocated over the twelve-month period.

Annual Report

The Annual Report, produced at the end of every financial year, is a report of our achievements during the previous twelve-month period beginning 1 July and ending 30 June. It contains an overview of the Strategic Community Plan and the Corporate Business Plan and information about the actions, achievements and budget performance.

The diagram below depicts the components that make up the Shire of Dowerin's Integrated Planning and Reporting Framework. It shows the integration between the plans and the influences of the informing strategies. The intent of the Integrated Planning and Reporting Framework is to ensure the priorities and services provided by the Shire of Dowerin are aligned with our community needs and aspirations. The informing strategies consider available resources to deliver the best possible outcomes for the community.



Measuring Our Achievements and Progress

The Corporate Business Plan is reviewed annually, in conjunction with the annual budget deliberation process, with quarterly reporting on operational progress, ensuring the Shire of Dowerin is working towards implementation and achievement.

It is important for the Shire to be able to measure and monitor the progress of initiatives to deliver on the strategic aspirations detailed in the Strategic Community Plan. The Shire of Dowerin is committed to reviewing internal and external reporting mechanisms to ensure the organisation is aligning its priorities and delivering on its commitments. Reporting to Council and the community on the performance and achievement of the Corporate Business Plan will be provided through quarterly reports and the Annual Report.

Definitions

For each Key Action to be completed, the Corporate Business Plan indicates in the following pages in which year (over the next four years) completion is expected to occur. In some cases, the Key Action is an ongoing one which is to be actioned every year. The following symbols indicate this information:

- ● To Be Completed
- ↻ Ongoing
- ✓ Completed
- ➢ In Progress
- ✘ Not Commenced
- ☐ Scheduled
- Ω Project on Hold

Our Actions Linked to the Strategic Community Plan 2018-2028

Theme	Our Lifestyle						
Objective	*A safe, friendly and engaged community with diverse education and employment opportunities and services that meet the needs of all generations.*						
Outcome 1 **More people, particularly young people and families, live and stay in Dowerin**							
No	**Strategy**	**Priority**		**Our Role**			
C1	Actively promote Dowerin as a vibrant, family friendly community with quality and diverse amenities and services	1		Facilitate			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C1.1	Continue to support the Dowerin Home Care Service	↻	↻	↻	↻	↻	↻
C1.2	Develop and implement an annual Community Development Plan	➢	➢	➢	↻	↻	↻
C1.3	Develop and implement a Dowerin Marketing Plan	➢	➢	➢	➢	➢	➢
Comment: Implementation of Dowerin Marketing Plan progressing (Plan yet to be documented)							
Outcome 2 **Sustainable management through greater collaboration and innovative governance models**							
No	**Strategy**	**Priority**		**Our Role**			
C2	Establish a 'volunteer register' which documents volunteering capacity and provides a measurable value to volunteering in Dowerin	2		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C2.1	Continue to maintain the Dowerin Home Care Volunteer Register	↻	↻	↻	↻	↻	↻
C2.2	Develop and maintain a community volunteer register	➢	➢	➢	➢	➢	➢
Comment: Volunteer register requires reviewing to integrate the Dowerin Home Care Volunteer Register							
No	**Strategy**	**Priority**		**Our Role**			
C3	Investigate best practice in shared governance arrangements for volunteer groups to support a more sustainable volunteer base	2		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**

C3.1	Facilitate best-practice governance training for community groups	➢	➢	↻	↻	↻	↻
Comment: Nil							
Outcome 3 **A friendly and welcoming community that all residents and visitors participate and have pride in**							
No	**Strategy**	**Priority**		**Our Role**			
C4	Targeted engagement of all sectors of the community, recognising cultural diversity	1		Direct Delivery Facilitate			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C4.1	Develop, implement and monitor a Communication and Engagement Framework	✘	✘	✘	✘	➢	➢
Comment: Completion of the Communication and Engagement Framework deferred until June 2021							
No	**Strategy**	**Priority**		**Our Role**			
C5	Provide an annual program of events that incorporates activities and opportunities	1		Direct Delivery Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C5.1	Develop and implement an annual Community Development Plan	➢	➢	➢	➢	➢	➢
Comment: Implementation of the 2020/21 Community Development Plan is in progress							
Outcome 4 **Better access to quality and diverse education and training opportunities**							
No	**Strategy**	**Priority**		**Our Role**			
C6	Continued support of the educational institutions in Dowerin and, in partnership with the Dowerin Senior High School, identify and integrate senior high school options.	1		Advocate Facilitate			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C6.1	Continued provision of HR and payroll support for Lil' Tigers Early Years Centre	↻	↻	↻	↻	✓	
C6.2	Continued provision of a facility to support Lil' Tigers Early Years Centre	↻	↻	↻	↻	↻	↻
C6.3	Support agencies and community groups to implement youth initiatives	↻	↻	Ω	↻	↻	↻
C6.4	Support agencies, businesses and community organisations to advocate for increased educational services	☐	☐	☐	☐	☐	☐

Comment: Provision of HR and payroll support for Lil' Tigers ceased due to transition to REED; Youth Skate Workshop held in April 2021; Youth Leadership Event scheduled for May 2021							
No	**Strategy**	**Priority**		**Our Role**			
C7	Collaborate with the Community Resource Centre to deliver training and development opportunities aligned to community needs and advocate for local businesses to support apprenticeships and further educational opportunities	1 & 2		Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C7.1	Investigate opportunities and partnership to develop a community traineeship program	✘	↻	↻	↻	↻	↻
Comment: Discussions with Directions regarding trainee programs are progressing							
Outcome 5 **Services provision meets the varying needs of different sectors of the Dowerin community**							
No	**Strategy**	**Priority**		**Our Role**			
C8	Create an 'Aged Friendly Community Plan' identifying infrastructure and service delivery requirements and continue to support the Dowerin Home Care service as a priority	4		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C8.1	Develop and implement an 'Aged Friendly Community Plan'	☐	☐	☐	☐	☐	☐
C8.2	Continue to support the Dowerin Home Care Service	↻	↻	↻	↻	↻	↻
Comment: Development and implementation of the Aged Friendly Community Plan is deferred to 2021/22							
No	**Strategy**	**Priority**		**Our Role**			
C9	Support the Dowerin District High School Youth Leadership Group to provide youth led and informed social and development opportunities and experiences for young people	1 & 5		Direct Delivery Facilitate Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
C9.1	Develop and implement a Strategic Youth Plan	✘	✘	✘	↻	➢	➢
Comment: Youth engagement series completed; identified outcomes in draft Strategic Youth Plan							

Theme	Our Infrastructure
Objective	*Our infrastructure will drive economic and population growth, be a key enabler to the digital economy and support reliable, efficient service delivery.*

Outcome 1
Infrastructure is fit for purpose, responsibly managed and maintained

No	Strategy	Priority	Our Role
I1	Empty spaces/places review to determine and promote opportunities for the re-use and revitalisation of unused community assets	1	Direct Delivery

No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021	Apr 2021
I1.1	Facility and Spaces audit and review completed	✘	✘	✘	➢	➢	➢
I1.2	Develop a Facility and Spaces Plan and implement identified strategies	✘	✘	✘	✘	✘	✘
I1.3	Develop and implement a Streetscaping Plan	➢	➢	➢	➢	➢	➢

Comment:
Preliminaries for the Facility and Spaces Audit progressing; Implementation of Streetscaping Plan progressing

No	Strategy	Priority	Our Role
I2	Develop a comprehensive asset management plan that prioritises assets and details a replacement and management schedule, that aligns to community needs	1	Direct Delivery

No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021	Apr 2021
I2.1	Prepare a comprehensive Property Portfolio of Council's owned assets that includes 10-year replacement and management schedules	➢	➢	➢	➢	➢	➢
I2.2	Review the Asset Management Plan	➢	➢	➢	➢	➢	➢

Comment:
The review of the Asset Management Plan is scheduled for April 2021

Outcome 2
Housing meets existing community need and facilities in-migration of families and workers

No	Strategy	Priority	Our Role
I3	Undertake a housing needs analysis to identify specific housing requirements and opportunities to address gaps in the market	1	Direct Delivery

No	Key Actions	Nov 2019	Feb 2020	May 2020	Oct 2020	Jan 2021	Apr 2021

I3.1	Complete a Housing Needs Analysis	☐	☐	☐	☐	☐	☐
Comment: Housing Needs Analysis scheduled for 2021/22							

No	**Strategy**	**Priority**		**Our Role**			
I4	Investigate and implement appropriate housing investment models for Dowerin	4		Direct Delivery Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
I4.1	Implement the Avon Well Housing Project	Ω	Ω	Ω	Ω	Ω	Ω
I4.2	Identify a sustainable housing model to improve the quality of housing in Dowerin	☐	☐	☐	☐	☐	☐
Comment: Council made the decision to put the Avon Well Housing Project on hold during the 2019/20 Budget deliberations due to budget restraints and the current lack of demand for independent living units; Key Action I4.2 is scheduled for 2021/22							

Theme	Our Economy
Objective	*A strong and growing local economy supported by new industry development aligned to identified economic opportunity*

Outcome 1
Available, well-marketed and appropriately provisioned commercial and industrial land entices new business establishment

No	**Strategy**	**Priority**		**Our Role**			
E1	Develop a Sub-Regional Industrial Land Prospectus to attract new business	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E1.1	Develop a business and industry investment prospectus	✘	✘	✘	➢	➢	➢
E1.2	Develop and implement a Dowerin Marketing Plan	✘	➢	➢	➢	➢	➢
Comment: Industry audit completed; Development of a business and industry investment prospectus preliminaries in place; Implementation of Dowerin Marketing Plan commenced (Plan yet to be documented)							

Outcome 2
Tourism is a significant contributor to the local economy and is enhanced by investment in tourism initiatives that showcase Dowerin's natural and built attributes

No	Strategy	Priority		Our Role			
E2	Undertake a tourism asset and opportunity review to clearly identify target markets, tourism trends and opportunities for Dowerin to better promote offerings; encourage and support local businesses to better cater for visitors and tourists	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E2.1	Undertake a tourism audit to include attractions, services and signage	➢	➢	➢	✓		
E2.2	Prepare and implement a Strategic Tourism Plan	☐	☐	☐	☐	☐	☐
Comment: The development of the Strategic Tourism Plan is deferred to 2021/22							

No	Strategy	Priority		Our Role			
E3	Continued involvement in regional tourism marketing campaigns and targeted marketing of the Dowerin Short Stay Accommodation precinct	1		Direct Delivery Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E3.1	Continue to be an active member of Pioneers Pathways and Wheatbelt Way and support the development of the products	↻	↻	↻	↻	↻	↻
E3.2	Review the Dowerin Short Stay Accommodation management model and implement identified initiatives and opportunities	✘	➢	➢	➢	➢	➢
E3.3	Develop and implement a Dowerin Short Stay Accommodation marketing plan	➢	➢	➢	➢	➢	➢
E3.4	Develop imagery inventory to enable marketing content	➢	➢	➢	➢	➢	➢
Comment: Review of the Dowerin Short Stay Accommodation management model is progressing; Implementation of Dowerin Short Stay Accommodation is continuous							

No	Strategy	Priority		Our Role			
E4	Maintain the Wheatbelt Rail Heritage precinct as a static display whilst exploring opportunities for the transfer of ownership to private enterprise or a community group	1		Facilitate Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E4.1	Establish a Wheatbelt Rail Heritage working group and support identified initiatives to promote the precinct	➢	➢	Ω	➢	➢	➢
E4.2	Facilitate the transfer of ownership of the locomotives and rolling stock	➢	●	✓			

E4.3	Facilitate the transfer of management of the Wheatbelt Rail Heritage Museum to an appropriate entity	✘	➢	➢	Ω	➢	➢
Comment: The Shire of Dowerin supports two annual events held at the Minnivale Wheatbelt Heritage Rail Discovery Centre; Discussions to transfer management of Wheatbelt Rail Heritage Museum has commenced							
Outcome 3 **New industry and strengthened existing industry supports economic growth and local employment generation**							
No	**Strategy**	**Priority**		**Our Role**			
E5	Complete a local economic development and incentivisation plan that focuses on business development and identifies industry opportunities and actions to capitalise on prospects	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E5.1	Develop and implement a Strategic Economic Plan	☐	☐	☐	☐	☐	☐
Comment: Development of the Strategic Economic Plan deferred until 2021/22							
No	**Strategy**	**Priority**		**Our Role**			
E6	Local businesses are supported to thrive through continued membership and promotion of the Wheatbelt Business Network; and development of a local business development strategy	1		Advocacy Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
E6.1	Facilitate the re-activation of the Dowerin Business Association	➢	➢	➢	✓		
E6.2	Advocate for increased local participation of the Wheatbelt Business Network	✘	✘	Ω	➢	➢	➢
E6.3	Facilitate the development of business development strategies and support local businesses with the implementation of identified initiatives	☐	☐	➢	➢	➢	➢
Comment: The Shire of Dowerin continues the secretarial role of the Dowerin Business Association to support the re-activation of the organisation; When appropriate, engagement with the Wheatbelt Business Network occurs; Facilitation and consultation to identify business development strategies progressing; Town Teams Dowerin Do-Over regional conference and event in conjunction with NEWROC and WBN held in April 2021; Business Online Presence Workshop scheduled for May 2021							

Theme	Our Natural Environment						
Objective	*Dowerin's unique natural environment is conserved and enhanced through sustainable practices and responsible environmental management*						
Outcome 1 **Increased community education and awareness supports the preservation of Dowerin's natural environment**							
No	**Strategy**	**Priority**		**Our Role**			
N1	Work with environmental advocacy groups to deliver targeted education programs that support existing sustainability initiatives and encourages community ownership of recycling program	1		Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N1.1	Facilitate and support the transfer of recycling program management to a community group	➢	➢	➢	➢	➢	➢
N1.2	Support the rollout of the Container Deposit Scheme	➢	➢	➢	➢	➢	➢
N1.3	Support recycling awareness campaigns	✘	✘	✘	✘	✘	✘
Comment: Container Deposit Scheme commenced; A number of community organisations facilitating their own container deposit collections							
No	**Strategy**	**Priority**		**Our Role**			
N2	Investigate opportunities for local level support from an environmental officer specifically exploring the reinstatement of a dedicated NRM Officer and formalise an arrangement with Wheatbelt Natural Resource Management	3		Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N2.1	Explore opportunities to reinstate an NRM Officer in collaboration with neighbouring Shires	☐	☐	☐	☐	☐	☐
N2.2	Investigate opportunities to formalise an agreement with Wheatbelt Natural Resource Management to advocate for a greater resource allocation for the Shire of Dowerin	☐	☐	☐	☐	☐	☐
Comment: The above Key Actions are scheduled for 2020/21							
Outcome 2 **Sustainable practices are researched and entrenched in areas such as waste management, water management and renewable energy production**							
No	**Strategy**	**Priority**		**Our Role**			

N3	Large scale renewable energy production investigated for development potential in collaboration with neighbouring Shires	1		Advocate			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N3.1	Investigate opportunities for renewable energy development	✘	✘	➢	➢	➢	➢
Comment: Opportunities currently investigated through NEWROC							
No	**Strategy**	**Priority**		**Our Role**			
N4	Develop a long-term plan for waste management that considers infrastructure, site management and resourcing requirements to include the investigation of local processing of recycled materials	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N4.1	Develop and implement a Strategic Waste Management Plan	☐	☐	☐	☐	☐	☐
Comment: Development of the Strategic Waste Management Plan is scheduled for 2021/22; NEWROC Regional Waste Project progressing							
No	**Strategy**	**Priority**		**Our Role**			
N5	Integrate water management planning with land use planning focusing on; improved water harvesting, storage and use; water quality and salinity management	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N5.1	Develop and implement a Water Management Plan	☐	☐	☐	☐	☐	☐
Comment: Development of the Water Management Plan is scheduled for 2021/22							
Outcome 3 **Sustainable infrastructure design and maintenance minimises environmental impact**							
No	**Strategy**	**Priority**		**Our Role**			
N6	Sustainable maintenance of parks, ovals, public spaces and infrastructure through planning for water harvesting, storage and use and renewable energy installations to reduce electricity consumption	1 & 2		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**

N6.1	Identify and action water use reduction, recovery and re-use initiatives	➢	➢	➢	➢	➢	➢
N6.2	Identify opportunities to initiate renewable energy installations	↻	↻	↻	↻	↻	↻
Comment: Funding secured for Oval Irrigation Project, scheduled to commence in September 2021; Renewable energy opportunities are available, however require investment from Council; Costings of options will be presented to Council during the 2021/22 Budget deliberations; Renewable energy options and opportunities currently explored through NEWROC							

No	**Strategy**	**Priority**		**Our Role**			
N7	Information packs and referrals to relevant associations for new infrastructure development include specifications for responsibly sourced and energy efficient materials and design features	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
N7.1	Provide appropriate environment friendly products and design information on the Shire of Dowerin's website	✘	✘	✘	✘	✘	✘
Comment: N7.1 not a priority at this stage							

Theme	Our Leaders
Objective	*A thriving and progressive rural community enabled by innovation in leadership, a focus on continuous improvement and adaptability to involving community needs*

Outcome 1
A community that is engaged and involved because of collaborative decision making and transparent communication

No	**Strategy**	**Priority**		**Our Role**			
L1	Specific volunteer groups and individuals are targeted for involvement in community projects that align to their areas of interest and expertise	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L1.1	Continue to facilitate and support identified project committees and working groups focusing on community priorities	↻	↻	↻	↻	↻	↻
Comment: In the last quarter the Shire of Dowerin has assisted identified community groups and organisations when requested							

No	**Strategy**	**Priority**	**Our Role**

L2	Communication between the Shire and community is multi-faceted and includes electronic and print media as well as in-person engagement	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L2.1	Develop, implement and monitor a Communication and Engagement Framework	✗	✗	✗	✗	➢	➢
Comment: Completion of the Communication and Engagement Framework deferred until June 2021							
Outcome 2 **Through effective planning, service delivery meets community needs and assets are managed to optimise life cycle costs**							
No	**Strategy**	**Priority**		**Our Role**			
L3	Develop an asset management plan and long-term financial plan consistent with identified community priorities for asset renewal and service delivery	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L3.1	Conduct a comprehensive service delivery review	➢	➢	➢	➢	➢	➢
L3.2	Develop a suite of service delivery plans and strategies	✗	✗	✗	✗	✗	✗
L3.3	Integrate service delivery strategies into the asset management plan and long-term financial plan	✗	✗	✗	✗	✗	✗
L3.4	Conduct a facility audit and develop a master plan for future facility usage	✗	✗	✗	➢	➢	➢
Comment: COVID-19 and the 2020/21 capital program has deferred the: 1. Advancement of the service delivery reviews; 2. Development of service delivery plans and strategies; and 3. Fianlisation of Facility and Spaces Audit and review							
No	**Strategy**	**Priority**		**Our Role**			
L4	Efficient and proactive service provision and planning that adapts to meet changing community needs as identified through regular community health checks	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L4.1	Monitor and review IPR Suite of Plans	➢	➢	➢	➢	➢	➢
L4.2	Conduct biennial Community Satisfaction Surveys	☐	☐	☐	✓		

Comment: Review of IPR Suite of Plans progressing							
Outcome 3 **Commitment to continuous improvement in service delivery and good governance practices ensures the Shire is adaptive to evolving community needs**							
No	**Strategy**	**Priority**		**Our Role**			
L5	Continual review and revision of Council policy, procedures and governance frameworks to ensure responsible, efficient and effective service delivery	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L5.1	Ensure policies, procedures and practice are effective, transparent and aligned with corporate functions and service delivery	↻	↻	↻	↻	↻	↻
L5.2	Monitor and review the Shire of Dowerin's Risk Management Framework and Profiling Tool	↻	↻	↻	↻	↻	↻
L5.3	Continue to provide prudent financial controls and compliance systems	↻	↻	↻	↻	↻	↻
Comment: Quarterly reviews of the Risk Profiling Tool on track; 2007 Policy Manual rescinded							
No	**Strategy**	**Priority**		**Our Role**			
L6	Integrated planning evolves and adapts to meet the changing context for Dowerin	1		Direct Delivery			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**
L6.1	Review IPR Framework	☐	✗	☐	➤	➤	➤
L6.2	Monitor and review IPR Suite of Plans	➤	➤	➤	➤	➤	➤
Comment: IPR Framework major review progressing							
No	**Strategy**	**Priority**		**Our Role**			
L7	Continue to advocate for and create partnerships that will benefit the Dowerin community through ongoing collaboration with neighbouring Shires and active participation in regional, state and national alliances	1		Direct Delivery Partner			
No	**Key Actions**	**Nov 2019**	**Feb 2020**	**May 2020**	**Oct 2020**	**Jan 2021**	**Apr 2021**

L7.1	Continue to progress regional collaboration by participating in North Eastern Regional Organisation of Councils strategies and similar regional partnerships	↻	↻	↻	↻	↻	↻
L7.2	Work collaboratively with relevant State agencies to plan for future service and infrastructure needs	↻	↻	↻	↻	↻	↻
Comment: Dowerin commenced as a Council Member of NEWROC effective 1 July 2020							