

# AGENDA

## Ordinary Council Meeting

To be held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 19 September 2023  
Commencing 4.00pm





## NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 19 September 2023 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

4.00pm	Council Meeting
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Brian Jones  
Acting Chief Executive Officer  
14 September 2023

### DISCLAIMER

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

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

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

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**Shire of Dowerin  
Ordinary Council Meeting  
4.00pm Tuesday 19 September 2023**



**1. Official Opening / Obituaries**

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

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

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr WG Allsopp	
Cr LG Hagboom	
Cr NP McMorran	
Cr JC Sewell	

**Staff**

Mr B Jones	Acting Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms K Rose	Executive & Governance Officer

**Members of the Public:**

**Apologies:** Cr DP Hudson

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

**3. Public Question Time**

**4. Disclosure of Interest**

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

**5. Applications for Leave of Absence**

**6. Petitions and Presentations**



7.	Confirmation of Minutes of the Previous Meeting(s)
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7.1 Ordinary Council Meeting held on 15 August 2023.

[Attachment 7.1A](#)

	Voting Requirements
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Simple Majority



Absolute Majority

Officer's Recommendation – 7
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That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 15 August 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

8.	Minutes of Committee Meeting(s) to be Received
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8.1 Asset and Works Committee Meeting held on 5 September 2023.

[Attachment 8.1A](#)

	Voting Requirements
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Simple Majority



Absolute Majority

Officer's Recommendation – 8
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That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset and Work Committee Meeting, held on 5 September 2023, as presented in Attachment 8.1A, be received by Council.

**NOTE:**

*The Assets & Works Committee discussed the capacity of the three 450mm culverts at slk4.38 on Harris East Road and requested the Assets and Works Coordinator research options and costs of increasing the diameter of the culverts.*

*A quotation has been received for 3 x 600mm HDPE pipes to be installed for the same price as the original quote for 3 x 450mm reinforced concrete pipes.*

*The quotation for 3 x 600mm HDPE pipes will be accepted should Council accept the recommendation of the Assets and Works Committee.*

9.	Recommendations from Committee Meetings for Council Consideration
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9.1	Asset & Works Committee Meeting held on 5 September 2023
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9.1.1	Roads to Recovery – Allocation of Surplus Funding
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Refer Asset and Works Committee Meeting Minutes dated 5 September 2023.

	Voting Requirements
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Simple Majority



Absolute Majority

Committee Recommendation – 9.1.1
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That Council allocate the balance of the 2023/24 Roads to Recovery funding of \$38,861 to gravel re-sheeting Hindmarsh Back Road from SLK 2.30 to 2.93.

<b>9.1.2</b>	<b>Local Roads and Community Infrastructure Program (LRCIP) Phase 4 Part B Allocation</b>
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Refer Asset and Works Committee Meeting Minutes dated 5 September 2023.

[Attachment 9.1.2A](#) – Sealed Roads Report

<b>Voting Requirements</b>
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Simple Majority



Absolute Majority

<b>Committee Recommendation – 9.1.2</b>
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That Council nominate the following projects for LRCIP Phase 4B funding:

- a. Reseal of Dowerin-Meckering Road (SLK 18.45-21.50, total of 3.05km),
- b. Reseal on Koorda-Wongan Hills Road (SLK 17.08-18.20 total of 1.12km).
- c. Culvert failure repair on Metcalf Road (SLK 3.58), and
- d. Replacement of entire culvert on Harris East Road (SLK 4.38).

<b>10.</b>	<b>Announcements by the President Without Discussion</b>
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11.	OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES	
11.1	Financial Activity Statements	
Corporate and Community Services		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
Date:		
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	<a href="#">Attachment 11.1A</a>	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

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

### Background

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

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

### Comment

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

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

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

#### Note 1 – Statement of Financial Activity

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

#### Note 2 – Cash and Financial Assets

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

#### Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

**Consultation**

Brian Jones, Acting Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Megan Shirt, Consultant

**Policy Implications**

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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

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

## Financial Implications

Nil

## Voting Requirements




Simple Majority



Absolute Majority

## Officer's Recommendation – 11.1

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

11.2 List of Accounts Paid	
<div>Corporate &amp; Community Services</div> <div>  <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p> </div>	
<b>Date:</b>	
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

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

### Background

Nil

### Comment

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

### Consultation

Brian Jones, Acting Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Susan Dew, Finance Officer

Rhonda Ratcliffe, Finance Officer

### Policy Implications

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Statutory Implications

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

## Risk Implications

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

## Financial Implications

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

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation – 11.2

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

List of Accounts Paid – August 2023	
EFT 11173 to EFT 11304	\$693,133.99
Direct Debit: Credit Card Payment: July 2023	\$2,680.83
Direct Debit: Synergy	\$13,494.97
Direct Debit: Bank Fees	\$70.98
Direct Debit: Water Corporation	\$6528.22
Direct Debit: XENEX Systems	\$460.41
Direct Debit: Telstra	\$743.87
Direct Debit: Wylie Weekly	\$25.00
Direct Debit: Wesfarmers Kleenheat Gas	\$241.37
Direct Debit: Merchant Fees	\$227.57
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: Bpay Fees	\$89.29
PPE August 2023 - Wages	\$53,268.00
PPE August 2023 - Wages	\$57,343.54
PPE August 2023 - Wages	\$58,855.08
Direct Debit: Superannuation	\$24,445.73
<b>TOTAL</b>	<b>\$911,850.85</b>



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

## Corporate & Community Services



<b>Date:</b>	25 August 2023
<b>Location:</b>	Various
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Sheldon Cox, Rates and Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
<b>SharePoint Reference:</b>	Organisation/Rates & Valuations/Debt Recovery
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This item is represented to clearly define the process undertaken by the Shire to proceed with the sale of properties whose rates and charges have been in arrears for three years.

#### Background

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

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

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

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

The aim of this item is to propose an additional four assessments for potential sale and/or seizure. The following properties, while not necessarily hold a large debt, will become a problem if they are not acted upon now. The four listed are under unfortunate circumstances in which all owners and potential beneficiaries have since passed away, leaving a difficult and uncomfortable situation for the Shire to navigate.

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

#### Comment

Staff have exhausted all avenues of action in accordance with relevant legislative requirements relating to collection of the outstanding rates on the properties. A decision from Council on how to proceed was ratified at its Ordinary Council Meeting held on 18 April 2023 (CMRef 0765).

The Officer's Recommendation is to clearly identify the process the Shire has undertaken in relation to debt recovery for the two properties and the recommendation for the sale and the steps carried out.

#### Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Rates Consultant

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services - AMPAC Debt Recovery

Association of Rates Officers

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

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

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

There is a provision for rates debt recovery in the 2023/24 budget.

## Voting Requirements



Simple Majority



Absolute Majority

## Officers Recommendation/Resolution – 11.3

That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council pursuant to minutes of the Ordinary Council Meeting dated 18 April 2023 (CMRef 0765) in relation to A229 – Lot 58 Dowall Street, Minnivale, the Shire were made aware that the owners were deceased and a decision in or around 2020 was made to write-off rates and charges by Council motion each financial year. Following the commencement of a new Rates Officer, an internal decision was made to allow the rates and charges to be outstanding for three years to proceed with seizure and sale. Following contact with the Executors of the Estates of the deceased owners in or around 2023, they have relinquished rights to the property allowing Council to proceed with seizure and sale.

## 11.4 Central East Aged Care Alliance (CEACA)

### Corporate & Community Services



<b>Date:</b>	25 August 2023
<b>Location:</b>	Various
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer
<b>Author:</b>	Brian Jones, Acting Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995;</i>
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

To consider applying for membership of CEACA.

#### Background

Council has previously discussed the merits of becoming a member of CEACA at the May, June, and August Workshops.

Council has the option of:

- Full membership (\$15,000 per annum)
- Associate membership (\$5,000 per annum)
- Not applying for membership

Further information regarding CEACA can be found at <https://www.ceaca.org.au/>.

#### Comment

Council has indicated a preference for associate membership.

The terms of associate membership are:

- Non-Voting member of CEACA.
- Annual Membership Levy of \$5,000 per annum.
- Minimum Membership commitment of three years from 1 July 2023.
- Option to apply for General Membership of CEACA at any time.
- Included in CEACA's applications to State and Federal Government (as appropriate) for Grant funding ("Funding") to construct Independent Living Units (ILUs).
- Upon confirmation of Funding for ILUs, an obligation to apply for General Membership of CEACA.
- A funding commitment towards the ILUs from the Shire is a likely condition of any State and Federal Government funding.
- Appropriate land will be gifted to CEACA to enable the construction of the ILUs.
- CEACA land will be exempt from Shire rates due to its charitable status.

### Consultation

Nil

### Policy Implications

Nil

### Statutory Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	
Risk Rating (after treatment)	Effective

### Financial Implications

Council has included an allocation of \$15,000 in the 2023/24 Budget. While associate membership provides an initial Budget saving, Council may be required to upgrade to full membership should CEACA lodge a funding application during the financial year that includes housing for the Shire of Dowerin.

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution – 11.4

That, by simple majority, Council apply for Associate Membership of the Central East Accommodation & Care Alliance.

11.5 Regional Early Education and Development Inc (REED) – Project Support Proposal	
<div>Corporate &amp; Community Services</div> <div> SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</div>	
Date:	12 September 2023
Location:	10 Cottrell Street Dowerin, Dowerin REED
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Aaron Wooldridge, Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Community Development/Community Groups Liaison/2023-Dowerin REED
Disclosure of Interest:	Nil
Attachments:	<a href="#">Attachment 11.5A</a>

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents a financial support proposal for Dowerin REED for the purpose of completing a fundraised landscaping project at 10 Cottrell Street, Dowerin and for Council to consider and, if satisfactory, adopt the approval.

#### Background

The Dowerin Community Childcare Inc was supported by the Shire of Dowerin prior to the merger with REED in 2020. However, the Shire of Dowerin is currently responsible for the upkeep and maintenance of the building and land that REED currently occupies.

#### Comment

Dowerin REED has sent a letter (attachment 11.5A) seeking the financial support from the Shire of Dowerin in contributing towards the shortfall of \$2,393.00, for the landscape project that is estimated to cost \$5,390.00. To date, REED has successfully fundraised \$2,997.00 towards the project.

The purpose of the project is to revitalise the existing landscape by upgrading the area with a more natural and nurturing outdoor environment for children. It will provide improved sensory elements for the children such as: mud pit area, natural herbs area, sensory path to connect to a custom-built teepee donated and made locally by families and the Dowerin Men's shed.

#### Consultation

Brian Jones, Acting Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Sheldon Cox, Rates Officer

Russell Holleley, Assets and Works Administration Officer

## Policy Implications

Nil

## Statutory Implications

*Local Government (Financial Management) Regulations 1996*  
*r.12(1)(a) Payment from municipal or trust fund, restrictions on making*

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Community

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

Outcome: 1.2

Reference: 1.2.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

Risk Profiling Theme	Management of Facilities/Venues/Events
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Inconsequential damage
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

## Financial Implications

2023/2024 Budget Review amendment.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation – 11.5

That Council supports the Financial contribution towards the Project Proposal submitted by Dowerin REED, as presented in Attachment 11.5A.



## 11.6 Dowerin Memorial Swimming Pool

### Governance & Compliance



<b>Date:</b>	6 September 2023
<b>Location:</b>	Memorial Avenue, DOWERIN
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer
<b>Author:</b>	Brian Jones, Acting Chief Executive Officer
<b>Legislation:</b>	
<b>SharePoint Reference:</b>	Nil
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

To consider removing the entry fees for the Dowerin Memorial Swimming Pool (hire fees excluded).

#### Background

In 2022 local Dowerin resident, Dayrell Jennings, kindly made a donation to the Shire to cover all admission fees into the Dowerin Memorial Swimming Pool for the 2022/2023 season.

This donation was widely recognised throughout the Region and resulted in an increase in attendance throughout the pool season, with an influx of both junior and senior patrons daily.

Having a free-entry pool provided the youth of Dowerin with a place to play, learn, and enjoy summer with their friends and peers. It offered parents a local option for activities throughout the summer school break and saw less families travelling to the city to spend the day out with their children.

The Dowerin Memorial Pool is utilised by both locals and people travelling through the Wheatbelt as either tourists or visiting local families. By drawing more people into the town centre, local businesses including the Tin Dog General Store, and Dowerin Roadhouse, also benefit from an injection of money and customers through their doors.

As part of the 2023/2024 Budget, Council forecasts to receive \$6,996.00 in admission fees and seasonal passes. The Budget does not predict any income for hire fees.

Current admission fees are:

Description	Notes	Fee/Charge
Adult	Per Visit	4.00
Children	Per Visit	4.00
Family Visit (2 Adults & 2 Children)	Per Visit	15.00
Season Tickets; Family (Max 4 people of Immediate Family)	2 adults & 2 children	140.00
- Additional Children	Per Child	30.00
Season Tickets; Single	Per Season	80.00
Half Season Ticket; Family (1 January each year)	2 adults & 2 children	70.00
- Additional Children	Per Child	15.00
Half Season Ticket; Single (1 January each year)	Per Half Season	40.00
Adult; Non-Swimmer	Per Visit	2.00
Senior / Concession Adult	Per Visit	2.00
Season Ticket - Senior / Concession Adult	Per Season	60.00
Hire of Swimming Pool	Per Hour	50.00
Cleaning Fee - If Required (Includes Staff Time & Materials)	Cost Recovery	Cost Recovery

### Consultation

Brian Jones, Acting Chief Executive Officer  
Dowerin Shire President  
Dowerin Shire Deputy President

### Policy Implications

Nil

### Statutory Implications

#### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.
  - Absolute majority required.
- (2) A fee or charge may be imposed for the following —
  - a. providing the use of, or allowing admission to, any property or facility wholly or partly owned,
  - b. controlled, managed, or maintained by the local government;
  - c. supplying a service or carrying out work at the request of a person;
  - d. subject to section 5.94, providing information from local government records;
  - e. receiving an application for approval, granting an approval, making an inspection and
  - f. issuing a licence, permit, authorisation, or certificate;
  - g. supplying goods;
  - h. such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- a. imposed\* during a financial year; and
  - b. amended\* from time to time during a financial year.
- Absolute majority required.

## Strategic Implications

### Local Planning Strategy

#### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Community & Engagement Framework Communication & Engagement Policy Community Satisfaction Survey
<b>Action (Treatment)</b>	No Action required
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

Council currently forecasts an income of \$6,996.00 for the 2023/2024 pool season. The outcome of the recommendation, if adopted, would be to incur unbudgeted expenditure equivalent to the budgeted revenue.

**Voting Requirements**☐

Simple Majority

☒

Absolute Majority

**Officer's Recommendation – 11.6**

That Council agree to waive the entry fees for the Dowerin Memorial Swimming Pool for the 2023/24 pool season and remove the entry fees from the Shires fees and charges (hire fees excluded).

## 11.7 Unpaid Rates – 36 Goldfields Road, DOWERIN

### Corporate & Community Services



<b>Date:</b>	8 September 2023
<b>Location:</b>	Nil
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Sheldon Cox, Rates and Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Rates and Evaluations/Reporting/2023 Recalcitrant Rates Debtors
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.7A</a>

#### Purpose of Report

☒ Executive Decision ☐ Legislative Requirement

#### Summary

The Shire of Dowerin has received a request from the beneficiary of the Estate of 36 Goldfields Road, Dowerin for the Shire to defer action to take possession and sell the land for unpaid rates and charges.

#### Background

The property 36 Goldfields Road has previously been approved for seizure and sale by Council due to rates arrears being in excess of three years. It is due to go to Auction in October.

#### Comment

The Shire has received correspondence (Attachment 11.7A) from the beneficiary of the Estate of 36 Goldfields Road, who's deceased parents own the property 36 Goldfields Road, Dowerin.

In verbal conversations with the beneficiary, the Rates Officer is under the assumption that their daughter and/or granddaughter is interested in purchasing the property, however this may not take place until well into 2024. The debt will be paid at settlement, should the private property sale go ahead.

As of 8 September 2023, the current debt held is over \$32,000. This amount includes yearly rates and charges from 2019 onwards, plus all charges in relation to probate searches, skip traces and general legal fees. The current value of the property is unknown.

Administration is seeking Council direction regarding the request received due to the large debt and the previous approval to seize and sell. Council can decide to continue with the seizure and sale of the property unless the owners, or any living relative, pays the third year owing debt in full. The proposal received from the beneficiary of the Estate of 36 Goldfields Road, Dowerin will not meet this requirement by the auction due date.

Two recommendations have been provided for Council consideration, one to deny the request received and one to approve the request received.

## Consultation

Sheldon Cox, Rates Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services, AMPAC Debt Recovery

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

## 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

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	\$5,001 - \$50,000
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	High (16)
<b>Key Controls (in place)</b>	Financial Management Framework; Debt Recovery Procedures; Legislation
<b>Action (Treatment)</b>	Undertake debt recovery as per procedures and legislation
<b>Risk Rating (after treatment)</b>	Effective

### Financial Implications

The risk implications as set out above is \$5,001 - \$50,000.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 11.7

That Council:

Reject the offer to make minimal weekly payments as received and proceed with the seizure and sale of 36 Goldfields Road, Dowerin.

OR

Accept the offer to make minimal weekly payments and postpone the possession and sale of 36 Goldfields Road, Dowerin to allow a private sale of the property to relatives of the deceased owners.

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

### 12.1 Dowerin Bush Fire Brigade – Policy Manual

# Governance & Compliance



Date:	17 August 2023
Location:	Not Applicable
Responsible Officer:	Brian Jones, Acting Chief Executive Officer
Author:	Brian Jones, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<a href="#">Attachment 12.1A</a>

#### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

#### Summary

To consider the adoption of various Policies in regard to the operation of volunteer Bushfire Brigades within the Shire.

#### Background

The Shire administration, in conjunction with the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer have prepared the following Policies for Council consideration:

- 8.1 Roles of Brigade Officers
- 8.2 Brigade Meetings
- 8.3 Firefighter Induction
- 8.4 Personal Protective Equipment
- 8.5 Use of Brigade Sheds
- 8.6 Vehicle Use for Operational Activities
- 8.7 Shire Owned Equipment and Bushfires
- 8.8 Police Statements

The above Policies were produced based on framework from DFES, other Shire Policies, and in consultation with the Chief Bushfire Control Officer and Deputy Bushfire Control Officers.

These Policies are now presented to Council for consideration.



## Consultation

Brian Jones, Acting Chief Executive Officer  
Kahli Rose, Executive and Governance Officer  
Paul Millsteed, Chief Bush Fire Control Officer  
Gavin Hagboom, Deputy Chief Bush Fire Control Officer  
Department of Fire and Emergency Services

## Policy Implications

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

## Statutory Implications

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation – 12.1

That, by simple majority, Council adopt the following Policies as presented in Attachment 12.1A:

- 8.1 Roles of Brigade Officers,
- 8.2 Brigade Meetings,
- 8.3 Firefighter Induction,
- 8.4 Personal Protective Equipment,
- 8.5 Use of Brigade Sheds,
- 8.6 Vehicle Use for Operational Activities,
- 8.7 Shire Owned Equipment and Bushfires, and
- 8.8 Police Statements

## 12.2 Policy Review – Councillor IT Devices

# Governance & Compliance



Date:	17 August 2023
Location:	Not Applicable
Responsible Officer:	Brian Jones, Acting Chief Executive Officer
Author:	Brian Jones, Acting Chief Executive Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	<a href="#">Attachment 12.2A</a>

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

To consider amendments to Council Policy 1.10 Councillor IT Devices.

### Background

Council Policy 1.10 Councillor IT Devices has been amended to reflect the change from iPads to Laptops. Council reviewed the proposed changes at the August Workshop and the Policy, as amended is now presented to Council for consideration.

### Comment

Council policies are regularly reviewed for relevance and accuracy with any required amendments being presented to Council for endorsement. With the acquisition of 8 laptops for Councillor use, the current Policy required amending to reflect these changes. This policy is included as an attachment.

The amendments are written in red and green text, Black text indicates the wording currently contained in the policy. Further comment on the amendments is detailed below:

### Consultation

Brian Jones, Acting Chief Executive Officer

### Policy Implications

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

### Statutory Implications

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

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

## Financial Implications

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

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation – 12.2

That, by simple majority, Council adopt the amended Policy 1.10 Councillor IT Devices, as presented in Attachment 12.2A.

12.3 Development Application - Lot 25585 Minnivale Northeast Road, MINNIVALE

## Governance & Compliance



<b>Date:</b>	31 August 2023
<b>Location:</b>	Lot 25585 Minnivale Northeast Road, MINNIVALE
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer
<b>Author:</b>	Laura Pikoss, HBP Services WA
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>
<b>SharePoint Reference:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

Council has received a planning application requesting approval to construct a machinery shed in support of extensive agricultural operations. The proposed shed dimensions are 48m (length) x 24m (width) x 6.6m (height), which complies with the allowable land use outlined in the Land Planning Shire of Dowerin Scheme No 2.

### Background

At present, the subject site comprises a dwelling along with multiple farm sheds that facilitate the ongoing agricultural activities taking place on the property. These structures play a crucial role in supporting and facilitating the various agricultural operations conducted on the site.

## Description of Proposal

The council has recently received a planning application that seeks approval to establish a machinery shed in conjunction with extensive agricultural operations. The proposed shed is intended to serve as a functional storage facility for various farm machinery and equipment related to the agricultural activities taking place on the premises.

With dimensions measuring 48 metres in length, 24 metres in width, and 6.6 metres in height, out buildings in association with Agriculture extensive activities are permissible in accordance with the Shire of Dowerin Scheme No 2. The machinery shed will contribute to the efficient functioning of the agricultural operations by providing a dedicated space for storing and maintaining essential equipment on site.

The planning application has been thoroughly assessed and considered various factors, including the shed's location, impact on the surrounding environment, and compliance with relevant regulations. A decision will be made based on these considerations to ensure that the proposed construction aligns with the community's interests while supporting the sustainable growth of agriculture in the area.

The development is located Lot 25585 Minnivale Northeast Road, MINNIVALE and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.



Figure 1: Subject Site



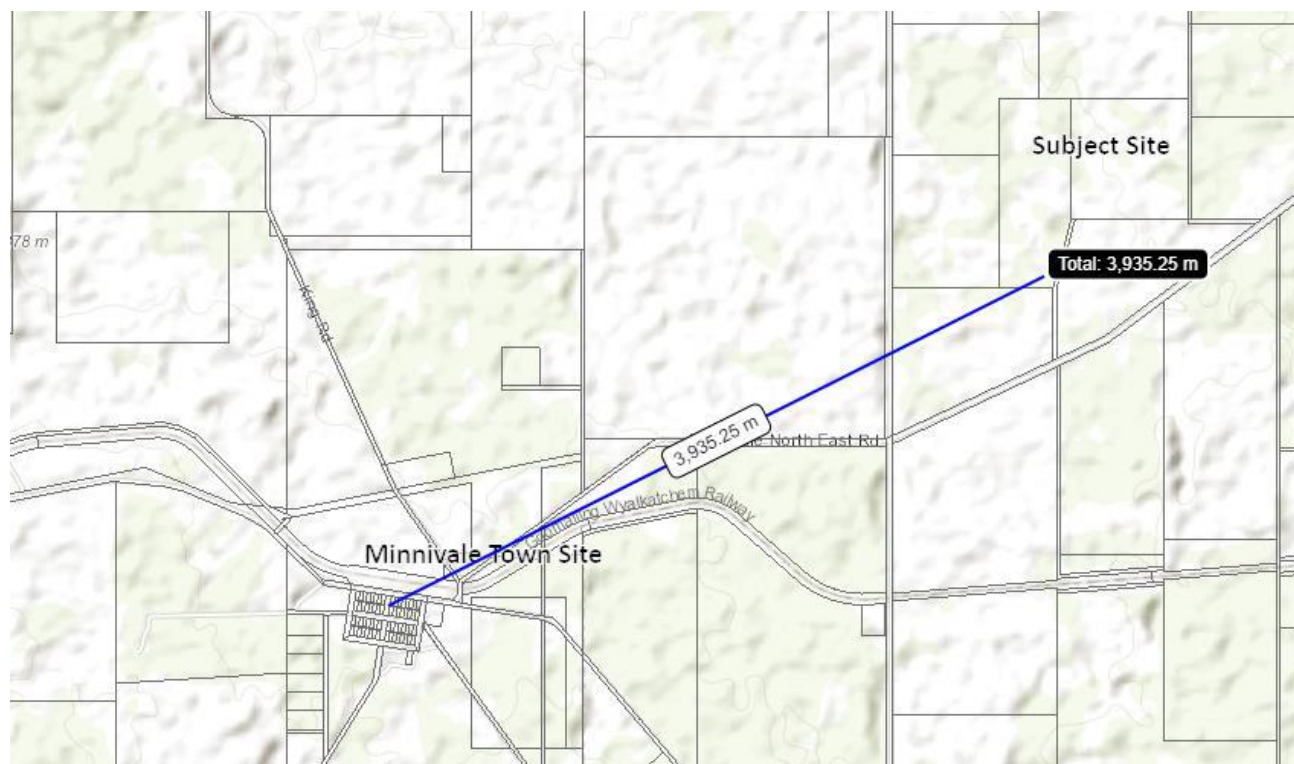


Figure 2: Site location

### Site and Location



Figure 3: Site Plan

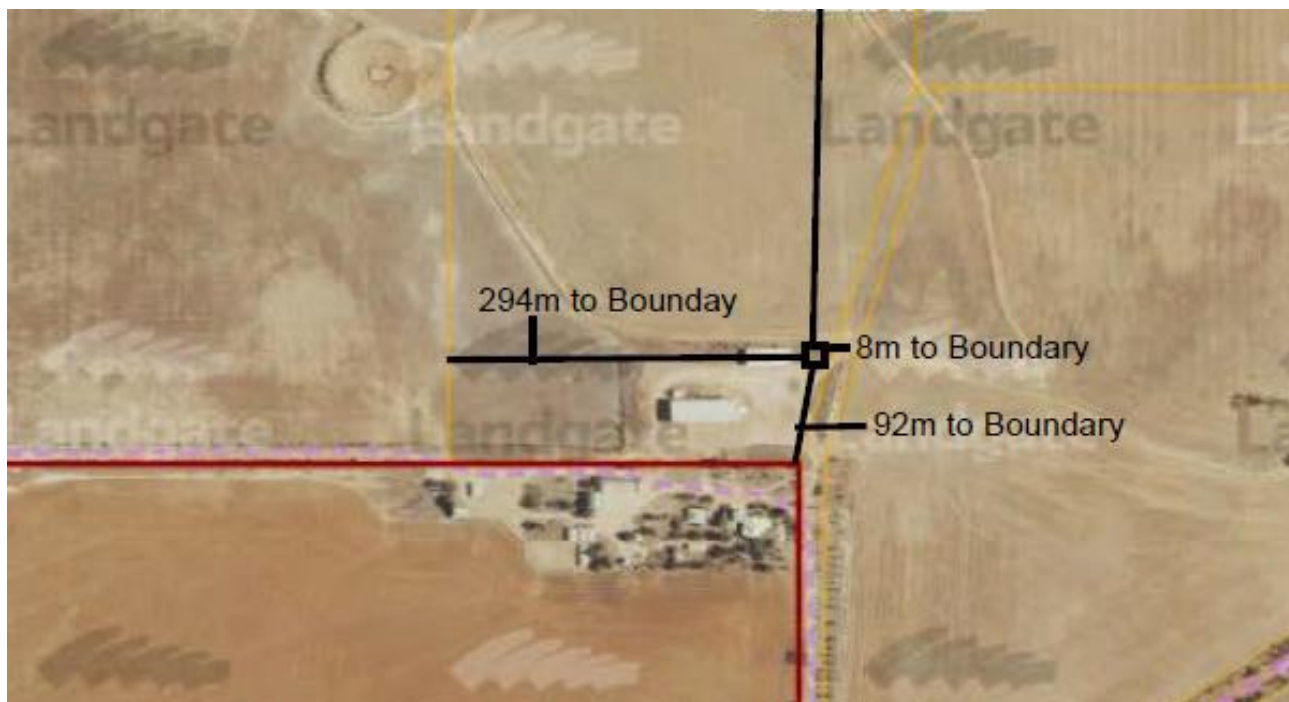


Figure 4: Setbacks

Consultation
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Nil

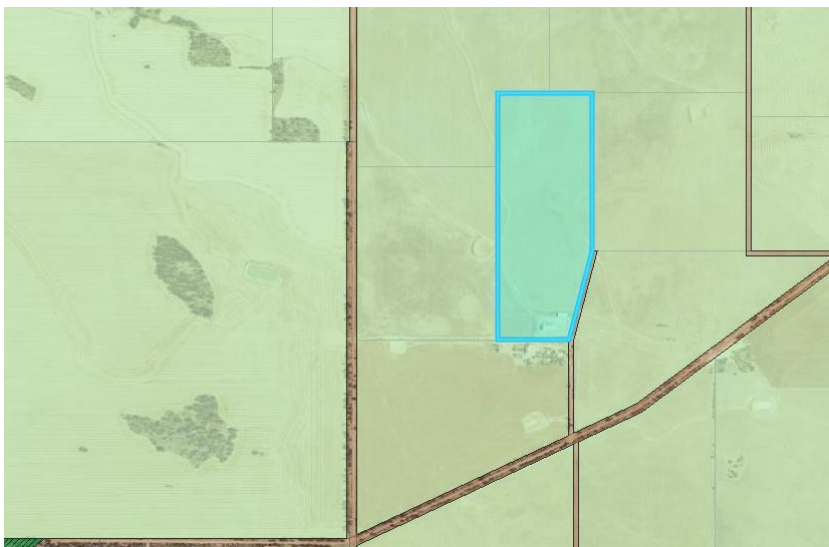
Policy Implications
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Nil



## Statutory Implications

As to the planning framework a 'an outbuilding for agriculture — extensive' is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)	
Current Zoning	<p><i>'Rural' – See extract of Zoning Map below – green colour.</i></p>  <p><i>Figure 5 Extract of zoning map</i></p>
Permissibility (Table 1 – Zoning Table)	<p><i>Table 1 – Zoning Table of LPS 2 qualifies an outbuilding for 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; as 'P' use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</i></p>
Definitions	<p><i>The draft LPS 2 defines:</i></p> <p><i>a) 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;</i></p>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <li><i>• To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li> <li><i>• To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li> <li><i>• To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li> <li><i>• To prevent any development that may affect the viability of a holding.</i></li> <li><i>• To encourage small scale, low impact tourist accommodation in rural locations.</i></li> <li><i>• To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i></li> </ul>

Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <li><i>Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i></li> </ul>
<p align="center"><b>Planning and Development (Local Planning Scheme) Regulations 2015</b> (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<p align="center"><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> (Statutory instrument – tied to Planning Regulations)</p>	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <li><i>a) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></li> <li><i>b) Any strategic planning proposal, subdivision or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></li> <li><i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></li> </ul>

<b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b> <i>(Guidance document – tied to SPP 3.7)</i>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP</i></p> <p><i>3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <li><i>• result in the intensification of development (or land use);</i></li> <li><i>• result in an increase of residents or employees;</i></li> <li><i>• involve the occupation of employees on site for any considerable amount of time; or</i></li> <li><i>• result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li> </ul>

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 5.4

Reference: 5.4.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

### Risk Implications

The risk assessment in relation to this development is low it poses no significant environmental implications to the site or neighbouring properties. The development is minor.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.3

That Council grant Planning Approval for the placement of a Machinery Shed at Lot 25585 Minnivale Northeast Road, MINNIVALE., as per the application received, subject to the below conditions:

#### CONDITIONS:

- 1 All stormwater to be contained on-site.

#### ADVICE NOTES:

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

- a) This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b) Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c) The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d) The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

## 12.4 Development Application – 1400 (Lot 12275) Dowerin-Koorda Road, MANMANNING

### Governance & Compliance



<b>Date:</b>	6 September 2023
<b>Location:</b>	1400 (Lot 12275) Dowerin-Koorda Road, MANMANNING
<b>Responsible Officer:</b>	Brian Jones, Chief Executive Officer
<b>Author:</b>	Laura Pikoss, HBP Servies WA
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>
<b>SharePoint Reference:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

CRISP Wireless plans to expand its fixed wireless network across the Wheatbelt region by constructing a 30-metre communications tower in Manmanning. The project aims to improve telecommunications connectivity for local residents. An agreement with the landowner has been reached, and the development application is in accordance with relevant regulations under the Shire of Dowerin Town Planning Scheme 2. The council will carefully assess the proposal's impact on the environment and its compliance with regulations to make a decision that aligns with community interests and supports sustainable agricultural growth in the area.

Given the remote location of the proposed development, it is anticipated that there will be minimal visual impact on the surrounding area. Therefore, the officer's recommendation is to approve the development. This decision takes into consideration the unique circumstances of the location and the potential benefits it offers without significant visual disruption.

#### Description of Proposal

CRISP Wireless is planning to expand their fixed wireless network throughout the Wheatbelt region. As part of this initiative, they intend to construct a 30-metre communications tower on Lot 12275, situated along Dowerin-Koorda Road in Manmanning. This tower is a crucial component of the broader network deployment across the region, aimed at enhancing telecommunications connectivity for Wheatbelt residents.

They have already reached an agreement with the landowner for the installation of this telecommunications infrastructure on the specified land. This infrastructure will include the 30-metre tower and a container designed to house communication equipment, topped with solar panels for power supply. The development application adheres to the provisions of the Planning and Development Act 2005 and is subject to assessment under the Shire of Dowerin Town Planning Scheme 2. Notably, the subject land falls within the Rural Zone.



The council will conduct a thorough evaluation of the planning application, taking into account several factors. These factors include the tower's location, its potential impact on the surrounding environment, and its compliance with relevant regulations. The council's decision will be guided by these considerations, ensuring that the proposed construction aligns with the community's interests and supports the sustainable growth of agriculture in the area.

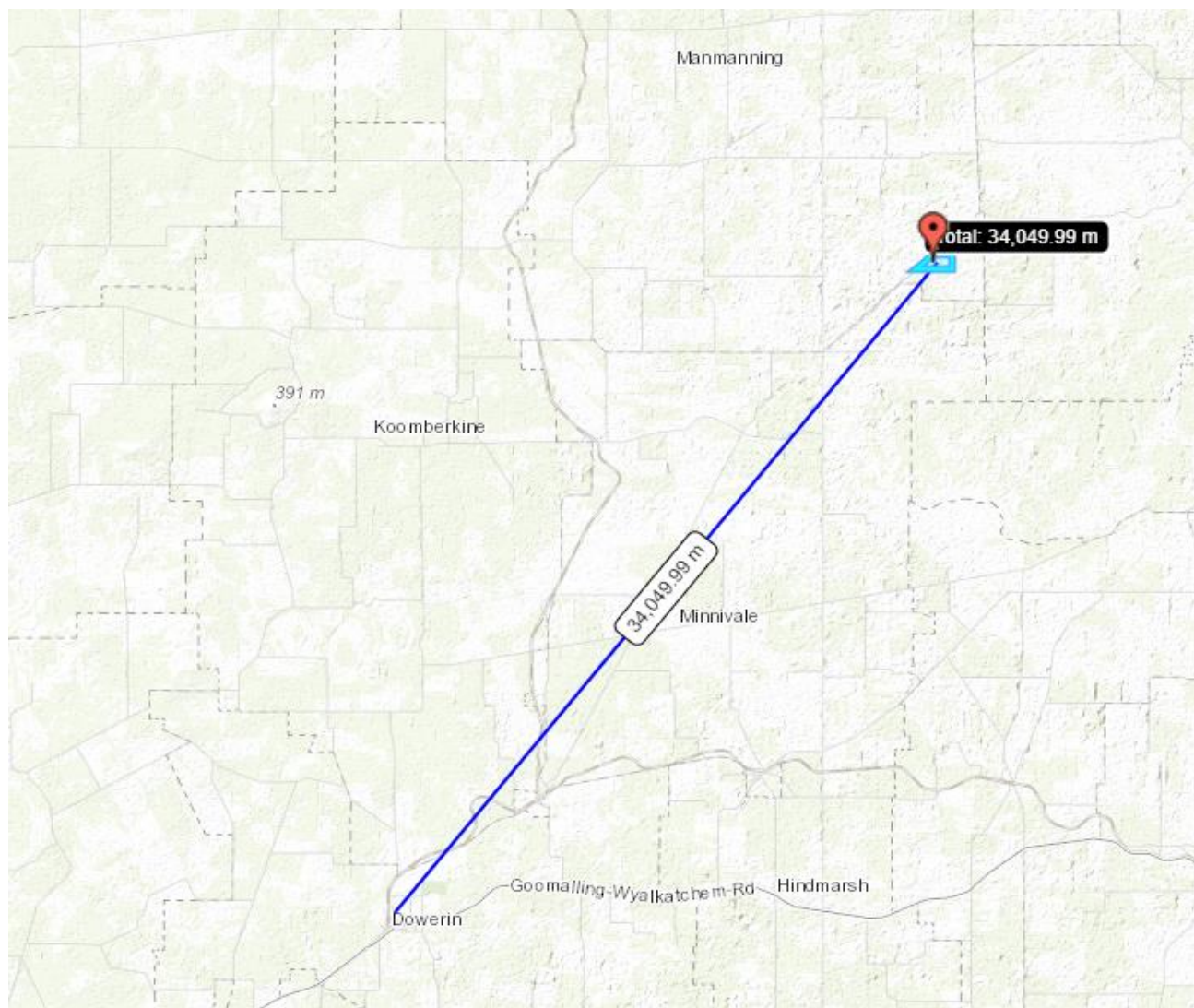
The development is located **1400 (Lot 12275) Dowerin-Koorda Road, Manmanning** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area



Figure 1: Subject Site



*Figure 2: Site Location*

The site is situated approximately 34 kilometres to the North-Northeast of Dowerin's town centre.



## Site and Location

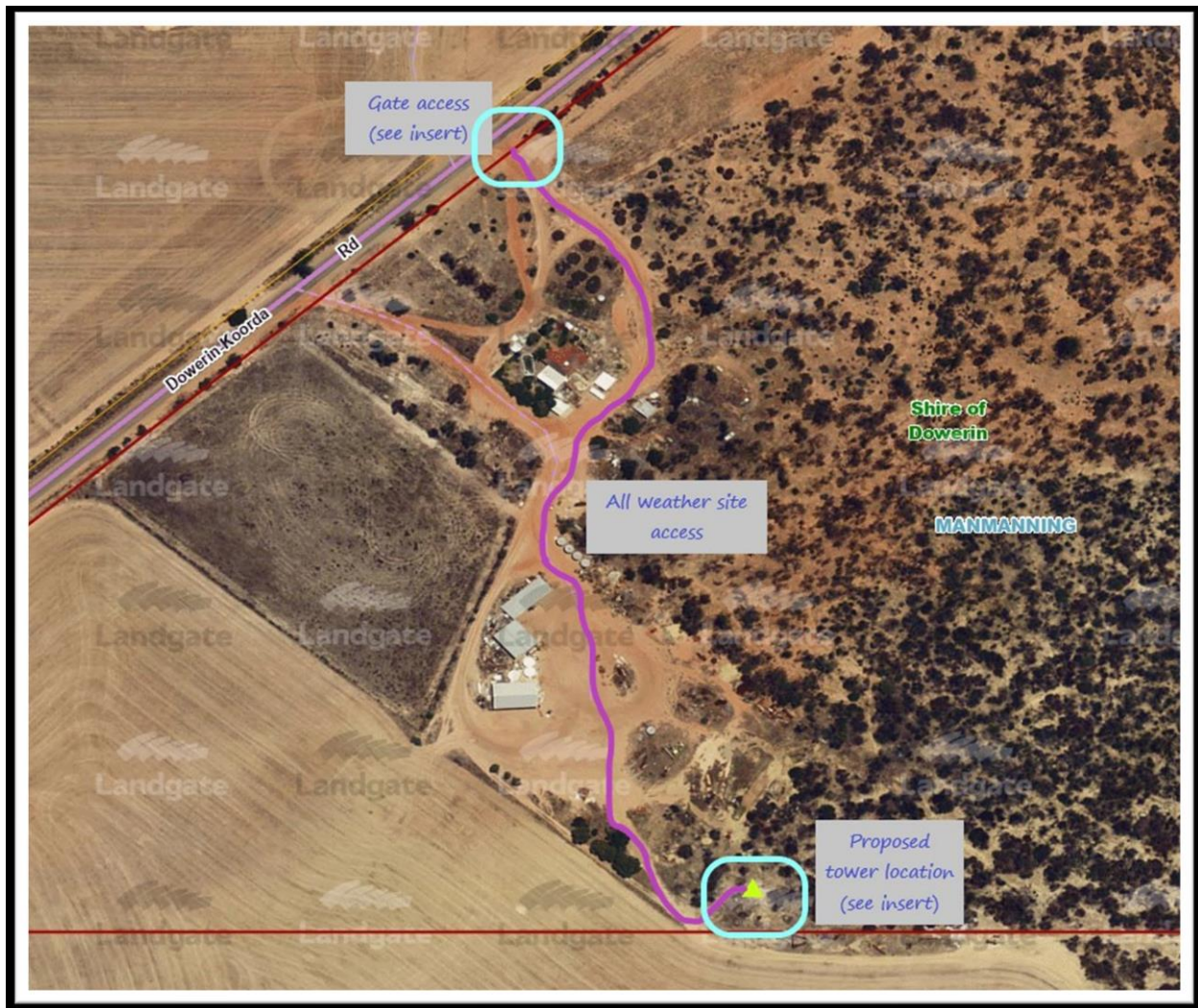


Figure 3: Site Plan

## Consultation

Nil

## Policy Implications

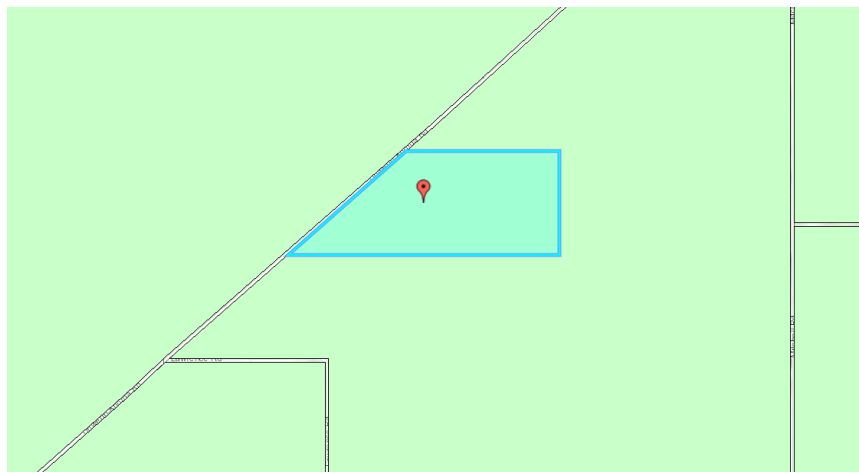
Relevant Plans and Policy:

The intent of State Planning Policy 5.2 – “Telecommunications Infrastructure is to “balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas”.

## Statutory Implications

The subject land is in the Rural Zone and the Zoning Table in the Planning Scheme designates Telecommunications Infrastructure as ‘D’, a discretionary use requiring local government approval.

Section 64 of Schedule 2 Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulation 2015, requires advertising of complex applications for development approval. We note that the proposed telecommunications facility is not a complex application and therefore may not require advertising. Given the remote location, there is relatively low impact to adjoining properties.

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)																																									
Current Zoning	<p><i>'Rural' – See extract of Zoning Map below – green colour.</i></p> <div></div> <p><i>Figure 5: Extract of Zoning Map</i></p>																																								
Permissibility (Table 1 – Zoning Table )	<p><i>Table 1 – Zoning Table of LPS 2 qualifies the subject land is located in the Rural Zone and the Zoning Table in the Planning Scheme designates Telecommunications Infrastructure as 'D', a discretionary use requiring local government approval.</i></p> <table><tr><th colspan="8">OTHER USES</th></tr><tr><td>Funeral Parlour</td><td>X</td><td>A</td><td>X</td><td>P</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Service Utility</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td></tr><tr><td>Telecommunications Infrastructure</td><td>A</td><td>D</td><td>P</td><td>P</td><td>D</td><td>A</td><td>D</td></tr><tr><td>Veterinary Centre</td><td>X</td><td>A</td><td>D</td><td>P</td><td>A</td><td>D</td><td>A</td></tr></table>	OTHER USES								Funeral Parlour	X	A	X	P	A	X	X	Service Utility	D	D	D	D	D	D	D	Telecommunications Infrastructure	A	D	P	P	D	A	D	Veterinary Centre	X	A	D	P	A	D	A
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Definitions	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i></p> <p><i>a) telecommunications infrastructure means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit, or other structure related to the network;</i></p>																																								
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"><li><i>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li><li><i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li><li><i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li><li><i>To prevent any development that may affect the viability of a holding.</i></li><li><i>To encourage small scale, low impact tourist accommodation in rural locations.</i></li><li><i>To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i></li></ul>																																								

Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <li><i>Not listed.</i></li> </ul>
<p align="center"><b>Planning and Development (Local Planning Scheme) Regulations 2015</b> (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<p align="center"><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> (Statutory instrument – tied to Planning Regulations)</p>	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision, and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <li><i>a) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></li> <li><i>b) Any strategic planning proposal, subdivision, or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></li> <li><i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></li> </ul>
<p align="center"><b>Planning Bulletin 111/2016 – Planning in Bushfire Prone Areas</b> (Guidance document – tied to SPP 3.7)</p>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <li><i>result in the intensification of development (or land use);</i></li> <li><i>result in an increase of residents or employees;</i></li> <li><i>involve the occupation of employees on site for any considerable amount of time; or</i></li> <li><i>result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li> </ul>

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Economy

Objective: Diverse and appropriate housing Reliable Telecommunications Community infrastructure

Outcome: 3

Reference: 3.4

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

The risk assessment in relation to this development is low it poses no significant environmental implications to the site or neighbouring properties. The development is minor.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## Financial Implications

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



## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation - 12.4

That Council grant Planning Approval for the placement of a telecommunications tower as per the application received, with the following conditions:

### CONDITIONS

- 1 All stormwater to be contained on-site.
- 2 No vegetation to be cleared without permit in accordance with the Environmental Protection Act 1986.

### ADVICE NOTES

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

- a) This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b) Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c) The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d) The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

## 12.5 Development Application – Lot 11 on DP044355 (Clinic Road), KOOMBERKINE

### Governance & Compliance



<b>Date:</b>	7 September 2023
<b>Location:</b>	Lot 11 on DP044355 (accessed off Clinic Road), KOOMBERKINE 6461
<b>Responsible Officer:</b>	Brian Jones, Chief Executive Officer
<b>Author:</b>	Laura Pikoss, HBP Servies WA
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>
<b>SharePoint Reference:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

CRISP Wireless plans to expand its fixed wireless network across the Wheatbelt region by constructing a 30-metre communications tower at Lot 11 on DP044355 (accessed off Clinic Road), Koomberkine 6461. The project aims to improve telecommunications connectivity for local residents. An agreement with the landowner has been reached, and the development application is in accordance with relevant regulations under the Shire of Dowerin Town Planning Scheme 2. Council will carefully assess the proposal's impact on the environment and its compliance with regulations to make a decision that aligns with community interests and supports sustainable agricultural growth in the area.

Given the remote location of the proposed development, it is anticipated that there will be minimal visual impact on the surrounding area. Therefore, the officer's recommendation is to approve the development. This decision takes into consideration the unique circumstances of the location and the potential benefits it offers without significant visual disruption.

#### Description of Proposal

CRISP Wireless is planning to expand their fixed wireless network throughout the Wheatbelt region. As part of this initiative, they intend to construct a 30-meter communications tower on **Lot 11 on DP044355 (accessed off Clinic Road), Koomberkine 6461**. This tower is a crucial component of the broader network deployment across the region, aimed at enhancing telecommunications connectivity for Wheatbelt residents.

They have already reached an agreement with the landowner for the installation of this telecommunications infrastructure on the specified land. This infrastructure will include the 30-meter tower and a container designed to house communication equipment, topped with solar panels for power supply. The development application adheres to the provisions of the Planning and Development Act 2005 and is subject to assessment under the Shire of Dowerin Town Planning Scheme 2. Notably, the subject land falls within the Rural Zone.

The council will conduct a thorough evaluation of the planning application, taking into account several factors. These factors include the tower's location, its potential impact on the surrounding environment, and its compliance with relevant regulations. The council's decision will be guided by these considerations, ensuring that the proposed construction aligns with the community's interests and supports the sustainable growth of agriculture in the area.

The development is located **Lot 11 on DP044355 (accessed off Clinic Road), Koombarkine 6461** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.



Figure 1 Subject Site

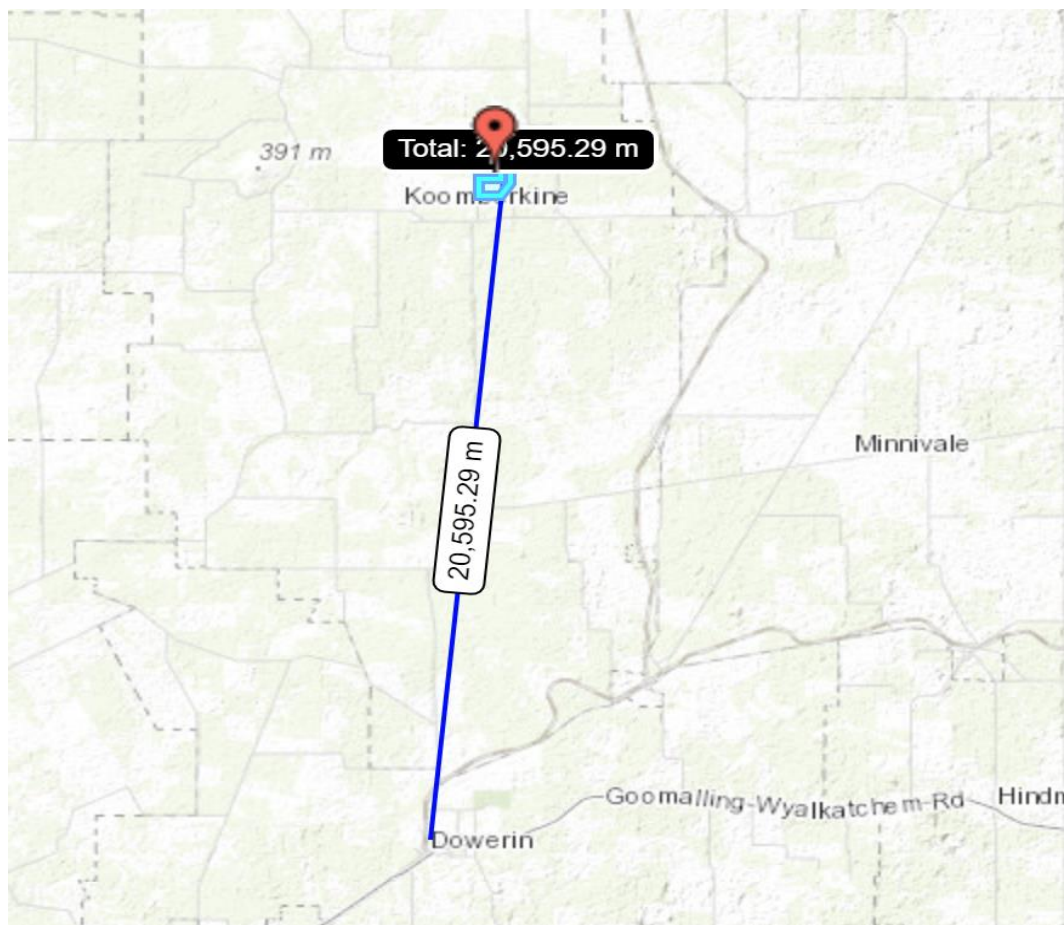


Figure 2: Site location

The site is situated approximately 20 kilometres North of Dowerin's town centre.



## Site and Location

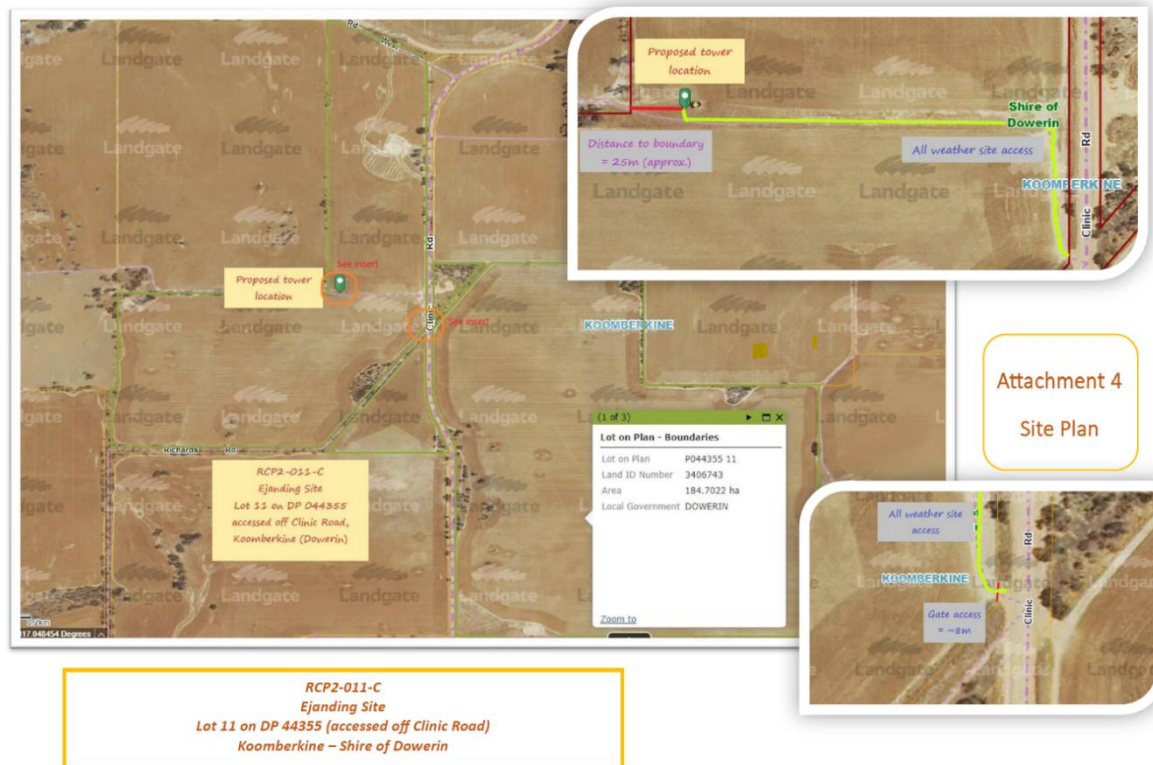


Figure 3: Site Plan

## Consultation

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

## Policy Implications

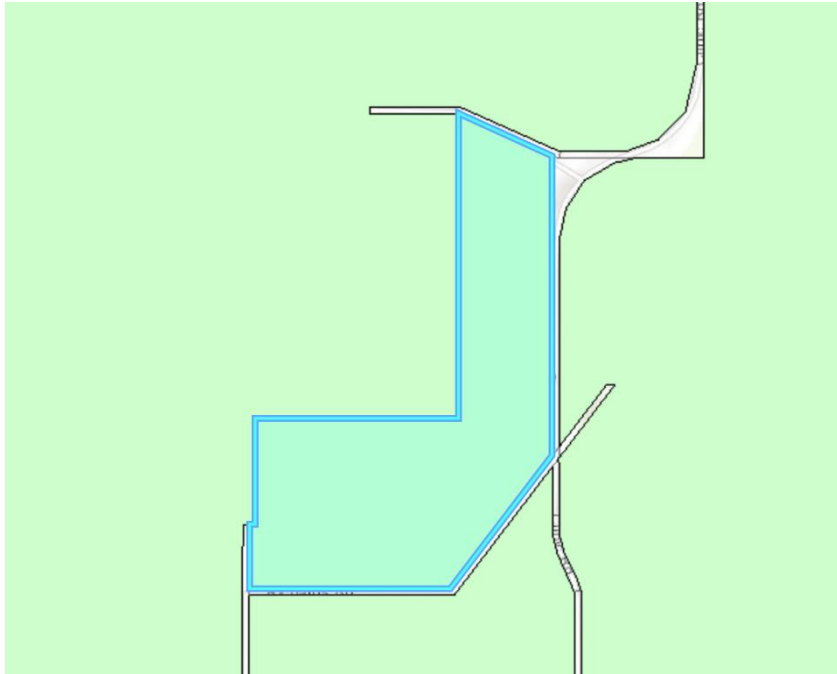
Relevant Plans and Policy:

The intent of State Planning Policy 5.2 – “Telecommunications Infrastructure is to “balance the need for effective telecommunications services and effective roll-out of networks, with the community interest in protecting the visual character of local areas”.

## Statutory Implications

The subject land is in the Rural Zone and the Zoning Table in the Planning Scheme designates Telecommunications Infrastructure as ‘D’, a discretionary use requiring local government approval.

Section 64 of Schedule 2 Deemed provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulation 2015 requires advertising of complex applications for development approval. We note that the proposed telecommunications facility is not a complex application and therefore may not require advertising. Given the remote location, there is relatively low impact to adjoining properties.

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)																																									
Current Zoning	<p><i>'Rural' – See extract of Zoning Map below – green colour.</i></p>  <p><i>Figure 5 Extract of zoning map</i></p>																																								
Permissibility (Table 1 – Zoning Table )	<p><i>Table 1 – Zoning Table of LPS 2 qualifies the subject land is located in the Rural Zone and the Zoning Table in the Planning Scheme designates</i></p> <p><i>Telecommunications Infrastructure as 'D', a discretionary use requiring local government approval.</i></p> <table><tr><th colspan="8">OTHER USES</th></tr><tr><td>Funeral Parlour</td><td>X</td><td>A</td><td>X</td><td>P</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Service Utility</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td><td>D</td></tr><tr><td>Telecommunications Infrastructure</td><td>A</td><td>D</td><td>P</td><td>P</td><td>D</td><td>A</td><td>D</td></tr><tr><td>Veterinary Centre</td><td>X</td><td>A</td><td>D</td><td>P</td><td>A</td><td>D</td><td>A</td></tr></table>	OTHER USES								Funeral Parlour	X	A	X	P	A	X	X	Service Utility	D	D	D	D	D	D	D	Telecommunications Infrastructure	A	D	P	P	D	A	D	Veterinary Centre	X	A	D	P	A	D	A
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Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"><li><i>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li><li><i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li><li><i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li></ul>																																								

	<ul style="list-style-type: none"> <li>To prevent any development that may affect the viability of a holding.</li> <li>To encourage small scale, low impact tourist accommodation in rural locations.</li> <li>To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</li> </ul>
Development Standards	<p>LPS 2 stipulates the following standards for development in the Rural Zone:</p> <ul style="list-style-type: none"> <li>Not listed</li> </ul>
<b>Planning and Development (Local Planning Scheme) Regulations 2015</b> <i>(Statutory instrument)</i>	
Schedule 2; Part 9; Clause 68(2)	<p>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</p>
<b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> <i>(Statutory instrument – tied to Planning Regulations)</i>	
Generally	<p>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</p>
6.2 Strategic planning proposals, subdivision, and development applications	<p>Section 6.2 of SPP 3.7 a) states:</p> <ul style="list-style-type: none"> <li>d) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</li> <li>e) Any strategic planning proposal, subdivision, or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</li> <li>f) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</li> </ul>
<b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b> <i>(Guidance document – tied to SPP 3.7)</i>	
5. Exemptions	<p>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</p> <ul style="list-style-type: none"> <li>result in the intensification of development (or land use);</li> <li>result in an increase of residents or employees;</li> </ul>

	<ul style="list-style-type: none"> <li>involve the occupation of employees on site for any considerable amount of time; or</li> <li>result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</li> </ul>
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## Strategic Implications

### Strategic Community Plan

Community Priority: Our Economy

Objective: Diverse and appropriate housing Reliable Telecommunications Community infrastructure

Outcome: 3

Reference: 3.4

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

The risk assessment in relation to this development is low it poses no significant environmental implications to the site or neighbouring properties. The development is minor.

Consequence	Insignificant	Minor	Moderate	Major	Extreme
Likelihood					
Almost Certain	Medium	High	High	Severe	Severe
Likely	Low	Medium	High	High	Severe
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Low	Medium

Risk Rating	Action
LOW	Monitor for continuous improvement.
MEDIUM	Comply with risk reduction measures to keep risk as low as reasonably practical.
HIGH	Review risk reduction and take additional measures to ensure risk is as low as reasonably achievable.
SEVERE	Unacceptable. Risk reduction measures must be implemented before proceeding.

## Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation - 12.5

That Council grant Planning Approval for the placement of a telecommunications tower as per the application received, with the following conditions:

#### CONDITIONS:

1. All Stormwater to be contained on-site.
2. No vegetation to be cleared without permit in accordance with the Environmental Protection Act 1986.

#### ADVICE NOTES:

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

## 12.6 Management Order – Reserve 13758

### Governance & Compliance



<b>Date:</b>	8 September 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer
<b>Author:</b>	Brian Jones, Acting Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>SharePoint Reference:</b>	
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.6A</a>

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

To consider requesting a Management Order of Part Reserve 13758 for the purposes of revegetation works.

#### Background

The Shire has inadvertently encroached into Lot 29236 on Deposited Plan 219843, being one of 4 lots that make up Reserve 13758 when extracting gravel from the adjacent gravel pit located at Reserve 15533. Please see aerial photo at attachment 12.6A for reference.

The Shire is now required to repair any damage caused by the clearing and re-establish and maintain vegetation on the area affected by the clearing to a condition as near as possible to the condition of the vegetation before the clearing occurred, in accordance with the requirements of the Environmental Protection Act 1986.

The rehabilitation of the affected area includes the requirement to undertake revegetation so as to achieve a species composition, structure, density, and vegetation condition of native vegetation similar to pre-clearing species composition, structure, density, and vegetation condition by:

- deliberately planting and/or seeding native vegetation; and
- ensure only local species are used in the revegetation; and
- ensure that the local species used in revegetation include the species identified during the vegetation survey.

The Shire is also required to maintain the following records for a period of ten (10) years in relation to the revegetation of the affected area:

- The date or dates of revegetation activities undertaken
- Species planted or seeded
- The number of each species planted or the quantity of seed for each species sown
- A description of the revegetation activities undertaken
- The species composition, structure, density, and vegetation condition of native vegetation in the specified area.

The Shire has engaged the services of Natural Area Consultant Management Services to assist with the revegetation, monitoring and reporting.

In order for the Shire to have access to the reserve to enable the required revegetation it is recommended that Council apply for a Management Order for a period of 10 years for the purposes of conservation and rehabilitation or similar purpose as advised.

#### Consultation

Department of Planning, Lands and Heritage  
Department of Water and Environment Regulation

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

#### Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions
Consequence Rating	Minor (2)
Likelihood Rating	Likely (4)
Risk Matrix Rating	High (10)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Choose an item.

#### Financial Implications

Nil



**Voting Requirements**

Simple Majority



Absolute Majority

**Officer's Recommendation – 12.6**

*That Council apply for a Management Order for Lot 29236 on Deposited Plan 219843, being one of 4 lots that make up Reserve 13758, for a period of ten years, to enable revegetation works to be carried out.*



13.	Urgent Business Approved by the Person Presiding or by Decision
14.	Elected Members' Motions
15.	Closure



# MINUTES

## Ordinary Council Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
Tuesday 15 August 2023

ABN: 35 939 977 194

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

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

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17.	Closure

Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 15 August 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.01pm

2. Record of Attendance / Apologies / Leave of Absence

**Councillors:**

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr LG Hagboom	
Cr DP Hudson	
Cr NP McMorran	
Cr JC Sewell	

**Staff:**

Mr B Jones	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms L Dreghorn	Executive and Governance Officer - Outgoing
Ms K Rose	Executive and Governance Officer - Incoming

**Members of the Public:** Nil

**Apologies:** Cr AJ Metcalf  
Cr WG Allsopp

**Approved Leave of Absence:** Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Cr Sewell – Item 12.1 Proximity Interest

5. Applications for Leave of Absence

Cr AJ Metcalf – September

**Voting Requirements**



Simple Majority



Absolute Majority

**Officers Recommendation**

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

**Resolution – 5.1**

**Moved:** Cr Trepp

**Seconded:** Cr McMorran

**0835** That, by Simple Majority pursuant to Section 2.25(1) of the Local Government Act 1995, Councillor Metcalf be granted Leave of Absence for September and October.

CARRIED 6/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

**Reason**

Councillor Metcalf has requested extended Leave of Absence from Council for personal reasons.

**6. Petitions and Presentations**

Nil

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

7.1 Ordinary Council Meeting held on 18 July 2023.

[Attachment 7.1A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/ Resolution - 7**

**Moved:** Cr McMorran

**Seconded:** Cr Ward

**0836** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 18 July 2023, as tabled, be confirmed as a true and correct record of proceedings.

CARRIED 6/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

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

8.1 Audit and Risk Committee Meeting held on 17 July 2023

[Attachment 8.1A](#)

8.2 Local Emergency Management Committee Meeting held on 7 August 2023

[Attachment 8.2A](#)

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution - 8.**

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0837** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Audit and Risk Committee Meeting, held on 17 July 2023, as presented in Attachment 8.1A, and the Minutes of the Local Emergency Management Committee Meeting, held on 7 August 2023, as presented in Attachment 8.2A, be received by Council.

CARRIED 6/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

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

UNCONFIRMED



ABN: 35 939 977 194

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

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

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Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 18 July 2023



**1. Official Opening / Obituaries**

The President welcomes those in attendance and declares the Meeting open at 4.01pm.  
In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Cr McMorran's Grandmother, Goomalling Resident Dulcie Irene Coulthard with a minute silence.

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

**Councillors:**

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

**Staff:**

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

**Members of the Public:** Nil

**Apologies:** Mr A Wooldridge, Deputy Chief Executive Officer

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Applications for Leave of Absence**

Nil

**6. Petitions and Presentations**

Nil

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

7.1 Ordinary Council Meeting held on 20 June 2023.

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 6 July 2023.

[Attachment 7.2A](#)



### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/ Resolution – 7

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0807** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Ordinary Council Meeting held 20 June 2023, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

**CARRIED 8/0**

### Officers Recommendation

*That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Ordinary Council Meeting held 20 June 2023, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.*

### Resolution - 11.3

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0811** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Ordinary Council Meeting held 20 June 2023, as presented in Attachment 7.1A, be amended to reflect that Cr DP Hudson left the meeting at Item 11.4, and the Minutes of the Special Council Meeting held 6 July 2023, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

**CARRIED 8/0**

### Reason

Councillor Hudson identified an error in the recording of Cr DP Ward leaving the meeting for Item 11.4. This in fact was Cr DP Hudson who left the meeting for Disclosure of Interest reasons.

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

8.1 Great Eastern Country Zone (GECZ) Committee Meeting held on 20 June 2023.

[Attachment 8.1A](#)

8.2 NEWROC Council Meeting held on 27 June 2023.

[Attachment 8.2A](#)

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 8.

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0808** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the GECZ Committee Meeting held on 20 June 2023, as presented in Attachment 8.1A, and the Minutes of the NEWROC Council Meeting held on 27 June 2023, as presented in Attachment 8.2A, be received by Council.

**CARRIED 8/0**

<b>9.</b>	<b>Recommendations from Committee Meetings for Council Consideration</b>
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Nil

<b>10.</b>	<b>Announcements by the President Without Discussion</b>
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Nil

UNCONFIRMED

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

### 11.1 Financial Activity Statements

<b>Corporate and Community Services</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	13 July 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.1A</b> - June 2023 Financial Activity Statement	

#### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 - Statement of Financial Activity

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

#### Note 2 - Cash and Financial Assets

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

#### Note 3 - Receivables

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

#### Note 4 – Other Current Assets

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

#### Note 5 – Payables

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

#### Note 6– Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 – Disposal of Assets

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

#### Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 –Borrowings

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

#### Note 10 – Cash Backed Reserves

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

#### Note 11 – Other Current Liabilities

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

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

This note provides information on operating grants received.

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

This note provides information on non-operating grants received.

#### Note 14 – Explanation of Material Variances

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

### **Consultation**

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

### **Policy Implications**

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

### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

#### **Asset Management Plan**

Nil

## Long Term Financial Plan

Nil

### Statutory Implications

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

### Risk Implications

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

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

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 11.1

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0809** That Council, by Simple Majority pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, receives the statutory Financial Activity Statement report for the period June 2023, as presented in Attachment 11.1A.

**CARRIED 8/0**

## 11.2 List of Accounts Paid

### Corporate & Community Services



<b>Date:</b>	12 July 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.2A</b> – List of Accounts Paid – June 2023

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

Nil

#### Comment

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

#### Consultation

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

#### Policy Implications

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

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

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

#### Risk Implications

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

#### Financial Implications

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

#### Voting Requirements



Simple Majority



Absolute Majority

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

**Moved:** Cr Hudson

**Seconded:** Cr Trepp

**0810**

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

#### List of Accounts Paid - June 2023

EFT 10986 to EFT 11100	\$639,561.71
CHQ Payment: 11017	\$1,089.22
Direct Debit: Credit Card Payment: May 2023	\$3,483.69
Direct Debit: Credit Card Payment: April 2023	\$2,994.40
Direct Debit: Synergy	\$14,132.69



Direct Debit: Bank Fees	\$1,084.03
Direct Debit: Water Corporation	\$4,624.11
Direct Debit: XENEX Systems	\$512.71
Direct Debit: Telstra	\$2,869.89
Direct Debit: Angie Roe Photography	\$2,530.00
Direct Debit: Wesfarmers Kleenheat Gas	\$282.05
Direct Debit: Puma Fuel	\$1,756.75
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: Dowerin Men Shed - Tip Management	\$3,000.00
Direct Debit: Western Australian Treasury Corporation	\$10,971.80
PPE June 2023 - Wages	\$42,420.44
PPE June 2023 - Wages	\$42,814.05
Superannuation	\$39,360.50
<b>TOTAL</b>	<b>\$813,730.04</b>

**CARRIED 8/0**

**Note**

Cr Metcalf requested the Harbour Software figures be recorded. One off implementation of \$11,480 ex gst and \$7,000 ex gst annual subscription. The annual subscription cost will be treated at the 2023/2024 budget review to reflect the reduction in salaries.

Council have requested that a comment be included into the contra column for the CRC finances.

### 11.3 Central East Aged Care Alliance – General Membership

## Corporate & Community Services



<b>Date:</b>	10 July 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Community / Community Services / CEACA
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

For Council to consider committing to becoming a general member of the Central East Aged Care Alliance (CEACA) for a minimum of three (3) years.

#### Background

Aging in place is something that many older people living in large regional towns and the Perth metropolitan area take for granted. This is not the case for those living in small rural and remote communities. If it is practical and viable for an older adult to remain in their home own, it provides the aged population with a sense of place, choice, community, and dignity.

Many older Wheatbelt residents express a strong desire to remain living in their homes, however, factors such as the condition and location of dwellings, the mobility or mental acuity of residents and the logistics of providing services to a dispersed client group present significant barriers to aging in place. Evidence demonstrates there are clear benefits, both socially and economically, to develop policies and programs to assist people to age well in their local communities.

In 2012, eleven local governments formed an alliance known as the Central East Aged Care Alliance (CEACA), to address the disadvantages elderly and disabled people in the Wheatbelt face such as lack of appropriate housing, extensive waiting lists and restrictive entry requirements.

CEACA housing projects provides quality support for older people and those living with a disability in Wheatbelt communities. These challenges were set to increase with the projected growth in the number of people likely to need support.

CEACA is not just about housing, it is an opportunity to build regional capacity and jobs in the area through the construction and management of housing for those most in need. The size of the initial investment has enabled CEACA Incorporated to create a regional asset base that is sustainable and will enable future housing growth over time. This in turn will enhance the Wheatbelt's growing reputation as a region of excellence for age-friendly communities, demonstrate an effective and appropriate model for ageing in community in rural WA and deliver foundational infrastructure to grow the emerging aged care industry.

Although CEACA's main purpose is to provide affordable and purpose-built accommodation for the elderly and those living with a disability, it also assists those who are on a very low income to secure affordable, easy-care housing.

Federal and State funding secured saw the construction of 71 two-bedroom units across the original 11 member shires.

#### Comment

Current shire member councils include Bruce Rock, Kellerberrin, Merredin, Mt Marshall, Mukinbudin, Wyalkatchem, Westonia and Yilgarn

The benefit of becoming a general member of CEACA to the Dowerin community includes:

- Keep older people living in rural communities for longer through the provision of appropriate and affordable housing options;
- Stimulate economic and employment growth via the construction and management of assets and provision of aged care services;
- Create an asset base and cash flow that can be leveraged for the ongoing growth of community housing in the region;
- Deliver efficient health and support services to the aging community; and
- Provides affordable living options in the regional for all ages or very low and low incomes.

CEACA general member terms are as follows:

- Full voting rights, including a nominated person appointed to the CEACA Management Committee;
- Annual membership Levy of \$15,000 per annum;
- Minimum membership commitment of three years from 1 July 2023;
- Included in CEACA's applications to Federal and State Government for grant funding to construct Independent Living Units;
- A funding commitment towards the Independent Living Units from the Shire of Dowerin is a likely condition of any Federal or State funding;
- Appropriate land will be gifted to CEACA to enable the construction of the Independent Living Units; and
- CEACA land will be exempt from Shire rates due to its charitable status.

It is proposed that the Shire of Dowerin committed to becoming a general member for a minimum of three years with the intent of investing in future CEACA housing projects.

#### Consultation

Rebecca McCall, CEO  
Terry Waldron, Chairperson, CEACA  
Richard Marshall, Executive Officer, CEACA  
Cr Trepp  
Cr McMorran  
CEACA Meeting, 11 April 2023  
CEACA Presentation to Council, 8 June 2023

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.3

Reference: 3.3.1

## Asset Management Plan

Nil.

## Long Term Financial Plan

Annual membership of \$15,000 for a minimum of 3 years will need to be factored into the long-term financial plan.

### Risk Implications

<b>Risk Profiling Theme</b>	Supplier/Contract Management
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Moderate (3)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	CEACA Governance Framework
<b>Action (Treatment)</b>	Management Committee Meeting Minutes ratified by Council
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

An annual membership fee of \$15,000 is applied and a minimum of a three (3) year commitment is required. A budget allocation is included in the draft 2023/2024 budget.

### Officers Recommendation

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

- 1. Commits to becoming a general member of Central East Aged Care Alliance (CEACA) for a minimum of three (3) years commencing 1 July 2023; and*
- 2. Accommodates in the annual budget an allocation of \$15,000 for the general membership levy for the 2023/24, 2024/25 and 2025/26 financial years.*

### Resolution - 11.3

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0811** This Item was deferred without resolution pending further investigation, with the matter to be represented to Council at its October 2023 Meeting.

**CARRIED 8/0**

### Reason

Council have requested further investigation into CEACA to determine the benefit of the investment. Council would like CEO to approach CEACA in having two Council members, Cr McMorran and Cr Ward, to attend their September meeting and present to Council.

## 11.4 Sub Lease – Dowerin Events Management Incorporated

### Corporate & Community Services



<b>Date:</b>	11 July 2023
<b>Location:</b>	Lots 35 and 192 Recreational Reserve 10614
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Organisation/Legal Services/Agreements/Lease
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.4A</a> - Draft Sub-Lease Agreement

#### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

#### Summary

This Item presents to Council the intent for the Shire to enter a five-year lease with Dowerin Events Management Incorporation for consideration and, if satisfactory, endorsement.

#### Background

In 2005 Dowerin Events Management and the Shire of Dowerin entered into a lease agreement for an initial term of 21 years. The lease incorporated Lots 35 and 192 of Land Administration Diagrams Northam 2187 and 58921 and being the land comprised in Crown Land Record Volume 3093 Folio 349.

The designated purpose of Crown Lease I150608 is recreation, racecourse and agricultural showground.

Despite the March 2026 expiry date, both parties identified the need to bring forward the renewal of a lease for the several reasons:

- Legal Compliance – laws and regulations are subject to change over time. It is essential to review sub-lease agreements to ensure that it aligns with legislation requirements. By reviewing the sub-lease, any legal gaps and ensuring compliance with the prevailing laws can be addressed.
- Lessor and Lessee Protection – laws and regulations related to lessor and lessee rights and protections have evolved over the years. Renewing the sub-lease allows the incorporate of relevant provisions to safeguard both parties.
- Property Condition and Maintenance – a thorough review of the sub-lease assist identify any maintenance and repair obligations and clarifies maintenance responsibilities between the lessor and lessee.
- Business Requirements – reviewing the sub-lease allows both parties to assess whether the existing terms still meet their respective requirements, it also provides the opportunity to negotiate modifications to the lease agreement.

#### Comment

The Shire of Dowerin will enter into a five-year lease agreement with Dowerin Event Management. The agreement outlines the following:

- Schedule 1 – General Conditions
- Schedule 2 – Special Conditions
- Schedule 3 – Index of Buildings and Structures
- Schedule 4 – Plan of Premises
- Schedule 5 – Shire Owned Building Maintenance and Renewal
- Schedule 6 – Recreation Centre (Field Days Office) Building Maintenance and Renewal
- Schedule 7 – Site Ground Maintenance and Repair
- Schedule 8 – Sporting Surfaces Conditions of Use
- Schedule 9 – Management of Dowerin Recreation Centre
- Schedule 10 – All Flags Pavilion Conditions of Use
- Schedule 11 – Internal Fencing, Roads, and Signage Conditions of Use

The management order the Shire of Dowerin holds for the land, requires Ministerial consent pursuant to section 18 of the Land Administration Act 1997. Once the Minister consent is provided, the lease agreement can be advertised in accordance with Section 3.58 (3) of the *Local Government Act 1995*.

Proposed dispositions require a valuation to be carried out to ascertain the market value. As the lease agreement has no commercial benefit as the use is for community benefit, it was deemed not necessary for a valuation to be carried out.

#### Consultation

Rebecca McCall, Chief Executive Officer  
Cr Nadine McMorran  
Cr Jason Sewell  
Josh Ward, Chair – Dowerin Events Management Incorporated  
Danielle Green, General Manager - Dowerin Events Management Incorporated

#### Policy Implications

Nil

#### Statutory Implications

Section 80, 81 and 82 of the *Property Law Act 1969*

Section 3.58 (1) and Section 3.58 (3) of the *Local Government Act 1995* is applicable and states:

#### 3.58. Disposing of property

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Community  
Objective: We live in a diverse, healthy, and connected community  
Outcome: 1.3  
Reference: 1.3.3

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

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Engagement Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Substantiated, localised impact on community trust or low media item
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	Moderate (8)
<b>Key Controls (in place)</b>	Community & Engagement Framework, Community Satisfaction Survey, Customer Service Charter
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

The sub-lease agreement will generate revenue specified as rental for \$2,500 per annum. Clause 3.1 (c) entitles the Lessor to increase the amount of rent by 3% per annum.

Clause 3.1 (b) allows the Lessor to on-charge electrical and water consumptions for a specified period.

## Voting Requirements



Simple Majority



Absolute Majority

## Officers Recommendation/Resolution – 11.4

**Moved:** Cr Trepp

**Seconded:** Cr McMorran



**0812**

**That in accordance with Section 3.58 (1) and Section 3.58 (3) of the *Local Government Act 1995*, Council resolves to:**

- 1. Lease the area of land situated on Lots 35 and 192 within Reserve No. 10614 for a five-year period commencing 1 August 2023 to Dowerin Events Management Incorporated under the terms and conditions set out in the lease agreement;**
- 2. Provide the draft lease agreement to the Minister for Lands seeking consent to sublease;**
- 3. Approves to give local public notice of the proposed disposition in accordance with Section 3.58 of the *Local Government Act 1995*; and**
- 4. Authorise the Shire President and the CEO to affix the Shire Common Seal.**

**CARRIED 8/0**

UNCONFIRMED

## 11.5 Growing Regions Program – Wheatbelt Worker Housing

### Corporate & Community Services



<b>Date:</b>	11 July 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	As Above
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Grants & Subsidies / Grant Applications / Growing Regions Program
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.5A</b> - Worker Accommodation Project – Design Concept <b>Attachment 11.5B</b> - Worker Accommodation Project – Overall Site Plan

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

For Council to consider committing to the Wheatbelt Worker Housing project and submitting a joint shire funding application for the Growing Regions Program.

#### Background

The Growing Regional Program – Round 1 will drive regional economic prosperity by providing access to funding for community-focused infrastructure projects throughout rural and regional areas of Australia.

Round 1 will deliver grants up to a maximum of \$15,000,000 over 3 years to deliver community infrastructure projects. It will deliver community and economic benefits by investing in community-focused infrastructure which revitalises regions and enhances amenity and liveability throughout regional Australia.

The objectives of the program are:

- constructing or upgrading infrastructure that fills an identified gap or need for the community infrastructure.
- contributing to achieving a wide range of community socio-economic outcomes.
- Is strategically aligned with regionally priorities.

The intended outcomes of the program are:

- delivery of community-focused infrastructure which contributed to local and regional priorities.
- provision of infrastructure which benefits the community by improving equity and supports diverse social inclusion.
- to contribute to the achievement of broader government priorities.
- growing local economies and enhancing amenity and liveability in the regions.

Geographic eligibility criteria defines three (3) groups outlining the project circumstance and total commonwealth government funding towards eligible project costs. Group 2 can apply for up to 70% of eligible project costs. Project circumstances for Group 2 are as follows:

1. projects located in 'remote' locations per the Australian Bureau of Statistics' Remoteness Structure.
2. projects run by 'low rate based' councils, determined using the ratio of Financial Assistance Grant to Net Rate Income.

The Growing Regions Program guidelines requires the applicant to ratify the proposed project and Council's financial commitment.

#### Comment

Through CEO liaison it was identified that seven (7) Wheatbelt shires were intending to apply to secure funding for worker housing. Six of the Councils are categorised in Group 2. Discussions led to the decision to prepare a joint submission. The benefit of a joint submission includes:

- the opportunity to leverage economies of scale achieved.
- enhanced project scope extends the proposed worker housing projects across the Wheatbelt.
- shared expertise by working in collaboration with other councils.
- increased political influence through demonstrating unity and collaborate among the shires.
- improved data and research through sharing of information.
- enhanced community impact with the coordination of effort and resources to improve quality of life for workers, boosts local economics and fosters community development.

Participating councils include the Shires of Bruce Rock, Cunderdin, Kellerberrin, Tammin, Trayning, and Wyalkatchem.

Consultation has taken place with the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts and has encouraged a joint application and advised that all participating councils will be assessed as Group 2.

The Shire of Tammin is the nominated lead agency for the purpose of administering the grant and distribution of funding. A steering committee consisting of the CEO of each participating council will oversee the governance and oversee the projects. Individual shires will be responsible for project managing their individual projects; however, collaboration will be encouraged to take advantage of economies of scale particularly through procurement.

Request for Quotes (RFQ) for invited for the purpose of engaging an appropriate external consultant to work with the participating councils to write the expression of interest and if successful proceed to write the business cases and full grant application. Upon assessing the RFQ submissions, Whitney Consulting was engaged.

The Shire of Dowerin's project involves the construction of four (4) two-bedroom, one-bathroom groups dwellings for the purpose of worker accommodation. The intent is to construct the dwellings on 22 & 24 Goldfields Road Dowerin, the freehold land is owned by the Shire. The estimated projects costs include:

4 2x1 Single Brick Units	\$1,435,035	Quoted
Power (Green Domes)	\$20,000	Indicative
Water Meter	\$6,000	Indicative
Crossovers	\$6,000	Indicative
Landscaping	\$5,000	Indicative
Contingency (10%)	\$147,203	
<b>TOTAL</b>	<b>\$1,619,238</b>	

Proposed project funding consists of:

Growing Regions Program	\$1,133,465	70% Capex
Shire of Dowerin	\$485,773	30% Capex (cash & in-kind)

Upon the success of the funding application, it is expected that the project will not commence April 2024 with construction taking place in 2024/2025.

It is intent to fund Council's contribution from the Land and Building Reserve and the gap funded by an allocation in the 2024/25 budget.

#### Consultation

Rebecca McCall, CEO

CEO's - Shires of Bruce Rock, Cunderdin, Kellerberrin, Tammin, Trayning, and Wyalkatchem

Whitney Consulting

Council Workshop – 8 July 2023

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.3

Reference: 3.3.1

#### Asset Management Plan

If funding is secured, upon the finalisation of construction, the newly constructed housing will need to be factored into the Asset Management Plan to capture life cycle and renewal costs.

#### Long Term Financial Plan

If funding is secured, capital expenditure for development will need to be factored into the Long-Term Financial Plan, and in addition ongoing operational and renewal costs.

#### Risk Implications

<b>Risk Profiling Theme</b>	Project/Change Management
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	Exceeds project budget by 20%
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	High (12)
<b>Key Controls (in place)</b>	Project Management Framework
<b>Action (Treatment)</b>	Management Committee Meeting Minutes ratified by Council
<b>Risk Rating (after treatment)</b>	Adequate

#### Financial Implications

The draft 2023/24 budget allocated \$30,000 to engage an external consultant to write the business case and grant application.

If the application is successful, the funds will be initially held by the Shire of Tammin. The Shire of Dowerin's share of the funding can be captured in the 2024/2025 to recognise the capital revenue and project expenditure.

The Shire of Dowerin's financial contribution will be \$485,773.

2024/2025 Budget	
Grant Revenue	\$1,133,465
Project Expenditure	\$1,169,238

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution - 11.5

**Moved:** Cr Hudson

**Seconded:** Cr Sewell

**0813**

**That, by Absolute Majority in accordance with the *Local Government Act 1995*, Council supports the Wheatbelt Worker Housing Project and commits to:**

- 1. The joint shire submission to apply for funding through the Growing Regions Program;**
- 2. The construction of four (4) two-bedroom, one-bathroom dwellings for the purpose of worker accommodation;**
- 3. Contributing one-third of the project costs of \$485,773.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

## 11.6 Recalcitrant Rates Debtors – June 2023

<b>Corporate &amp; Community Services</b>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 July 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	Sheldon Cox, Rates and Finance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation/Rates and Evaluations/Reporting/2022 Recalcitrant Rates Debtors	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.6A</b> – Recalcitrant Rates Debtors	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

The Shire of Dowerin recalcitrant Rates Debtors report for June 2023 details assessments not paying on an arrangement, with a previous year's balance of more than \$100.

### Background

It is considered best practice for Council to have less than 4% (roughly \$55,000) of the rates levied outstanding at the end of the financial year. The Council did not achieve this due to several assessments holding large debts.

### Comment

As at the end of the June 2023 quarter, the Shire of Dowerin's recalcitrant list of properties shows 10 properties with outstanding rates for previous financial years totaling \$95,426.42.

Administrative processes implemented have reduced the rates debt of twenty properties from \$115,000 to ten properties in less than twelve months.

Five of these properties listed are currently under the 3 Year Rule and are expected to be seized, sold or transferred within the next twelve to eighteen months.

The final five are continuing to be recalcitrant and will be subject to further legal action with the commencement of the new financial year.

Robust administrative processes are in place to ensure properties are updated on the rating system with correct and relevant contact details for owners that has resulted in frequent contact and payments being made. These practices will reduce the risk of debt creep.

### Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

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

#### Policy Implications

Nil

#### Statutory Implications

Nil

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

#### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Financial Impact
<b>Risk Description</b>	\$50,001 - \$200,000
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	Extreme (20)
<b>Key Controls (in place)</b>	Financial Management Framework; Debt Recovery Procedures; Legislation
<b>Action (Treatment)</b>	Undertake debt recovery as per procedures and legislation
<b>Risk Rating (after treatment)</b>	Effective

#### Financial Implications

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



### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution – 11.6

**Moved:** Cr Sewell

**Seconded:** Cr McMorran

**0814**

**That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.6A.**

**CARRIED 8/0**

UNCONFIRMED

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

### Corporate & Community Services



<b>Date:</b>	12 July 2023
<b>Location:</b>	Various
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Sheldon Cox, Rates and Finance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Civil Judgements Enforcement Act 2004</i>
<b>Sharepoint Reference:</b>	Organisation/Rates & Valuations/Debt Recovery
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This item is represented to clearly define the process undertaken by the Shire to proceed with the sale of properties whose rates and charges have been in arrears for three years or more to the Council for endorsement.

#### Background

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

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

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

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

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

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

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

#### Comment

Staff have exhausted all avenues of action in accordance with relevant legislative requirements relating to collection of the outstanding rates on the properties. A decision of Council on how to proceed was ratified at its Ordinary Council Meeting held on 18 April 2023 (CMRef 0765).

The Officer's Recommendation is to clearly identify the process the Shire has undertaken in relation to debt recovery for the two properties and the recommendation for the sale and the steps carried out.

#### Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Rates Consultant

Aaron Wooldridge, Deputy Chief Executive Officer

Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery

Damian Barr, Local Government Services - AMPAC Debt Recovery

Association of Rates Officers

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

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

##### Asset Management Plan

Nil

##### Long Term Financial Plan

Nil

#### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Financial Impact

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

#### Financial Implications

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

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

5.12pm - Cr Metcalf left the meeting.

5.15pm - Cr Metcalf returned to the meeting.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation/Resolution - 11.7

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0815**

**That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council pursuant to minutes of the Ordinary Council Meeting dated 18 April 2023 (CMRef 0765) in relation to A451 - 36 Goldfields Road, Dowerin and A503 - 10 Stacy Street Dowerin, the Shire were made aware that the owners were deceased and following contact with the apparent Executors of the Estates of the deceased owners in or around 2020, no Probate had been applied for up to 27 April 2023 and it became evident to the Shire that no one is administering the Estates of the deceased owners and the rates have remained unpaid.**

**CARRIED 8/0**

## 11.8 54 Jones Street, Dowerin - Application for the Keeping of Three Dogs

### Corporate & Community Services



<b>Date:</b>	12 July 2023
<b>Location:</b>	54 Jones Street, Dowerin
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Irene Ryan, Ranger
<b>Legislation:</b>	<i>Dog Act 1976</i> ; Shire of Dowerin Dogs Local Law 2008
<b>Sharepoint Reference:</b>	Compliance/Ranger/Animal Registrations
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.8A</b> - Ranger's Report

#### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

#### Summary

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

#### Background

An application has been received to keep three dogs at 54 Jones Street, Dowerin. Any person wishing to keep more than two dogs within prescribed areas is required to get Council approval.

#### Comment

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

All dogs have been microchipped, registered and are between the ages of 2 and 11.5 years of age.

#### Consultation

Irene Ryan - Rural Ranger Services

#### Policy Implications

Nil

#### Statutory Implications

The Shire of Dowerin Dogs Local Law 2018 and Part 5 Section 26 of the *Dog Act 1976* are applicable.

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

## Financial Implications

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

## Voting Requirements



Simple Majority



Absolute Majority

## Officers Recommendation/Resolution – 11.8

**Moved:** Cr Sewell

**Seconded:** Cr McMorran

**0816**

**That, in accordance with Section 26(3) of the *Dog Act 1976*, Council approves the application to house three dogs at 54 Jones Street, Dowerin with the following conditions:**

- 1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviours and/or wandering.**
- 2. The exemption applies only to the three (3) dogs stated on the application. Once any of the dogs are deceased, sold or otherwise disposed of, the exemption for that particular dog ceases to have effect.**

3. The exemption will cease to have effect on the date of any conviction for an offence relating to *The Dog Act 1976* in respect of any of the dogs, or any person in charge of those dogs.
4. The subject property must be kept clear of all animal excreta using proper disposal methods.
5. Adequate cover and protection are always to be available to the dogs.
6. The dogs are to be adequately confined in accordance with Section 3.1 of the Shire of Dowerin Dogs Local Law.
7. Access to the property is to be given to a Shire Officer for an annual inspection, or more regularly if the Shire so determines. Each inspection will be charged in accordance with the adopted Schedule of Fees and Charges.
8. A self-watering drinking device is to be installed in the house yard for Dixie the blue heeler so that fresh clean water is always available.
9. The dogs have adequate bedding to ensure they have the warmth needed to maintain good health, especially the older two kelpies.

CARRIED 8/0



## 11.9 Adoption of 2023/24 Budget

### Corporate & Community Services



<b>Date:</b>	13 July 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	As above
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996; Local Government (Administration) Regulations 1996; Waste Avoidance and Resources Recovery Act 2001;</i>
<b>Sharepoint Reference:</b>	Organisation/Financial Management/Budgeting/2023-2024 Budget
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 11.9A</b> - Draft 2023/24 Statutory Budget

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents the draft 2023/24 Budget to Council for consideration and, if satisfactory, adoption.

#### Background

The draft 2023/24 Budget has been compiled based on the principles contained in the Integrated Strategic Plan, and in accordance with presentations made to Council at budget workshops held in March, April, May, June, and July 2023.

Further information provided to Council and considered at the budget workshops included proposed Programs for Plant Replacement, Capital Expenditure, Road Program, Building Maintenance and Asset Acquisitions.

#### Comment

The main features of the draft 2023/24 Budget include:

1. A breakdown of rate charges;
2. Schedule of Fees and Charges;
3. Refuse collection charges; and
4. Sewerage rates and charges.

Management has budgeted approximately \$946,000 towards its Road Maintenance Program that includes approximately \$300,000 for various road maintenance and contract road grading.

Proposed capital expenditure of \$5,036,112 includes the following:

1. A Capital Roads Program totalling \$4,410,569 are partially offset by Federal and State Road funding. The net impact of these works on Council funds is \$439,077 and \$60,000 from Reserves.
2. A total of \$220,760 on other infrastructure includes: Public Art Project, Skate Park Redevelopment, Dowerin Standpipe Upgrade, Townsite Greening Project Stage 3;

3. The following Plant and Equipment have been considered by Council for adoption in the 2023/24 Budget:

CEO Vehicle Replacement	\$61,310
Depot Fuel Bunded Storage Tank	\$30,000
<b>TOTAL</b>	<b>\$91,310</b>

4. The following Capital improvements is a carry forward from the 2022/23 budgeted year:

Black Spot Capital Road Project (Dowerin-Meckering)	\$104,344
Light Hino Truck (funded from Reserve in FY23)	\$81,359
<b>TOTAL</b>	<b>\$185,703</b>

The 2023/24 Budget will include transfers from the Shire's Reserve portfolio of \$218,510 towards the purchase of the CEO Vehicle, IT Server Renewal, Standpipe Upgrade, Depot Fuel Bunded Storage Tank and the Townsite Greening Water Scheme Project. Transfers into Reserves of \$398,426 (includes approximate interest on reserves funds of \$130,000) also forms part of the budget.

The estimated brought forward balance is \$1,810,800, however, it must be noted that this figure is unaudited and may change once the annual accounts are finalised. The major influence on the brought forward figure is a payment of \$1.74m made in June 2023 of Federal Financial Assistance Grants, an allowance for outstanding creditors relating to 2022/2023.

The 2023/2024 Budget is aligned with the key actions outlined in the Integrated Strategic Plan.

#### Consultation

Council Budget Workshop 21 March 2023  
Council Budget Workshop 11 April 2023  
Council Budget Workshop 16 May 2023  
Council Budget Workshop 20 June 2023  
Council Budget Workshop 6 July 2023  
Rebecca McCall, Chief Executive Officer  
Aaron Wooldridge, Deputy Chief Executive Officer  
Ben Forbes, Assets & Works Coordinator

#### Policy Implications

There are no identified Policy implications.

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

### Asset Management Plan

The AMP will be reviewed to capture the 2023/24 Budget allocations.

### Long Term Financial Plan

The LTFP will be reviewed to capture the 2023/24 Budget allocations.

### Statutory Implications

Part 6 'Financial Management' Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year, the local government is to prepare and adopt a budget for its municipal fund for the financial year ending on the following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* detail the form and content of the budget. The draft 2023/24 Budget as presented is considered to meet the statutory requirements.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Short term non-compliance but with significant regulatory requirements imposed
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Calendar, Financial Management Framework & Legislation
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

Specific financial implications are as noted within this report with full details itemised in the attached draft 2023/24 Budget presented for adoption.

### Motion to Suspend Standing Orders Local Law

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Ward

**0817 That Council, suspend Standing Order 17.1(1) to allow the CEO to contact Finance Officer.**

**CARRIED 8/0**

5.25pm – The Chief Executive Officer left the meeting to contact the Finance Contractor seeking clarification surrounding the Draft Annual Statutory Budget documentation at the request of Council so they may be better informed before considering the item.

### **Motion to Return Standing Orders Local Law**

#### **Voting Requirements**

☐

Simple Majority

☒

Absolute Majority

#### **Officer's Recommendation/Resolution**

**Moved:** Cr Trepp

**Seconded:** Cr Metcalf

**0818 That Council, return Standing Order Local Law.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### **Voting Requirements**

☐

Simple Majority

☒

Absolute Majority

#### **Officers Recommendation 1/Resolution – 11.9.1**

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0819 That, in accordance with Part 6 'Financial Management' Section 6.2 of the *Local Government Act 1995* and Part 3 of the *Local Government (Financial Management) Regulations 1996*, Council adopts the Shire of Dowerin 2023/24 Budget, as presented in Attachment 11.9A, for the 2023/24 financial year which includes the following:**

- a. Statement of Comprehensive Income by nature and type on Page 2 showing a net result for the 2023/24 financial year of \$1,299,913;
- b. Statement of Cash Flows on Page 3 showing a net result for the 2023/24 financial year of \$137,866;
- c. Statement of Financial Activity on Page 4 showing the required amount of \$1,503,992 to be raised from rates for the 2023/24 financial year;
- d. Notes to and forming part of the Annual Budget on Pages 6 to 27; and
- e. Transfers to/from Reserve Accounts as detailed on Page 21.

**CARRIED BY ABSOLUTE MAJORITY 6/2**

**Against Cr Metcalf and Cr Sewell**

#### **Officers Recommendation 2/Resolution – 11.9.2**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Metcalf

**Seconded:** Cr Ward

**0820 That, in accordance with Part 5 'Administration' Section 5.56 and Part 6 'Financial Management' Sections 6.2, 6.3 and all of Division 6 'Rates and Service Charges of the *Local Government Act 1995*, Council for the purpose of planning for the future, disclosed by the 2023/24 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 2 on Pages 8, 9 and 10 of the 2023/24 Budget). Some rates may be**

**affected due to Unimproved Valuations received from Landgate effective 1 July 2023:**

Unimproved Value	Cents in \$	Minimum Rate
Residential (GRV)	0.10300	\$849
Commercial/Industrial GRV	0.10300	\$849
Town Rural (GRV)	0.10300	\$849
Other Towns (GRV)	0.10300	\$248
Rural Farmland (UV)	0.00562	\$849
Commercial/Industrial (UV)	0.00562	\$849
Town Rural (UV)	0.00562	\$849
Mining (UV)	0.00562	\$248

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### Officers Recommendation 3/Resolution – 11.9.3

☐ Simple Majority

☒ Absolute Majority

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**0821** That, in accordance with Section 41 of the *Health Act 1911*, Council imposes the following sewerage rates and minimum payments on Gross Rental Values (as shown at Note 2a on Page 8 of the 2023/24 Budget):

Gross Rental Value	Cents in \$	Minimum Rate/Charge
<b>Sewerage Rates:</b>		
Residential	0.083678	\$410
Commercial	0.083678	\$845
Vacant	0.083678	\$410
Government	N/A	\$845
<b>Sewerage Fixtures:</b>		
First Fixture	N/A	\$267
Additional Fixtures	N/A	\$123

**CARRIED BY ABSOLUTE MAJORITY 8/0**

#### Officers Recommendation 4/Resolution – 11.9.4

☐ Simple Majority

☒ Absolute Majority

**Moved:** Cr Ward

**Seconded:** Cr Metcalf

**0822** That, in accordance with Division 6 'Rates and Service Charges Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following due dates for the payment in full by instalments:

**One Installment Option:**

Full payment	14 September 2023
--------------	-------------------

**Two Installment Option:**

1 <sup>st</sup> Instalment due date	14 September 2023
2 <sup>nd</sup> Instalment due date	15 January 2024

**Four Installment Option:**

1 <sup>st</sup> Instalment due date	14 September 2023
2 <sup>nd</sup> Instalment due date	16 November 2023
3 <sup>rd</sup> Instalment due date	15 January 2024
4 <sup>th</sup> Instalment due date	23 March 2024

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Officers Recommendation 5/Resolution – 11.9.5**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Hudson

**Seconded:** Cr Allsopp

**That, in accordance with Division 6 'Rates and Service Charges Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5 for each instalment after the initial instalment is paid.**

**LOST 0/8**

**Officers Recommendation 6/Resolution – 11.9.6**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Trepp

**Seconded:** Cr Sewell

**0823**

**That, in accordance with Division 6 'Rates and Service Charges Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5% where the owner has elected to pay rates and service charges through an instalment option.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Officers Recommendation 7/Resolution – 11.9.7**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Ward

**Seconded:** Cr Hagboom

**0824**

**That, in accordance with Division 6 'Rates and Service Charges Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Officers Recommendation 8/Resolution – 11.9.8**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Ward

**Seconded:** Cr Hudson

**0825**

**That, in accordance with Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopts the following charges for the removal and deposit of domestic and commercial waste:**

<b>Residential Premises (Including Recycling)</b>	
a. 240ltr Waste Bin Weekly Collection; and	<b>\$369</b>
b. 240ltr Recycle Bin Fortnightly Collection	<b>\$369</b>
<b>Additional Refuse Service</b>	
a. 240ltr Waste Bin Weekly Collection	<b>\$184</b>
<b>Minnivale Residential Collection (excluding Recycling)</b>	<b>\$184</b>

**CARRIED BY ABSOLUTE MAJORITY 8/0**

**Officers Recommendation 9/Resolution – 11.9.9**

☐

Simple Majority

☒

Absolute Majority

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0826**


**That, in accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996* and AASB 1031 Materiality, Council adopts the level to be used in the Statement of Financial Activity in 2023/24 for the reporting of material variance as 10% or \$10,000, whichever is the greater.**

**CARRIED BY ABSOLUTE MAJORITY 8/0**

6.01pm – Cr McMorran and Cr Hagboom left the meeting.

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

### 12.1 84 Ucarty Rock Road, UCARTY – Development Approval (DA) Application

<b>Governance &amp; Compliance</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	20 June 2023	
<b>Location:</b>	84 Ucarty Rock Road, UCARTY 6462	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Laura Pikoss, Planner HBP Services WA	
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>	
<b>Sharepoint Reference:</b>	N/A	
<b>Disclosure of Interest:</b>	Financial Interest – Cr McMorran Proximity Interest – Cr Hagboom	
<b>Attachments:</b>	Nil	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

The council is in receipt of a planning application, seeking council approval to construct a machinery shed in support of extensive agricultural operations. The proposed shed dimensions are 64m (length) x 24m (width) x 7.4m (height), which complies with the allowable land use outlined in the Land Planning Shire of Dowerin Scheme No 2.

It is recommended that council grant Planning Approval for the construction of the machinery shed.

#### Background

At present, the subject site comprises a dwelling along with multiple farm sheds that facilitate the ongoing agricultural activities taking place on the property. These structures play a crucial role in supporting and facilitating the various agricultural operations conducted on the site.

#### Description of Proposal

The council has recently received a planning application that seeks approval to establish a machinery shed in conjunction with extensive agricultural operations. The proposed shed is intended to serve as a functional storage facility for various farm machinery and equipment related to the agricultural activities taking place on the premises.

With dimensions measuring 64 meters in length, 24 meters in width, and 7.4 meters in height, out buildings in association with Agriculture extensive activities are permissible in accordance with the **Shire of Dowerin Scheme No 2**. The machinery shed will contribute to the efficient functioning of the agricultural operations by providing a dedicated space for storing and maintaining essential equipment on site.

The council will thoroughly assess the planning application and consider various factors, including the shed's location, impact on the surrounding environment, and compliance with relevant regulations. A decision will be made based on these considerations to ensure that the proposed



construction aligns with the community's interests while supporting the sustainable growth of agriculture in the area.

The development is located **84 Ucarty Rock Road, UCARTY 6462** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.



Figure 1 Subject Site

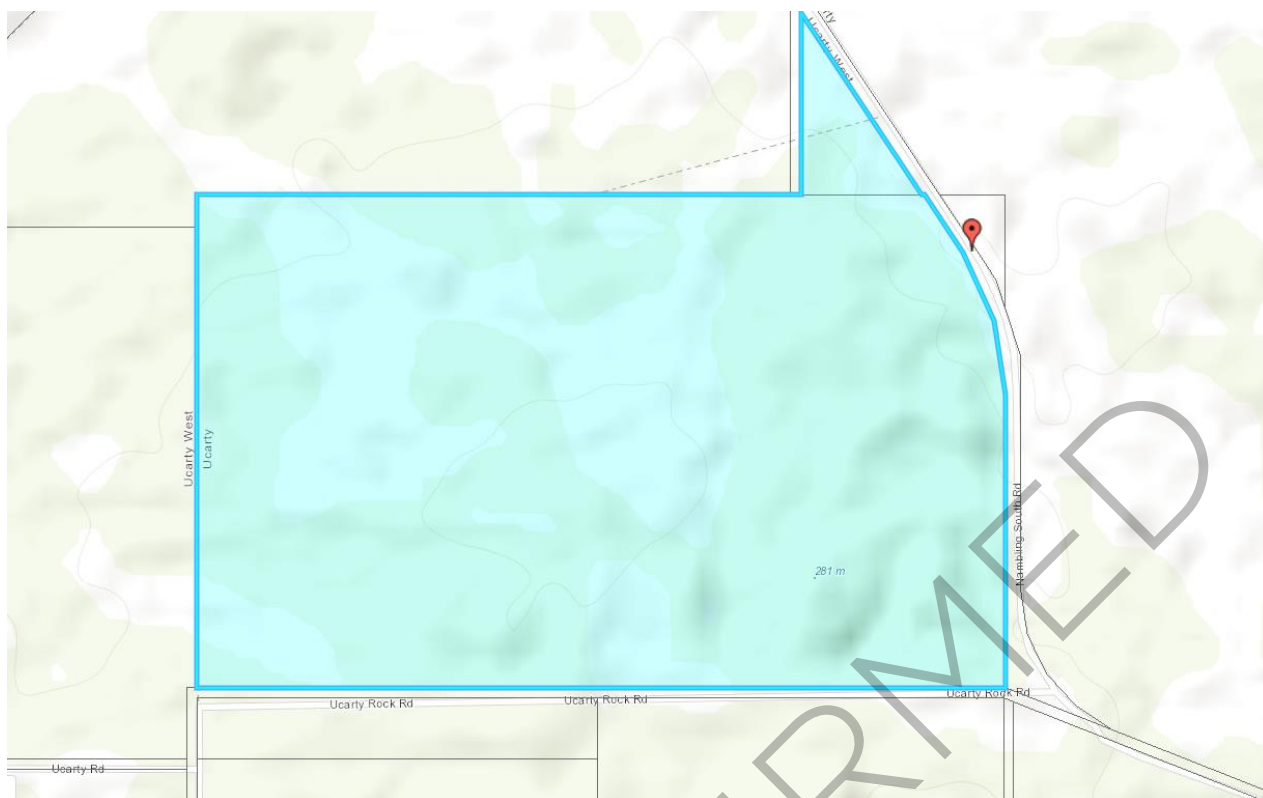


Figure 2: Site location

## Site and Location



Figure 3 Site Plan

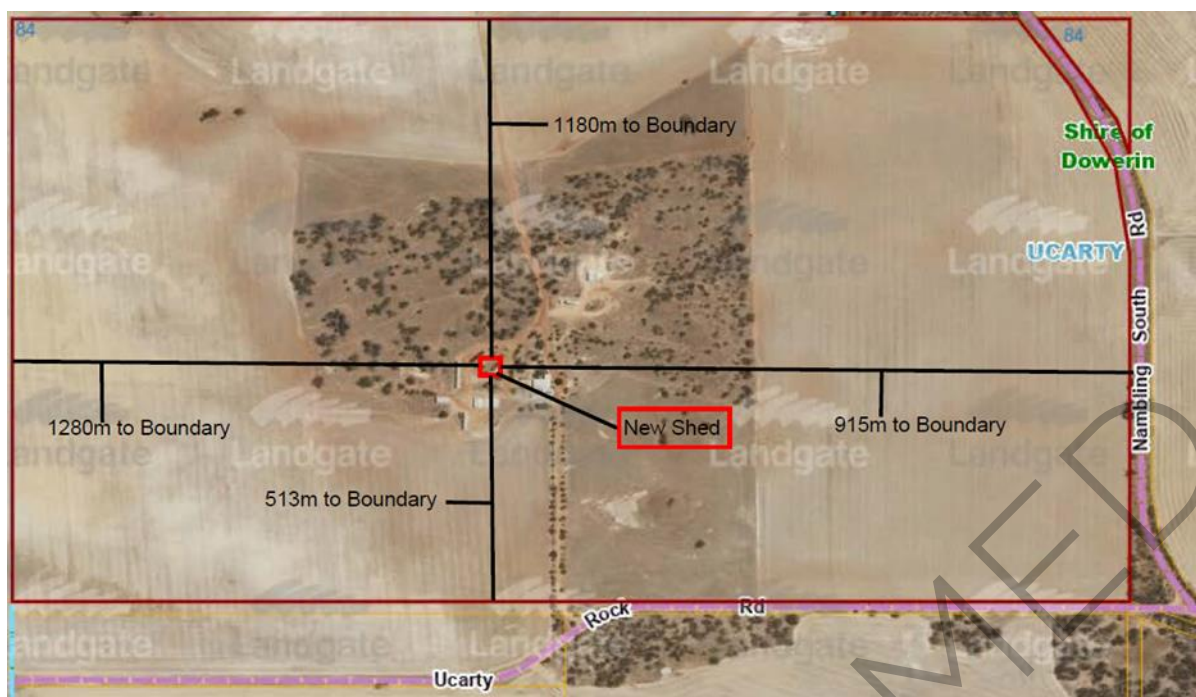


Figure 4 Topography Image Subject Site

### Consultation

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

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.1

Reference: 5.1.1

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.2

#### Asset Management Plan

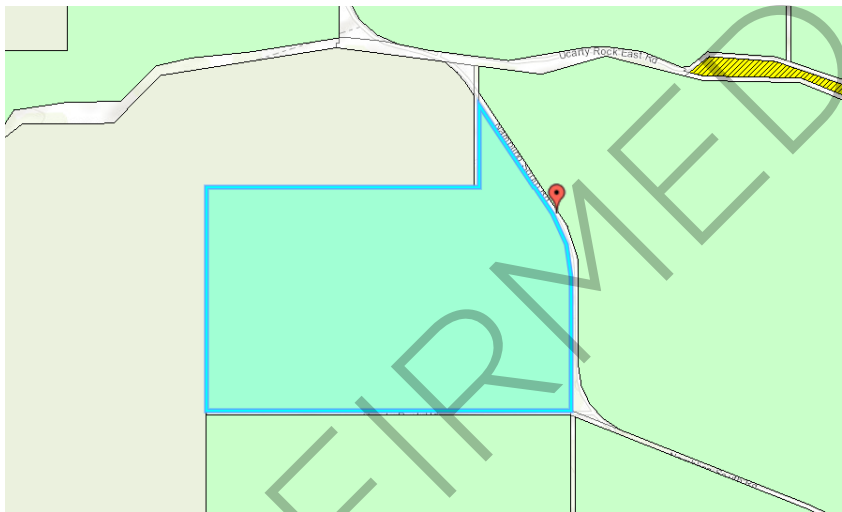
Nil

#### Long Term Financial Plan

Nil

## Statutory Implications

As to the planning framework a 'an outbuilding for agriculture – extensive' is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)	
Current Zoning	<p>'Rural' – See extract of Zoning Map below – green colour.</p>  <p>Figure 5 Extract of zoning map</p>
Permissibility (Table 1 – Zoning Table )	<p>Table 1 – Zoning Table of LPS 2 qualifies an outbuilding for 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; as 'P' use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</p>
Definitions	<p>The draft LPS 2 defines:</p> <p>a) <b>agriculture – extensive</b> means premises used for the raising of stock or crops including outbuildings and earthworks, but does not include agriculture – intensive or animal husbandry – intensive;</p>
Objectives	<p>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</p> <ul style="list-style-type: none"> <li>• To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</li> <li>• To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</li> <li>• To protect the land from closer development that would detract from the rural character and amenity of the area.</li> <li>• To prevent any development that may affect the viability of a holding.</li> <li>• To encourage small scale, low impact tourist accommodation in rural locations.</li> <li>• To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</li> </ul>



Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <li><i>Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i></li> </ul>
<p align="center"><b>Planning and Development (Local Planning Scheme) Regulations 2015</b> (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<p align="center"><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> (Statutory instrument – tied to Planning Regulations)</p>	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <li><i>a) Strategic planning proposals, subdivision and development applications within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></li> <li><i>b) Any strategic planning proposal, subdivision or development application in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></li> <li><i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></li> </ul>
<p align="center"><b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b> (Guidance document – tied to SPP 3.7)</p>	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <li><i>result in the intensification of development (or land use);</i></li> <li><i>result in an increase of residents or employees;</i></li> <li><i>involve the occupation of employees on site for any considerable amount of time; or</i></li> <li><i>result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li> </ul>

## Comment

The development is located **84 Ucarty Rock Road, UCARTY 6462** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

Considering the proposed development's remote location, it is evident that there is no significant impact on the natural landscape or rural ambiance. This compliance with the zoning objectives signifies that the development aligns with the intended goals and regulations set forth for the area.

It is recommended that Council grant Planning Approval for the construction of a machinery shed.

## Risk Implications

<b>Risk Profiling Theme</b>	Engagement Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Town Planning Scheme
<b>Action (Treatment)</b>	Development Approval Application Procedures
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

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

## Voting Requirements



Simple Majority



Absolute Majority

## Officers Recommendation/Resolution - 12.1

**Moved:** Cr Hudson

**Seconded:** Cr Metcalf

**0827**

**That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, approves the Development Application as received on 16 May 2023, subject to the following conditions:**

### CONDITIONS

1. All storm water to be contained within the lot.

### **ADVICE NOTES**

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.**
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.**
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.**
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website - [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).**

**CARRIED 6/0**

6.08pm – Cr McMorran and Cr Hagboom re-entered the meeting.

## 12.2 Voting Delegates to the 2023 WALGA Annual General Meeting

### Governance & Compliance



<b>Date:</b>	12 July 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995</i>
<b>Sharepoint Reference:</b>	Organisation/Governance/Professional Development Register/ 2023 WALGA Annual General Meeting
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 12.2A</b> - WALGA Notice of AGM

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents a proposal to appoint voting delegates to the Western Australian Local Government Association (WALGA) Annual General Meeting (AGM) to Council for consideration and, if satisfactory, adoption.

#### Background

The AGM for WALGA will be held on Monday 18 September at Crown Perth. WALGA suggest the AGM should be attended by delegates from all Member Local Governments.

All Member Councils are entitled to be represented by 2 voting delegates at the AGM.

WALGA have called for registrations for the voting delegates and proxy voting delegates. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving Officers.

#### Comment

It is common for other Councils who attend the AGM to nominate their WALGA Zone delegates as their voting delegates for the AGM. The Shire of Dowerin belongs to the Great Eastern Country Zone (GECZ) and its delegates are Councillor Trepp and Councillor Hudson and Councillor Ward.

In 2022 the Councillor Trepp and Councillor Ward attended the AGM as Council's voting delegate (August 2022 Item 12.1 CMRef 0648) and Council could choose the same situation again for 2023, or Council could nominate other delegates.

#### Consultation

Rebecca McCall, Chief Executive Officer  
Council Workshop, 6 July 2023

#### Policy Implications

Nil



## Statutory Implications

Nil

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Nil
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Not Rated

## Financial Implications

There are no financial implications on appointing the voting delegates themselves and there is no cost to attend the AGM, however travel costs may be reimbursed upon submission of receipts.

## Officers Recommendation

*That Council appoints Councillor XXX and Councillor XXX as its voting delegates and Councillor XXX and Councillor XXX as proxy voting delegates to the 2023 Annual General Meeting of the Western Australian Local Government Association, and those registrations be submitted accordingly.*

## Resolution - 11.3

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0828** That Council authorise the Chief Executive Officer to submit their apology to the Western Australian Local Government Association Annual General Meeting for 2023.

**CARRIED 8/0**

### Reason

Due to commitments of Elected Members, attendance at the WALGA AGM is not viable. The CEO is to advise WALGA.

UNCONFIRMED

## 12.3 Chief Executive Officer Recruitment Process – Certificate of Compliance

<h1>Governance &amp; Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	12 July 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Organisation/Human Resources/Recruitment	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

### Summary

This item is to report on the CEO recruitment process to ensure its compliance with the *Local Government (Administration) Regulations, Local Government Act 1995*, and Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'.

Council is required to certify that the recruitment process followed for the appointment of the new Chief Executive Officer was undertaken in accordance with Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'.

### Background

#### April 2023

The current CEO provided a letter of resignation to the Shire President effective from 8 September 2023.

#### May 2023

Council at its Ordinary Council Meeting on 16 May resolved (CMRef 0784):

*That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the Local Government Act 1995, Council:*

- 1. Appoints the Shire President, Cr Trepp, Deputy Shire President, Cr Ward, and Councillors Sewell, McMorran and Metcalf as the CEO Recruitment Selection Panel, with Councillor Allsopp as proxy;*
- 2. Authorises the Shire President, Cr Trepp and Deputy Shire President, Cr Ward to appoint the Independent Person to the CEO Recruitment Selection Panel;*
- 3. Approves the draft Employment Contract, Total Reward Package and Position Description as detailed in Confidential Attachment 16.1A;*
- 4. Authorises the Shire President and Deputy President to approve the final negotiated Total Reward Package within the SAT Band 4 (\$136,023 - \$213,356); and*
- 5. Approves the relocation costs to the amount of \$6,000.*

Council also resolved at its Ordinary Council Meeting on 16 May (CMRef 0785):

*That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the Local Government Act 1995, Council appoints Fitz Gerald Strategies to assist Council/Selection Panel in the recruitment of a new Chief Executive Officer.*

The vacant position of CEO was advertised in the Western Australian newspaper on Saturday 20 May 2023, LG Professionals, LG Assist, Local Government Job Directory, and Seek to comply with s5.36(4) and s5.37(3) of the *Local Government Act 1995* and r18A of the *Local Government Regulations 1996* requirements.

#### June 2023

Council at its Ordinary Council Meeting on 20 June resolved (CMRef 0794) the appointment of the independent person to the CEO Selection Panel:

*That, by Simple Majority, in accordance with the Local Government Act 1995, Council appoints Mr John Nuttall as the Independent Person to the CEO Recruitment Selection Panel.*

Following the closing of the CEO applications, twelve (12) applications were received for the position. The consultant then assessed each application against the selection criteria which was then provided to the CEO Selection Panel on the 17 June 2023 for consideration and independent assessment of each applicant's knowledge, experience, qualifications, and skills against the adopted selection criteria. The CEO Selection Panel then met on 20 June and shortlisted suitable applicants for interviews.

The shortlisted applicants were interviewed by the CEO Selection Panel on 29 June 2023. At that meeting, the Panel assessed the candidates based on their interviews and identified a preferred applicant subject to due diligence checks, including referee reports, being undertaken by the consultant.

The Consultant completed reference checks, on behalf of the Council relating to the preferred applicant and completed the due diligence which included a current police clearance and qualification checks and negotiated a suitable Total Remuneration Package (TRP).

#### July 2023

The appointment of Mr David Singe as the CEO was endorsed by Council at a Special Council Meeting held on 6 July 2023 (CMRef 0801).

#### **Comment**

Each of the clauses that provide a requirement from Council Policy 'Model Standards for CEO Recruitment, Performance and Termination', in relation to the recruitment of a Chief Executive Officer are listed below, with a brief outline of those requirements (in *italic & bold*), followed by an explanation on how the Council has satisfied the requirements of that clause.

#### **5. Determination of selection criteria and approval of job description form**

Council at its Ordinary Meeting held on 16 May 2023 (CMRef 0784) endorsed, by an absolute majority, the Position Description, qualifications and selection criteria, duties and responsibilities of the position, draft employment contract and total reward package.

#### **6. Advertising requirements**

Council advertised the position in the Western Australian Newspaper on 20 May 2023, the Local Government Assist site and Local Government Job Directory, and Seek, in compliance with s5.36(4) and s5.37(3) of the *Local Government Act 1995* and r18A of the *Local Government Regulations 1996*.

#### **7. Job description form to be made available by local government**

The Job Description was available as part of the Chief Executive Officer Information Package available from the recruitment consultant.

#### **8. Establishment of selection panel for employment of CEO**

Council at its Ordinary Meeting held on 16 May 2023 (CMRef 0784) appointed five (5) Council Members to the Selection Panel and at its Ordinary Council Meeting held on 20 June 2023 (CMRef 0794), Mr John Nuttall as the 'independent person' to the CEO Recruitment Selection Panel.

#### **9. Recommendation by selection panel**

The knowledge, experience, qualifications, and skills of all the applicants were assessed by the appointed CEO Recruitment Consultant and then considered and endorsed by the CEO Recruitment Selection Panel on 20 June 2023 (9.1).

Following the interviews on 29 June 2023 it was agreed by the CEO Recruitment Selection Panel that the preferred candidate clearly demonstrated that their knowledge of the position, skills and previous experience as a CEO meet the selection criteria previously endorsed by the Council (9.5).

A summary of the assessment of each applicant, undertaken by the CEO Recruitment Selection Panel and consultant was provided to the Council on the 6 July 2023 as part of the Panel's

recommendation to Council as to the preferred applicant considered suitable to be employed in the position of CEO (9.2)

The preferred candidate's work history, qualifications and claims in the job application were assessed and verified by the appointed CEO Recruitment Consultant and considered by the CEO Recruitment Selection Panel on 20 June 2023. Referee checks were undertaken after the interviews on 29 June 2023 by the Consultant and provided to the Shire President and CEO prior to the Council appointment on 6 July 2023 (9.5).

Council and CEO Recruitment Selection Panel in undertaking the short listing of candidates, undertaking interviews and making the final appointment has ensured that the appointment has been made impartially and free from nepotism, bias or unlawful discrimination (9.4).

#### **11. Offer of employment in position of CEO**

The appointment of Mr David Singe as the CEO was endorsed 8/0 by Council at its Ordinary Council meeting held on 6 July 2023 (CMRef 0801):

*That, by Absolute Majority, in accordance the Local Government Act 1995, Council endorses the recommendation of the CEO Selection Panel and:*

- 1. Approves the making of an offer of employment to Mr David Singe to the position of Chief Executive Officer with the Shire of Dowerin for a period of three (3) years, with a commencement date on 9 October 2023.*
- 2. Approves the proposed terms of the CEO Employment Contract to be entered into with Mr David Singe with a Total Reward Package (SAT) of \$205,738 per annum, calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 Range.*
- 3. Is of the belief that Mr David Singe is suitably qualified for the position of Chief Executive Officer.*
- 4. Authorises the Shire President to execute and affix the common seal to the Chief Executive Officer Employment Contract in accordance with section 9.49A (1) & (2) of the Local Government Act 1995.*

#### **Consultation**

No consultation is required for this item.

#### **Policy Implications**

Council Policy 'Model Standards for CEO Recruitment, Performance and Termination'

#### **Statutory Implications**

*Local Government (Administration) Regulations 18FB (2), (3) & (4) 18FB.*

#### **18FB. Certification of compliance with adopted standards for CEO recruitment**

- (2) This regulation applies if –
- (a) a local government employs a person in the position of CEO of the local government; and
  - (b) the local government's adopted standards in relation to the recruitment of CEOs apply to the employment.

- (3) As soon as practicable after the person is employed in the position of CEO, the local government must, by resolution\*, certify that the person was employed in accordance with the local government's adopted standards in relation to the recruitment of CEOs.

\* Absolute majority required.

- (4) The local government must give a copy of the resolution to the Departmental CEO within 14 days after the resolution is passed by the local government.

#### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Nil
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Not Rated

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution - 12.3

**Moved:** Cr Ward

**Seconded:** Cr Hudson

**0829** That, by Absolute Majority, in accordance the *Local Government Act 1995*, Council certifies that:

1. The recruitment and employment of the Chief Executive Officer, Mr David Singe, was undertaken in accordance with Council Policy 'Model Standards for CEO Recruitment, Performance and Termination': and
2. A copy of this resolution is to be provided to the Department of Local Government and Cultural Industries CEO by the Chief Executive Officer.


**CARRIED BY ABSOLUTE MAJORITY 8/0**

### Note

Cr Metcalf expressed a desire to have it recorded that he resigned from the CEO Selection Panel due to his belief that the proper process was not followed.

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

### 13.1 Service Level Plan - Transport Maintenance

<b>Asset &amp; Works</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 July 2023	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator	
<b>Author:</b>	Rebecca McCall, Chief Executive Officer	
<b>Legislation:</b>	Local Government Act 1995	
<b>Sharepoint Reference:</b>	Technical / Roads/ Planning / Service Level Plan - Transport Maintenance	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 13.1A</b> - Service Level Plan - Transport Maintenance - May 2023	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

The Service Level Plan - Transport Maintenance - May 2023 is presented to Council for consideration, and if satisfactory, adoption.

#### Background

Establishing 'level of service' to drive the ongoing management of transport assets is guided by technical measures relating to the allocation of resources to service activities to best achieve the desired customers outcomes and demonstrate effective performance.

The technical levels of service align with the Road Strategy and Asset Management Plan and in addition meets legislative requirements. These requirements are provided within the resources available in the Long-Term Financial Plan.

#### Comment

The overarching Service Level Plan comprises of four components outlining levels of service for;

1. Road Maintenance
2. Footpaths
3. Kerb and Channel
4. Drainage Maintenance
5. Road Drainage

Intervention levels, priority guidelines and response times for maintenance tasks are identified along with performance indicator targets.

It is recommended that the Asset and Works Committee review this Plan on an annual basis with the intent to refine the technical levels of service and perhaps consider incorporating community levels of services in terms of safety, quality, quantity, reliability, accessibility and responsiveness.

## Consultation

Rebecca McCall, Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Asset and Works Committee

## Policy Implications

Road Strategy July 2023  
Policy 4.2 Gravel and Sand Clay Supplies and Pit Rehabilitation  
Policy 4.4 Road Engineering and Subdivision

## Statutory Implications

Nil

## Strategic Implications

### Strategic Community Plan

Community Priority: Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

### Asset Management Plan

The Asset Management Plan includes road construction and maintenance.

### Long Term Financial Plan

The Long-Term Financial Plan accommodates road construction and maintenance.

## Risk Implications

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	High (12)
<b>Key Controls (in place)</b>	Road Strategy, Policies, Project Management Framework
<b>Action (Treatment)</b>	Community Consultant and Engagement
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

There are no direct financial implications relating to this item. Indirect financial implications include Council's annual road maintenance program that is factored into the annual budget.



### Voting Requirements



Simple Majority



Absolute Majority

### Officers Recommendation/Resolution – 13.1

**Moved:** Cr Trepp

**Seconded:** Cr Allsopp

**0830**

**That, by Simple Majority in accordance with the *Local Government Act 1995*, Council adopts the Service Level Plan – Transport Maintenance – May 2023.**

**CARRIED 8/0**

UNCONFIRMED

## 13.2 Shire of Dowerin Road Strategy 2023

<b>Asset &amp; Works</b>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	11 July 2023	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Ben Forbes, Asset & Works Coordinator	
<b>Author:</b>	Rebecca McCall, Chief Executive Officer	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Technical / Roads/ Planning / Road Strategy	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 13.2A</b> - Shire of Dowerin Road Strategy 2023	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

The reviewed Road Strategy 2023 is presented to Council for consideration, and if satisfactory, adoption.

### Background

The Shire of Dowerin is responsible for 945 kilometres of sealed and unsealed road network. To best manage maintenance and new or upgrade works across the road network, a good understanding of levels of service, demand and prioritisation is required.

As the community grows and the road network ages, robust decisions are required to ensure a safe road network can be provided that also supports growth and meets community expectation. In order to achieve this, the Road Strategy 2021 was developed outlining the long-term approach to the management of road assets.

The Strategy focuses on the road hierarchy and the need to classify roads to a function and to assign a reasonable 'level of service' to maintain these roads to a level of customer satisfaction. It outlines the importance to align these levels of service to annual budgets and to source funding for the continuous ongoing preservation and upgrade.

The intent of the road hierarchy is to provide minimum standards for construction and maintenance of roads within the Shire and to prioritise the same. The standards of maintenance and construction will represent the adopted Levels of Service (LOS) for each road within the Shire. Specifically, the road hierarchy will provide the following:

- A guidance to staff in preparing annual budgets and allocating resources to road maintenance.
- To define minimum standards for construction that balance the cost of construction and maintenance against community expectations.

The Strategy incorporates construction resources and materials, maintenance practices, environmental requirements, and future planning considerations.

### Comment

The Asset and Works Committee reviewed the Road Strategy and implemented very minor amendments to ensure the strategy is appropriate and functional.

## Consultation

Rebecca McCall, Chief Executive Officer  
Ben Forbes, Asset & Works Coordinator  
Asset and Works Committee

## Policy Implications

Policy 4.2 Gravel and Sand Clay Supplies and Pit Rehabilitation  
Policy 4.4 Road Engineering and Subdivision

## Statutory Implications

Aboriginal Cultural Heritage Act 2021  
Bush Fires Acts 1954  
Environmental Protection Act 2005  
Environmental Protection and Biodiversity Conservation Act 1999  
Local Government Act 1995  
Main Road Act 1930  
Planning and Development Act 2005  
Soil and Conservation Act 1945  
Wildlife Conservation Act 1979

## Strategic Implications

### Strategic Community Plan

Community Priority: Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

### Asset Management Plan

The Asset Management Plan includes road construction and maintenance.

### Long Term Financial Plan

The Long-Term Financial Plan accommodates road construction and maintenance.

## Risk Implications

<b>Risk Profiling Theme</b>	Asset Management Practices
<b>Risk Category</b>	Reputation (Social/Community)
<b>Risk Description</b>	Unsubstantiated, localised low impact on community trust, low profile or no media item
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Possible (3)
<b>Risk Matrix Rating</b>	High (12)
<b>Key Controls (in place)</b>	Road Strategy, Policies, Project Management Framework
<b>Action (Treatment)</b>	Community Consultant and Engagement

<b>Risk Rating (after treatment)</b>	Adequate
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#### Financial Implications

There are no direct financial implications relating to this item. Indirect financial implications include Council's annual road construction and maintenance program that is factored into the annual budget.

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officers Recommendation/Resolution – 13.2

**Moved:** Cr Ward

**Seconded:** Cr Metcalf

**0831**

**That, by Simple Majority in accordance with the *Local Government Act 1995*, Council adopts the Road Strategy 2023.**

**CARRIED 8/0**

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

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

**16.1 Confidential Item 16.1 – T2023-05 Construction Program 2023-2024**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr McMorran

**Seconded:** Cr Hagboom

**0832 That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.**

**CARRIED 8/0**

6.24pm – Council went Behind Closed Doors.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr McMorran

**Seconded:** Cr Metcalf

**0833 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.**

**CARRIED 8/0**

6.27pm – Council came out from Behind Closed Doors

**16.1A Confidential Item 16.1 – T2023-05 Construction Program 2023-2024**

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Council Resolution – 16.1**

**Moved:** Cr Metcalf

**Seconded:** Cr Allsopp

**0834 That, by Simple Majority, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 2 of the *Local Government (Functions and General) Regulations 1996*, Council:**

- 1. Endorses the Tender Specifications for the RFT - T2023-05 Construction Program 2023-2024, as presented in Confidential Attachment 16.1A;**
- 2. Approves the Selection Criteria and Weightings as contained in the Tender Specifications mentioned in point 1 above;**

- 3. Endorses advertising of the Tender Specifications for the RFT - T2023-05 Construction Program 2023-2024; and**
- 4. Notes that a confidential report will be presented to Council at the next Ordinary Meeting of Council following the close of tender submissions and completion of the tender evaluation process.**

**CARRIED 8/0**

<b>17.</b>	<b>Closure</b>
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The President thanked those in attendance and declared the meeting closed at 6.30pm.

UNCONFIRMED



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Audit & Risk Committee Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
17 July 2023

UNCONFIRMED

ABN: 35 939 977 194

P (08) 9631 1202 E [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)  
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## Shire of Dowerin Audit & Risk Committee Meeting 13 March 2023



### 1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 11.03am.

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

#### Committee Members:

Cr RI Trepp	President & Chair
Cr BA Ward	
Cr NP McMorran	
Mr D Armstrong	Via MS Teams

#### Staff:

Ms R McCall	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer, via MS Teams
Ms L Dreghorn	Executive & Governance Officer

**Apologies:** Mrs T Jones

**Approved Leave of Absence:** Nil

### Request for Attendance via MS Teams

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Mr D Armstrong has requested attendance at this Audit & Risk Committee Meeting via MS Teams.

### Voting Requirements

☐ Simple Majority ☒ Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Trepp **Seconded:** Cr McMorran

**0803** That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Committee:

1. Approves Mr D Armstrong's and Mr A Wooldridge's attendance at the 17 July 2023 Audit & Risk Committee Meeting via MS Teams; and
2. Approves Mr D Armstrong's office and Mr A Wooldridge's home office as a suitable place for attendance.

**CARRIED 3/0**

11.04am – Mr D Armstrong joined the meeting via MS Teams.

### 3. Public Question Time

Nil

### 4. Disclosure of Interest

Nil

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

5.1 Audit & Risk Committee Meeting held on 13 March 2023

**Attachment 5.1A**

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution – 5.1**

**Moved:** Cr McMorran

**Seconded:** Cr Trepp

**0804**

**That, in accordance with Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 13 March 2023, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.**

**CARRIED 4/0**


**6. PRESENTATIONS**

Nil

11.19am – Mr A Wooldridge joined the meeting via MS Teams.

## 7. OFFICER'S REPORTS

### 7.1 Risk Dashboard Quarterly Report – June 2023

<b>Governance &amp; Compliance</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	10 July 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Compliance/Risk Management/Reporting	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 7.1A</a> - Risk Dashboard Quarterly Report – June 2023	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

It is essential to monitor and review the management of risks as changing circumstances may result in some risks increasing or decreasing in significance. By regularly reviewing the effectiveness and efficiency of controls and appropriateness of treatment/action options selected, it can be determined if the organisation's resources are being put to the best use possible. During the

quarterly reporting process, management are required to review any risks within their area and follow up controls and treatments/actions that are mitigating those risks.

#### Comment

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

The following comments against current actions are noted:

#### Asset Management

Action: Update RAMM annually

Comment: Schedule to upload in July 2023.

KPI: Accidents/Damage to Property Result 7 for quarter, worsening.

#### Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 3, Improving

KPI: LEM annual exercise 1, Improving

#### Compliance

Action: Review of Information Management System

Comment: Commenced; Expected to be finalised September 2023

Action: Audit Finding 30 June 2022 – Action of Findings

Comment: Fair value of land & buildings & infrastructure assets to be assessed June 2023

Action: Review Human Resource Management Framework

Comment: Progressing; Extended completion to December 2023 due to other priorities

#### Document Control

Action: Review SharePoint System

Comment: Stage 1, completed.

KPI: Record Keeping Plan; Compliant

#### Employment Practices

Action: Review of Staff Induction process

Comment: Completed

Action: Develop Health & Wellbeing Plan

Comment: Implementing 2023/24 Plan

Action: Review Workforce Plan

Comment: Review underway, deferred to allow new CEO input.

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

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

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

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

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

#### Engagement Practices

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Extended completion to December 2023 due to other priorities

Action: Review Process for Customer Response Requests

Comment: Extended completion to December 2023 due to other priorities .

### **Environmental Management**

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan draft submitted to DoH for comment.

### **External Theft & Fraud**

Action: Review security and storage of records

Comment: Last reviewed August 2022; next due August 2023

Action: Document Financial Management System

Comment: Commenced, expected to finalise in December 2023

KPI: Number of Cyber Breaches

Comment: 0 breaches

KPI: Number of Incidents of Theft or Fraud

Comment: 0 incidents

KPI: Passwords Changed Quarterly

Comment: 100% compliant

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

Action: Develop Event Management Framework

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

Action: Create Inspection and Maintenance Schedules for Event Equipment

Comment: Extend to October 2023 due to other priorities

Action: Undertake Community Facilities Review

Comment: Near completion

Action: Develop Wheatbelt Heritage Rail Management Plan

Comment: Not commenced

### **IT and Communication Systems**

Action: Document IT System Framework & Services

Comment: Deferred until December 2023

Action: Document IT Infrastructure Replacement Program

Comment: Linked with IT Framework & Services

### **Misconduct**

Action: Review Social Media Policy 7.11

Comment: Due for review

Action: Review Code of Conduct (Councillor)

Comment: Scheduled for July

### **Safety and Security Practices**

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Review Managing Emergencies In Shire Facilities

Comment: Deferred; Scheduled to complete December 2023; contractor engaged

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

### **Consultation**

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer  
Linley Dreghorn, Executive & Governance Officer

### Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Statutory Implications

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

### Risk Implications

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

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution - 7.1

**Moved:** Cr Ward

**Seconded:** Cr McMorran

**0805**


**That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report - June 2023, as presented in Attachment 7.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.**

**CARRIED 4/0**

Please note that the Audit & Risk Committee does not have delegated authority to make decisions. All recommendations of the Audit & Risk Committee are presented to Council for ratification.

UNCONFIRMED

## 7.2 Interim Audit Results for the Year Ending 30 June 2023

<b>Corporate &amp; Community Services</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	10 July 2023	
<b>Location:</b>	Not applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	Linley Dreghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Corporate Management/Reporting	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 7.2A</b> – Interim Audit Report <b>Attachment 7.2B</b> – Interim Audit Findings	

11.20am – A Wooldridge joined the meeting via MS Teams.

### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

### Summary

This Item presents the results and findings of the Interim Audit for the year ending 30 June 2023 to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

### Background

The Office of the Auditor General (OAG) conducted its Interim Audit for the Shire of Dowerin on Monday 27 and 28 March 2023.

The Report on the results of the Audit has been received and is included as an Attachment for the Audit & Risk Committee's information.

### Comment

The Report identifies twelve areas which are considered deficient, being:

1. Payment based on Purchase Order;
2. Amendments to Supplier Masterfile;
3. System generated Annual Leave Balances;
4. Cyber Security Risks;
5. User Access Rights;
6. Monthly Debtor Reconciliations;
7. Debtor Requisition Forms;

Matters outstanding from prior years:

8. Bank Reconciliations;



9. Monthly Creditor Reconciliations;
10. Cancelled Receipts;
11. Asset Disposal Forms; and
12. General Journals

The rating given to all twelve deficiencies is Moderate, meaning the findings are of sufficient concern to warrant action being taken to rectify the deficiency as soon as practicable.

The Report details the Finding against each deficiency, indicates the Implications the deficiency may have on the organisation, and makes Recommendations on how the organisation can best rectify the deficiency. Management was made aware of the identified deficiencies at the conclusion of the Audit and were afforded the opportunity to provide comment and context to the deficiency.

While the matters are fully detailed in the Report, they have been summarised in the table below:

Finding	Recommendation	Management Comment
Payments based on Purchase Order	The Shire should review current payment process to ensure that payments to suppliers should be based on the value of supplier invoices having checked its accuracy against the relevant purchase order.	As this was an oversight at the time of payment, the matter has been rectified since with staff contacting the contractor to amend the overpayment by agreeing to future invoice adjustments. This will be fixed and finalised by 30 June 2023.
Amendments to Supplier Masterfile	Changes to the Supplier Masterfile should be independently reviewed and evidence of review should be retained.	As part of the End of Month process, staff provides documentation and reconciliation for each area of responsibility to the Deputy CEO as the independent approver. This is done repeatedly and was introduced after the first quarter of the year, however, proper checks are in place, hence, no discrepancies.
System generated Annual Leave Balances	The Shire should review system generated annual leave balances regularly or seek the service of IT service provider to conduct the review to ensure the accuracy of the annual leave reports generated by the system.	This finding has been reported to ITVision support as part of the initial migration fix when the Shire purchased the Altus-Definitiv system. However, currently ITVision is unable to give us a completion date for the fix to occur due to STP2 version being rolled out in the Altus-Definitiv payroll system for all shires.  This will be followed regularly as part of our outstanding item action list and End of Month processes.
Cyber Security Risks	The Shire should use a structured approach in consultations with its IT consultants (if required) to establish a cyber security plan and implement related policies to mitigate cyber security risks.	As this finding was not part of previous year audits, management has already discussed this issue outside the audit and was discussed in conjunction with our insurers to best approach the issue.

	We suggest management refers to OAG's Report #19 dated 29 March 2023 on Information Systems Audit - Local Government 2021-22 to seek further guidance on enhancement to their general computer controls.	Management has been in discussions with the current IT provider and has worked with them to put together an initial overall ICT redundancy and continuity plan for the shire will incorporate the risk of cyber security.
User Access Rights	The Shire should establish a formal process to review user access rights periodically to ensure they are in line with individual staff roles and responsibilities.	This will be part of the overall ICT redundancy and continuity plan review in conjunction with the current IT Policy for update.
Monthly Debtor Reconciliations	The monthly debtor reconciliations should be reviewed by an independent officer promptly and the date of review should be indicated.	The related months have been redone as the original end of month documentation was unable to be found, therefore, both months are filed and signed with relevant documentation.
Debtor Requisition Forms	The Debtor Requisition Form should be reviewed and approved by an independent senior officer before an invoice is raised.	The Debtor Requisition form was introduced part way through the year as part of previous audit findings, however, old forms may have been used during the transition period.  This process has been continuing with all staff ensuring relevant forms are used and completed with approval given.
<b>Matters outstanding from Prior years</b>		
Bank Reconciliations	The monthly bank reconciliations should be prepared timely and reviewed by an independent senior officer promptly. The review should be evidenced in writing.	Since last year audit findings, management has discovered the bank reconciliation process was not done to a standard expected by management. This meant that unpresented or outstanding transactions were not being followed up and corrected at the time of reconciliation where it becomes outstanding for a longer period than required.  Management has engaged with an external consultant firm, LG Best Practice to undertake a comprehensive audit of the finance area in recommending and implementing processes and procedures for the finance team. This includes bringing up to date and reconciling of the outstanding bank reconciliation items correctly from past periods into the

		synergy accounting system and develop procedures for staff to be trained in delivering the processes correctly and accurately.
Monthly Creditor Reconciliations	The monthly creditor reconciliations should be prepared timely and reviewed by an independent officer promptly and the date of review should be indicated.	Management has discussed with the finance team to ensure proper end of month collating of reconciliation and documentation are signed off and filed accordingly. This has been fixed since recent audit and will continue monthly.
Cancelled Receipts	The Cancelled Receipts Requisition Form should be reviewed and authorised by an independent officer in a timely manner.	Management has investigated and found majority of forms did not have the approval section included when the form was developed prior to audit.  Management has provided instructions to the staff to have all relevant forms updated to ensure approval sections are included where needed and the process to be undertaken each time the form is used. This is now in place.
No Asset Disposal Forms	The Asset Disposal Form should be reviewed and authorised by a senior finance officer when disposing of assets to ensure that all asset disposals are in accordance with management decisions.	Management has identified this process was not continued since the outgoing Works Manager left in April 22 but is captured since the recent audit and is improved by also developing and establishing an asset acquisition form as well.
General Journals	All general journals should independently be reviewed by an appropriate officer and evidence of preparation and review should be retained.	This was identified from prior audit findings and has been improved and implemented since then, however, where certain journals are completed by one officer at the time will be usually the case of no other officer around (limited staff at the time) and the particular issue had to be corrected by journal due to time restraint and demand for reporting, however, follow up will still need to be done for an approval officer signing the journal off. Staff have been informed where any journal will require supporting documentation at all times unless standard journals (recoveries) are an exception.

Staff will provide additional comment on the Findings and an update of actioning recommendations at the meeting.

### Consultation

OAG / Auditors

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

The *Local Government (Audit) Regulations 1996* provides the legislative framework for the conduct of audits in local government, and the role of the Audit & Risk Committee in considering the results of those audits.

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<b>Consequence Rating</b>	Minor (2)
<b>Likelihood Rating</b>	Unlikely (2)
<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Governance Management Framework; Governance Calendar
<b>Action (Treatment)</b>	Document Governance Framework
<b>Risk Rating (after treatment)</b>	Adequate

## Financial Implications

Nil

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution – 7.2

**Moved:** Cr Trepp

**Seconded:** Cr Ward

**0806**

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

- 1. Receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.2A, from Macri Partners Chartered Accountants for the 2022/23 financial year;**
- 2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and**
- 3. Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 7.2A, from Macri Partners Chartered Accountants for the 2022/23 Interim Audit.**

**CARRIED 4/0**

<b>8.</b>	<b>Questions from Members</b>
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Nil

<b>9.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil


<b>10.</b>	<b>Date of the Next Meeting</b>
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TBA -October

<b>11.</b>	<b>Closure</b>
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The Chair thanked those in attendance and declared the Meeting closed at 11.49am.

UNCONFIRMED

 SHIRE OF <b>DOVERIN</b> TIN DOG TERRITORY	<b>Local Emergency Management Committee Dowerin</b>
	<b>Minutes</b> <b>Monday 7 August 2023</b> <b>Shire of Dowerin, Dowerin</b>

#### ABBREVIATIONS

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

#### 1. WELCOME, ATTENDANCE AND APOLOGIES

The Chair, Cr Trepp, welcomed those in attendance and declared the meeting open at 4.00pm.

##### In Attendance:

Robert Trepp	SoD - Shire President (Chair)
Brian Jones	SoD – CEO
Melissa Stone	SoD - Compliance Officer
Linley Dregghorn	DCRC – Coordinator
Adrian Bailey	WAP – Officer in Charge
Aaron Wooldridge	SoD – DCEO
Peter Richards	SJA – Dowerin Chair
Rob Boase	Welfare Liaison Officer
Ben Davies	DFES Northam – Area Officer Upper Wheatbelt
Jason King	SJA – Community Paramedic

##### In Attendance Via Teams:

Jo Spadaccini	DC – District Emergency Service Officer Wheatbelt
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##### Non-Attendance:

Yvette Grigg	DFES – District Emergency Management Advisor
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##### Apologies:

Lisa Begley	SoD – Dowerin Home Care Coordinator
Paul Millstead	DBFB – Chief Bush Fire Control Officer
Tracy Jones	SJA - Dowerin
Barb Garner	DDHS - Principal
Paul Pochintesta	WAP – Officer
Phil Pickering	DBFB – Deputy Chief Bush Fire Control Officer
	SJA - Dowerin
Danielle Green	DEM – General Manager

Non-Attendance = No apology submitted

#### 2. CONFIRMATION OF MINUTES

**Moved** Cr Robert Trepp

**Seconded:** Adrian Bailey

***That the minutes of the Local Emergency Management Committee meeting held on 8 May 2023 be confirmed as a true and correct record of proceedings.***

**CARRIED**

### 3. BUSINESS ARISING FROM PREVIOUS MINUTES

Redding Road – referring to the recommendation to lower the speed limit on Redding Road from 110km to 60km. The recommendation has been declined; Brian will be following up on this action.

CESM Funding – Still in communication with neighbouring shires.

Creating a database of water points on farming land within the district for fire water purposes in the event of emergency situations. Discussion of placing a standpipe in the community for quick access, there are Disaster Ready Grants to apply for this. Action: Rate notices – letter documenting that the Shire encourages farm owners to call the Shire if they have access to a resource related to fire water. Needs to be made clear from owners that the water is deemed able and not going to affect their day to day living.

### 4. STANDING ITEMS

#### 4.1 Agency Updates

- |                                 |   |
|---------------------------------|---|
| CC                              | <ul style="list-style-type: none"> <li>No representation</li> </ul>   |
| DC                              | <ul style="list-style-type: none"> <li>Please refer to report sent via email. Discussion of upcoming tasks related to the audits and a trip to Dowerin in the next few weeks. This trip will entail looking through listed centres, discussing and updating details and provide insights into the sustainability of the listed premises. There was mention of an incident involving a truck carrying ammonium nitrate in New Norcia – refer to report submitted by Jo.</li> </ul>   |
| DFES<br>Operational             | <ul style="list-style-type: none"> <li>Ben mentioned as being new to the role, likely in an acting capacity until the position is filled permanently.</li> </ul>  |
| DFES<br>Emergency<br>Management | <ul style="list-style-type: none"> <li>Yvette has returned and is catching up on work and tasks after being away.</li> </ul>  |
| DBFB                            | <ul style="list-style-type: none"> <li>No representation</li> </ul>   |
| DCRC                            | <ul style="list-style-type: none"> <li>The Shire and CRC have merged. Linley Dreghorn was the successful applicant for CRC Coordinator – this is a new role for Linley. Training is currently in progress to facilitate the transition and handover. Despite the merger, for now the CRC operations and activities are continuing. CRC has been engaged to assist the Field Days with accommodation, to date there have been three bookings scheduled.</li> </ul>   |
| DDHS                            | <ul style="list-style-type: none"> <li>No representation</li> </ul>   |
| DEM                             | <ul style="list-style-type: none"> <li>No representation</li> <li>Mail drop has been delivered, explaining the current bump in/ bump out procedures. Everyone on the Field Day site will need to complete an Induction - brought to the table by Robert Trepp</li> </ul>  |
| SJA/DSJA                        | <ul style="list-style-type: none"> <li>Well prepared for the upcoming Field Days, everything is in order and ready. Maxi has taken unexpected leave until the end of the year. Jason is currently filling in for Maxi during his absence – this will ensure continuity and maintain the workflow during Maxi's absence. Three new recruits have joined SJA which is a positive outcome. Recruitment evening held did not pull big numbers but additionally there are prospective new members showing interest in joining.</li> <li>SJA is considering purchasing core pulse machines for each van. The estimated cost is around \$45,000 to \$50,000 + installation. Linley has forwarded some funding available onto Jason for further investigation.</li> <li>Discussion about the viability of placing defibrillators on farming properties. St John discounts for this purpose and the organisation aims to distribute defibrillators throughout the town and community for better accessibility. The defibrillators need to be registered and SJA will be responsible for looking after them and the maintenance.</li> </ul> |



- SoD
- Bushfire Brigade: a framework is being developed that outlines the minimum training required for members – this is to set standards and expectations to ensure that the brigade members are adequately prepared to respond to bushfires and other related emergencies. A meeting was held with Paul Millsteed and Gavin Howard to discuss the policy, both parties happy with the document. They were given 1 week to get back to us with any changes before the policy goes to council for approval.
  - Farmer Response Unit: Ucarty is registered. Alongside the above, there are minimum requirements that need to be established for the farmer response units. The policy will be presented to council for ratification.
- WAP
- Wongan Hills has a new IOC: Russell Evans. Currently there are staffing shortages in nearby stations, which could impact operational capabilities and response times in the surrounding areas.
  - Primary focus for the next few weeks is the planning and succession of the upcoming Field Days.
  - The Dowerin Hotel has limited capacity to provide services during this years Field Days. The limitation is being monitored due to the potential impact on the Dowerin Community Club and their licence capabilities and surrounding towns.
  - Currently dealing with licensing issues for the Field Days. Police are assisting in resolving these matters alongside DEM and DCC.

#### 4.2 Contacts & Resources Register Update

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

#### 5. GENERAL BUSINESS

Rob Boase is currently the Welfare Liaison Officer, but there is uncertainty about the specifics of his role. He is the intended go-to person for local knowledge and to provide guidance to those who may need it. He will also assist in coordinating resources for emergencies. Rob is to be provided with a full copy of the Local Emergency Management Agreement. After Field Days, Jo is willing to provide training and assistance – Jo has the experience in locating resources locally and connecting with broader networks to manage emergencies. From this Jo will provide Rob with a list of contacts that he can refer to.

#### 6. NEXT MEETING

To be held on the first Monday of the month at 4:00pm. Venue to be Shire of Dowerin Council Chambers.

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

Wednesday 15 March 2023	NEWROC joint major EM Day including exercise.
Monday 1 May 2023	LEMC – Dowerin Community Club, Memorial Ave Dowerin
Monday 7 August 2023	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin
Monday 7 November 2023	LEMC – Shire of Dowerin Council Chamber, Cottrell Street Dowerin

#### 7. MEETING CLOSED

There being no further business the Chair thanked those in attendance and closed the meeting at 4.41pm.

## 9. Recommendations from Committee Meetings for Council Consideration

### 9.1 Audit & Risk Committee Recommendation(s)

#### 9.1 Audit & Risk Committee Meeting held on 17 July 2023

#### 9.1.1 Risk Dashboard Quarterly Report – June 2023

Refer Audit & Risk Committee Meeting Minutes dated 17 July 2023

[Attachment 9.1.1A](#)

#### Voting Requirements



Simple Majority



Absolute Majority

#### Committee Recommendation – 9.1.1

Moved: Cr Hudson

Seconded: Cr Hagboom

**0838** That, in accordance with Regulations 16 and 17 of the Local Government (Audit) Regulations 1996, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report – June 2023, as presented in Attachment 9.1.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 6/0

For: Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

#### 9.1.2 Interim Audit Results for the Year Ending 30 June 2023

Refer Audit & Risk Committee Meeting Minutes dated 17 July 2023

[Attachment 9.1.2A](#) – Interim Audit Report

[Attachment 9.1.2B](#) – Interim Audit Findings

#### Voting Requirements



Simple Majority



Absolute Majority

#### Committee Recommendation – 9.1.2

Moved: Cr Hudson

Seconded: Cr Ward

**0839** That, by Simple Majority, in accordance with the *Local Government (Audit) Regulations 1996*, the Audit and Risk Committee:

1. Receives the Auditor's Interim Audit Management Report, as presented in Attachment 9.1.2A, from Macri Partners Chartered Accountants for the 2022/23 financial year;
2. Notes the Management Comment and Actions taken to address the Findings contained in the Auditor's Interim Audit Management Report; and
3. Recommends to Council that it receives the Auditor's Interim Audit Management Report, as presented in Attachment 9.1.2B, from Macri Partners Chartered Accountants for the 2022/23 Interim Audit.

CARRIED 6/0

For: Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

## 10. Announcements by the President Without Discussion

The President advised that a new dishwasher had been purchased and installed at the Dowerin Community Club, as per Service Contract, agreed by Council.

## Shire of Dowerin Risk Dashboard Report - June 2023

<u>Asset Management Practices</u>			Risk	Control
			Moderate	Adequate
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.				
Actions		Due Date	Responsibility	
Revaluation of Road Assets		Jun-24	CEO	
Update RAMM Annually		Jun-23	CEO	
Link Building Maintenance Schedule to AMP		Sep-22	DCEO	
Review Asset Management Plan		Completed	CEO & DCEO	
Review LTFP and Link to AMP		Completed	DCEO	
Review Fuel Stock Control System		Feb-21	CEO / DCEO / AWC	
Review Fuel Stock Control System		Completed	DCEO	
Implement New Fuel Stock Control System		Completed	CEO / DCEO / AWC	

<u>Document Management Processes</u>			Risk	Control
			Moderate	Adequate
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.				
Actions		Due Date	Responsibility	
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO		Completed	DCEO	
Refurbishment of Archive Room to Improve Compliance		Completed	CEO	
Review Sharepoint System		Dec-22	DCEO	
Review Information Management Framework		Dec-22	DCEO	
Information Management Staff Training		Ongoing	DCEO	
Review Record Keeping Plan		Completed	DCEO	

<u>Environment Management</u>			Risk	Control
			Moderate	Adequate
Inadequate prevention, identification, enforcement and management of environmental issues.				
Actions		Due Date	Responsibility	
Develop Waste Water Management Plan & Program		Jun-23	CEO	
Develop Waste Management Plan & Program		Jun-23	CEO	
Complete Audit of Sewage System		Completed	CEO	
Address Compliance of Waste Management		Ongoing	CEO	
Address Compliance of Waste Water Re-Use		Sep-22	CEO	

<u>Management of Facilities / Venues / Events</u>			Risk	Control
			Low	Adequate
Failure to effectively manage the day to day operations of facilities, venues and / or events.				

<u>Business Disruption</u>			Risk	Control
			Moderate	Adequate
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).				
Actions		Due Date	Responsibility	
Annual LEM Exercise Undertaken		Mar 24	CEO	
Review Business Continuity Plan		Aug 24	CEO	
Business Continuity Plan Drill to be Undertaken Annually		Dec 23	CEO & DCEO	
Develop IT Disaster Recovery Plan		Dec 22	DCEO	
Fire Breaks Inspected and Enforced Annually		Nov 23	DCEO	
Fire Fighting Equipment Maintained and Serviced Annually		Aug 23	CEO	
Wardens (Internal) - Training of New Wardens		Completed	CEO & DCEO	
Admin Generator Maintained and Serviced		Monthly	CEO	
Review Managing Emergencies in Shire Facilities		Jun 22	CEO & DCEO	

<u>Employment Practices</u>			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions		Due Date	Responsibility	
Develop a Health and Wellbeing Program		Implementin g	CEO & DCEO	
Review Workforce Plan		Dec-22	CEO & DCEO	
Create Checklist for Human Resource Management Framework		Completed	CEO & DCEO	
Update Training Register & Develop 2022/2023 Training Program		May-22	CEO & DCEO	
Review Staff Induction Process		Completed	DCEO	
Conduct Annual Drivers License Checks		Annually in Apr	DCEO	
Conduct Annual Performance Reviews		Annually in Apr	CEO & DCEO	

<u>Errors, Omissions &amp; Delays</u>			Risk	Control
			Moderate	Adequate
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.				
Actions		Due Date	Responsibility	
Review Employee Code of Conduct		Jul-24	CEO & EGO	
Review and Document Organisations Controls and Systems		Ongoing	CEO & DCEO	
Centralise Checklists, Controls and Procedures		Dec-22	CEO & DCEO	
Review Customer Service Complaints & Request Process to include Snap Send Solve		Dec-22	DCEO	

<u>IT or Communication Systems and Infrastructure</u>			Risk	Control
			Moderate	Adequate
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.				

<u>Failure to fulfil Compliance Requirements</u>			Risk	Control
			Moderate	Adequate
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions		Due Date	Responsibility	
Document Governance Framework		Dec-22	CEO & EGO	
Continue Implementation of Training Program for Councillors and Staff		Ongoing	CEO, DCEO & EGO	
Review Councillor Induction Manual - Every 2 Years		Sep-23	EGO	
Review Human Resource Management Framework		Dec-22	CEO & DCEO	
Review Information Management System		Dec-22	DCEO	
End of Year Financial Audit - Prepare		Sep-23	DCEO	
Interim Audit Finding 30 June 2022 - Action of Findings		Completed	DCEO	
#REF!		Completed	DCEO	
Audit Finding 30 June 2022 - Action of Findings				

<u>Engagement Practices</u>			Risk	Control
			Moderate	Adequate
Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.				
Actions		Due Date	Responsibility	
Review Community Complaints, Feedback & Request Handling Process		Dec-22	CEO & DCEO	
Review Community Engagement Policy & Framework		Aug-23	CEO, DCEO & CDO	
Conduct Community Satisfaction Survey		Sep-24	CEO & CDO	
Review Process For Customer Response Requests		Dec-22	DCEO	
Review Customer Service Charter (every two years)		As Required	DCEO	
Review Customer Service Charter (every two years)		Sep-24	EGO	
Update Complaint Register (in accordance to Act)		As Required	DCEO	

<u>External Theft &amp; Fraud (Including Cyber)</u>			Risk	Control
			Moderate	Adequate
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).				
Actions		Due Date	Responsibility	
Review Access Controls to Include Key Register		No Date	CEO & DCEO	
Photographic Record of Minor Assets & Align With Minor Assets Register >\$5,000		Dec-22	DCEO	
Implement Quarterly Schedule For Changing Passwords		Ongoing	DCEO	
Review Security and Storage of Records		Aug-23	DCEO	
Document Financial Management System		Dec-23	DCEO	

<u>Misconduct</u>			Risk	Control
			Moderate	Adequate
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.				

Shire of Dowerin  
Risk Dashboard Report - June 2023

Actions	Due Date	Responsibility
Develop Event Management Framework	Dec-23	CDO
Develop Reserves Management Register	Completed	DCEO
Create Inspection and Maintenance Schedules for Event Equipment	Oct-23	CDO
Undertake Community Facilities Review	Aug-22	CEO & CDO
Public Buildings Inspected Annually for Compliance	Nov-23	CEO

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Dec-22	DCEO
Review IT Management Service Level Agreement	Jan-24	DCEO
Document IT Infrastructure Replacement Program	Dec-22	DCEO
Develop Secure Password Procedure	Dec-22	DCEO
Develop Secure Password Procedure	Completed	DCEO
Replacement of Phone System	Sep-21	DCEO
Document IT System Framework & Services	Jun-21	DCEO

Actions	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Completed	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 7.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

Project / Change Management	Risk	Control
	Moderate	Adequate
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.		
Actions	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-22	DCEO
Review Communication and Engagement Framework	Aug-23	CEO & CDO

Safety and Security Practices	Risk	Control
	Moderate	Adequate
Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.		
Actions	Due Date	Responsibility
Review Hazard Register	Annually	CEO & DCEO
Update Staff Training Register	Ongoing	CEO & DCEO
Conduct Quarterly Workplace Inspections	Quarterly	CEO
Safe Work Method Statements (SWMS) Library	Completed	CEO
Assess Shire Building and Facility Safety and Security	Nov-23	CEO
Develop Isolated Worker Management Procedure	Oct-22	CEO
Re-Establish WSH Committee & Conduct Bi-Monthly Meetings	Monthly	CEO
Review Managing Emergencies In Shire Facilities	Dec-23	CEO & DCEO
Conduct Annual BCP and LEMC Drills	Dec-23	CEO
Review Contractor Inductions and Register	Jun-22	CEO

Supplier / Contract Management	Risk	Control
	Moderate	Adequate
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.		
Actions	Due Date	Responsibility
Review Purchasing Policy	Dep 23	CEO & DCEO
Develop Standardised Contracts	Ongoing	CEO & DCEO
Document Financial Controls	Ongoing	DCEO
Develop Appropriate Financial Reporting Tools	Ongoing	DCEO
Develop Centralised Contract Management System	Ongoing	CEO & DCEO

Asset Management PracticesJun-23
Risk Context
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.  Areas included in the scope are; -Inadequate design (not fit for purpose) -Ineffective usage (down time) -Outputs not meeting expectations -Inadequate maintenance activities. -Inadequate financial management and planning (capital renewal plan). <i>It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.</i>

Potential causes include;	
Skill level & behaviour of operators	Unavailability of parts
Lack of trained staff	Lack of timely& appropriate maintenance / inspections
Outdated equipment	Unexpected breakdowns
Insufficient budget to maintain or replace assets	

Key Controls	Type	Last Reviewed	Rating
Roads Maintenance Program	Preventative	Sep-22	<i>Adequate</i>
Road Asset Management Program (RAMM)	Preventative	Jul-22	<i>Adequate</i>
Fleet and Plant Maintenance Program	Preventative	Sep-22	<i>Adequate</i>
Building Maintenance Program	Preventative	Jun-22	<i>Adequate</i>
Asset Management Plan	Preventative	Sep-22	<i>Adequate</i>
Plant Replacement Program	Preventative	Sep-22	<i>Adequate</i>
Sewerage Maintenance Plan & Program	Preventative	Oct-19	<i>Inadequate</i>
Road Strategy	Preventative	Jun-21	<i>Adequate</i>
Stock Control Systems (Fuel)	Preventative	Jun-21	<i>Adequate</i>
Overall Control Ratings:			<i>Adequate</i>

Actions (Treatments)	Due Date	Responsibility
Revaluation of Road Assets	Jun-24	CEO
Revaluation of Sewerage System	Jun-25	CEO
Revaluation of Other Infrastructure	Jun-25	DCEO
Revaluation of Land & Buildings	Jun-25	DCEO
Update RAMM Annually	Jun-23	CEO
Link Building Maintenance Schedule to AMP	Sep-22	DCEO
Review Asset Management Plan	Completed	CEO & DCEO
Review LTFP and Link to AMP	Completed	DCEO
Review Fuel Stock Control System	Completed	CEO
Implement New Fuel Stock Control System	Completed	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	92%	
Asset Consumption Ratio	60%-75%	59%	
Asset Sustainability Ratio	90%-110%	69%	
AMP & LTFP	Reviewed Annually	Completed	<i>Improving</i>
Accidents and / or Damage to Property	<2 Per Quarter	7 for Quarter	<i>Worsening</i>
Residual Risk Rating			
Consequence Category	Risk Ratings		Rating
Financial	Consequence:		Moderate (3)
	Likelihood:		Possible (3)
	Overall Risk Ratings:	Moderate	

Objective: Maintain assets at a suitable level from procurement to disposal.
---

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Partial	Partial	No	No	
CEO	Yes	Yes	Partial	Yes	No	
DCEO	Yes	Yes	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	
CEO	Yes	Yes	Yes	Yes	No	
DCEO	Yes	Yes	Yes	Yes	Partial	Risk of frudad is minimal

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Revaluation completed 2020
			Revaluation completed June 2022
			Revaluation completed June 2022
			Revaluation completed June 2022
			Data updated in RAMMS; 22/23 program scheduled to upload in July
Dec-20	Apr-21	Jun-22	Rescheduled for September 2023
			Adopted September 2023
			Reviewed AMP & LTFP adopted

KPI / Action Data			
2022	2021	2020	Comments
<i>Not Rated</i>	92%	140%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Not Rated</i>	59%	60%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Not Rated</i>	69%	83%	No longer a reporting requirement for Band 4; KPI to be reviewed
<i>Completed</i>			AMP & LTFP reviewed & adopted
3	8	8	Rated quarterly

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community Disruption	Jun-23
Risk Context	
Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).	
This includes; -Lack of (or inadequate) emergency response / business continuity plans. -Lack of training for specific individuals or availability of appropriate emergency response. -Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident. -Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc <i>This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT &amp; communication systems and infrastructure".</i>	

Potential causes include;	
Cyclone, storm, fire, earthquake	Extended utility outage
Terrorism / sabotage / criminal behaviour	Economic factors
Epidemic / pandemic	Loss of key staff
Loss of suppliers	Loss of key infrastructure

Key Controls	Type	Last Reviewed	Rating
Local Emergency Management Arrangements (LEMA)	Preventative	Oct 19	Adequate
Business Continuity Plan	Preventative	Aug 22	Adequate
Manaing Emergenceis in Shire Facilities	Preventative	Dec 16	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Annual LEM Exercise Undertaken	Mar 24	CEO
Review Business Continuity Plan	Aug 24	CEO
Business Continuity Plan Drill to be Undertaken Annually	Dec 23	CEO & DCEO
Develop IT Disaster Recovery Plan	Dec 22	DCEO
Fire Breaks Inspected and Enforced Annually	Nov 23	DCEO
Fire Fighting Equipment Maintained and Serviced Annually	Aug 23	CEO
Wardens (Internal) - Training of New Wardens	Completed	CEO & DCEO
Admin Generator Maintained and Serviced	Monthly	CEO
Review Managing Emergencies in Shire Facilities	Jun 22	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Missed LEMC Committee Meetings	1 per annum	2	Improving
Number of Firebreak Infringements Issued	5 per annum	2	Constant
LEMC Annual Exercise Undertaken	1 per annum	1	Constant
BCP Annual Excerise Undertaken	1 per annum	1	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Interruption; Reputation; Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective:To continue delivery of critical services at acceptable levels following a disruption
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Regional exercise held in Traying March 2023; Next due March 2024
			Reviewed August 2022; Next due August 2024
			Compeltd December 2022; Next due December 2023
Dec-20	Jun-21	Dec-22	Deferred until DCEO can review IT system & controls; IT provider to advise schedule
			Inspected November 2022
			Inspections completed; Next inspection August 2023
			Inspections included in maintenance schedule
Jun-20	Dec-21	Jun-22	Deferred; Scheduled to complete December 2023 (consultant engaged)

KPI / Action Data			
2023	2022	2021	Comments
	1	1	Rate annually in December; 3 meetings held in 2022
	0	0	Rate annually in December
	1	Nil	Rate annually in December; Conducted June 2022 & March 2023
	1	2	Rate annually in December; Conducted December 2022

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies



Failure to fulfil Compliance Requirements (Statutory and Regulatory)	Jun-23
Risk Context	
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.	
It includes (amongst others) the Local Government Act, Planning & Development Act, Health Act, Building Act, Dog Act, Cat Act, Freedom of Information Act and all other legislative based obligations for Local Government.	
It does not include Occupational Safety & Health Act (refer "Inadequate safety and security practices") or any Employment Practices based legislation (refer “Ineffective Employment practices”).	

Potential causes include;	
Lack of training, awareness and knowledge	Lack of Legal Expertise
Staff / Councillor Turnover	No Compliance Officer or person responsible for Compliance oversight and enforcement
Inadequate record keeping / failure of corporate electronic systems	Breakdowns in the tender or procurement process
Ineffective policies & processes	Ineffective monitoring of changes to legislation

Key Controls	Type	Last Reviewed	Rating
Governance Management Framework	Preventative	Ongoing	Adequate
Information Manangement System	Preventative	Unknown	Adequate
Human Resource Management Framework	Preventative	Ongoing	Adequate
Access to Accurate & Current Legislation & Regulations	Preventative	Ongoing	Adequate
Governance Calendar	Preventative	Ongoing	Adequate
Council & Staff Inductions	Preventative	Ongoing	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Document Governance Framework	Dec-22	CEO & EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	CEO, DCEO & EGO
Review Councillor Induction Manual - Every 2 Years	Sep-23	EGO
Review Human Resource Management Framework	Dec-22	CEO & DCEO
Review Information Management System	Dec-22	DCEO
End of Year Financial Audit - Prepare	Sep-23	DCEO
Interim Audit Finding 30 June 2022 - Action of Findings	Completed	DCEO
Audit Finding 30 June 2022 - Action of Findings	Jun-23	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Financial and Performance Audit Qualifications	Unqualified Audit	Unqualified Audit	Improving
Compliance Audit Return	As per legislated	Compliant	Constant
Finanical Management System Review (Every 3 Years)	As per legislated	Compliant	Constant
CEO Regulation 17 Review (Every 3 Years)	As per legislated	Compliant	Constant
Freedom of Information Statistical Return	As per legislated	Compliant	Constant
Annual Waste & Recycling Data Reporting	As per legislated	Compliant	Constant
Regulation 53 of Building Regulations 2021 (Pool Inspections)	As per legislated	Compliant	Constant
Food Act 2008 & Public Health Act 2016 Reporting	As per legislated	Compliant	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Compliance / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Jun-22	Progressing; Extended completion to December 2023 due to other priorities
			Progressing
			Completed September 2021; Next review due September 2023
Ongoing	Feb-21	Jun-22	Progressing; Extended completion to December 2023 due to other priorities
Dec-20	Feb-21	Dec-22	Commenced; Expected to be finalised by September 2023
			Financials Year Ending 2021/22 completed
			Findings addressed and system updated
			Fair value of land & buildings & infrastructure assets to be assessed June 2023

KPI / Action Data			
2023	2022	2021	Comments
	Unqualified Audit	Unqualified Audit	Rated annually in December
Compliant	Compliant	Compliant	Completed February 2022; Rated annually in March
Compliant	Compliant	Not Rated	Reveiwed November 2022; Next due October 2025
Compliant	Compliant	Not Rated	Last reviewed September 2019; Due December 2022; Completed Febrauary 2023
	Compliant	Compliant	Submitted July 2022; Rated annually in July
	Compliant	Compliant	Submitted October 2022; Rated annually in October
	Compliant	Non-Compliant	Every 3 years; Inspections completed November 2022; Next due November 2025
	Compliant	Compliant	Rated annually in December

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes

Jun-23

Risk Context
Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.
This includes: -Contact lists -Procedural documents, personnel files, complaints -Applications, proposals or documents -Contracts -Forms or requests

Potential causes include;	
Incompatible systems	Outdated record keeping practices
Inadequate access and / or security levels	Lack of system/application knowledge
Inadequate Storage facilities (including climate control)	High workloads and time pressures
High Staff turnover	Standard Operating Policies not followed

Key Controls	Type	Last Reviewed	Rating
Information Management Framework	Preventative	Dec-20	Adequate
Governance Management Framework	Preventative	Ongoing	Adequate
Recordkeeping Plan	Preventative	Sep-22	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Investigate Upgrades Required to Archive Room to Improve Compliance With SRO	Completed	DCEO
Refurbishment of Archive Room to Improve Compliance	Completed	CEO
Review Sharepoint System	Dec-22	DCEO
Review Information Management Framework	Dec-22	DCEO
Information Management Staff Training	Ongoing	DCEO
Review Record Keeping Plan	Completed	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Information Management Framework	Reviewed Annually	Not Rated	Constant
Archives	As legislated	Compliant	Constant
Record Keeping Plan Completed	As legislated	Not Rated	Improving

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Compliance / Reputation	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Adequately capture, store, archive, retrieve, provide and ultimately dispose of Shire documentation
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Partial	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			
Completed			
Jun-21	Dec-21	Apr-22	Stage 1 completed
Jun-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 23 due to other priorities
Ongoing			Form part of Induction Process
Jun-21	Dec-21	Jun-22	Completed

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Rate annually in December
	Compliant	Compliant	Recorded & destroyed as per R&D Schedule; Rate annually in December
	Completed	Non Compliant	RKP Compliant

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.



Employment Practices				Jun-23
Risk Context				
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
This includes:				
-Not having appropriately qualified or experienced people in the right roles				
-Insufficient staff numbers to achieve objectives				
-Breaching employee regulations				
-Discrimination, harassment & bullying in the workplace				
-Poor employee wellbeing (causing stress)				
-Key person dependencies without effective succession planning in place				
-Industrial activity				
Potential causes include;				
Leadership failures	Ineffective performance management programs or procedures			
Key / single-person dependencies	Limited staff availability - labour market conditions			
Poor internal communications / relationships	Inadequate induction practices			
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies			
Key Controls	Type	Last Reviewed	Rating	
Workforce Plan	Preventative	May-19	Effective	
Human Resource Management Framework	Preventative	May-19	Adequate	
Overall Control Ratings:			Adequate	
Actions (Treatments)		Due Date	Responsibility	
Develop a Health and Wellbeing Program		Implementing	CEO & DCEO	
Review Workforce Plan		Dec-22	CEO & DCEO	
Create Checklist for Human Resource Management Framework		Completed	CEO & DCEO	
Update Training Register & Develop 2022/2023 Training Program		May-22	CEO & DCEO	
Review Staff Induction Process		Completed	DCEO	
Conduct Annual Drivers License Checks		Annually in Apr	DCEO	
Conduct Annual Performance Reviews		Annually in Apr	CEO & DCEO	
Key Performance Indicators		Tolerance	Latest Result	Trend
Training Program (% Completed)		90% per annum	Not rated	
Absenteeism (% of Personal)		> 10 days per FTE	32%	
Absenteeism (% Unpaid Leave)		> 0 days per FTE	41%	
Employee Turnover (% Turnover Rate of Permanent Staff)		10%	Not rated	
Performance Reviews (% Completed)		100% per annum	100%	Constant
Annual Drivers Licenses (% Completed Checks)		100% per annum	100%	Constant
Workers Compensation Claims		< 1 per annum	1	Improving
Residual Risk Rating				
Consequence Category	Risk Ratings		Rating	
Compliance / Health / Reputational / Financial	Consequence:		Moderate (3)	
	Likelihood:		Possible (3)	
	Overall Risk Ratings:		Moderate	

Notes:

Australian Public Service Commission  
.id informed decisions  
CEMI (UWA)  
National turnover 8.5%

<b>Objective:</b> Effective management and leadership of human resources (full-time, part-time, casual, temporary and volunteer).
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Implementing 2023/24 Plan
Apr-20	Mar-21	Jul-22	Review underway, deferred to allow new CEO input
Jun-20	Jun-21	Jun-22	Checklist is place; refining framework continues
			Live document in place
Mar-20	Sep-20	Jun-22	
			Conducted check during performance review process in April 2023
			Performance reviews conducted during April/May 2023

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Control not in place to rate indicator
	32%	Not Rated	KPI to be reviewed to consider tolerance and measure
	1.20%	Not Rated	KPI to be reviewed to consider tolerance and measure
	53.96%	Not Rated	KPI to be reviewed to consider tolerance and measure
100%	100%	100%	Rate annually in June
100%	100%	100%	Rate annually in June
1	2	4	Rate annually in June

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Engagement Practices

Jun-23

**Risk Context**

Failure to maintain effective working relationships with the Community (including local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This includes activities where communication, feedback or consultation is required and where it is in the best interests to do so.

For example;

- Following up on any access & inclusion issues
- Infrastructure Projects
- Local planning initiatives
- Strategic planning initiatives

*This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.*

Potential causes include;	
Relationship breakdowns with community groups	Short lead times
Leadership inattention to current issues	Miscommunication / poor communication
Inadequate documentation or procedures	Inadequate Regional or District Committee attendance.
Budget / funding issues	Inadequate involvement with, or support of community groups

Key Controls	Type	Last Reviewed	Rating
Community & Engagement Framework	Preventative	Sep-21	Adequate
Communication & Engagement Policy	Preventative	Sep-21	Adequate
Complaint Handling Process	Preventative	Jun-21	Adequate
Community Satisfaction Survey	Detective	Sep-22	Adequate
Customer Service Charter	Preventative	Sep-22	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Community Complaints, Feedback & Request Handling Process	Dec-22	CEO & DCEO
Review Community Engagement Policy & Framework	Aug-23	CEO, DCEO & CDO
Conduct Community Satisfaction Survey	Sep-24	CEO & CDO
Review Process For Customer Response Requests	Dec-22	DCEO
Review Customer Service Charter (every two years)	Sep-24	EGO
Update Complaint Register (in accordance to Act)	As Required	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number Complaints from the Community Not Responded To	<3 per quarter	Not Rated	
Community Satisfaction Survey - Council Leadership within the Community	80% Satisfaction	70%	Worsening
Community Satisfaction Survey - How the community is consulted & informed about local issues	80% Satisfaction	56%	Worsening
Community Engagement Framework	Completed	Completed	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

**Objective:**

**Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.**

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Sep-19	Jun-20	Apr-22	Extended completion to December 2023 due to other priorities
			Review every 2 years; Due August 2023
			Completed Septmeber 2022; next due September 2024
Jun-22	Dec-23		Extended completion to December 2023 due to other priorities
			Completed September 2022; Next due September 2024
			Register available on Shire website & update as required

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Not Rated	Rated annually in December; control to be identified to capture indicator
	70%	Not Rated	Rated biannually in December; Next due 2024
	56%	Not Rated	Rated biannually in December; Next due 2024
		Completed	Rate in December; Review due August 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

**Environment Management** Jun-23

**Jun-23**

Attachment 7.1A

## Risk Context

Inadequate prevention, identification, enforcement and management of environmental issues.
The scope includes;
-Lack of adequate planning and management of coastal erosion issues.
-Failure to identify and effectively manage contaminated sites (including groundwater usage).
-Waste facilities (landfill / transfer stations).
-Weed & mosquito / Vector control.
-Ineffective management of water sources (reclaimed, potable)
-Illegal dumping.
-Illegal clearing / land use.

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed & mosquito / Vector control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed & mosquito / Vector control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

- Waste facilities (landfill / transfer stations).
- Weed & mosquito / Vector control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

- Weed & mosquito / Vector control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

<ul style="list-style-type: none"> <li>-Ineffective management of water sources (reclaimed, potable)</li> <li>-Illegal dumping.</li> <li>-Illegal clearing / land use.</li> </ul>
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- Illegal dumping.
- Illegal clearing / land use.

-Illegal clearing / land use.

Potential causes include;

Lack of understanding / knowledge	Community apathy
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	Differing land tenure (land occupancy or ownership)
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2. Difficult to find jobs (unemployment rate)	Competition land use (growing population vs conservation)
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Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)
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[illegible]

Key Controls	Type	Last Reviewed	Rating
Road Engineering & Subdivision Policy (4.4)	Preventative	May-19	<b>Adequate</b>
Recycled Water Management Plan & Program	Preventative		<b>Adequate</b>
Contaminated Sites Register	Preventative	Jun-22	<b>Adequate</b>
Waste Management Plan & Program	Preventative		<b>Not Rated</b>
<b>Overall Control Ratings:</b>			<b>Adequate</b>

Actions (Treatments)	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Jun-23	CEO
Develop Waste Management Plan & Program	Jun-23	CEO
Complete Audit of Sewage System	Completed	CEO
Valuation of Sewage System	Jun-25	CEO
Address Compliance of Waste Management	Ongoing	CEO
Preparation of Refuse Site Closure Plan	Dec-22	CEO
Address Compliance of Waste Water Re-Use	Sep-22	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Annual Waste & Recycling Data Reporting	As per legislated	Completed	Constant
Satisfactory Water Sampling For Water Re-Use	100%	Completed	Constant
Asbestos Register	As per legislated	Maintained	Constant
Contaminated Site Register	As per legislated	Maintained	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Environment / Reputation / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

<b>Objective:</b> Effective management and protection of our environment
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	In Draft
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-22		Plan in draft
Dec-20	Jun-21	Jun-22	Deferred; not considered a priority at present
Completed			
Completed			Completed June 2022; Next due June 2025
Ongoing			CEO to determine & identify any gaps
			Contractor engaged
Jun-21	Jun-22	Sep-22	Recycled Water Quality Management Plan draft submitted to DoH for comment

KPI / Action Data			
2023	2022	2021	Comments
	<i>Submitted</i>	<i>Submitted</i>	Completed as per statutory requirements; Next due October 2023
	<i>200%</i>	<i>200%</i>	Water sampling conducted monthly during irrigation season; rate in December
	<i>Maintained</i>	<i>Maintained</i>	Last reviewed June 2021; Review annually in June
	<i>Maintained</i>	<i>Maintained</i>	Maintained

Additional / Final Comments
Reviewed by Management Team - June 2023

Errors, Omissions & DelaysJun-23
<b>Risk Context</b>
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.
Examples include; -Incorrect planning, development, building, community safety and Emergency Management advice -Incorrect health or environmental advice -Inconsistent messages or responses from Customer Service Staff -Any advice that is not consistent with legislative requirements or local laws. -Human error -Inaccurate recording, maintenance, testing or reconciliation of data. -Inaccurate data being used for management decision-making and reporting. -Delays in service to customers <i>This excludes process failures caused by inadequate / incomplete procedural documentation - refer “Inadequate Document Management Processes”</i>

Potential causes include;			
Human error	Incorrect information		
Inadequate formal procedures or training	Miscommunication		
Lack of trained staff	Work pressure / stress		
Unrealistic expectations from community, council or management	Health issues		
Poor use of check sheets / FAQ's	Lack of understanding		
Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	<i>Adequate</i>
Complaints Register	Preventative	Nov-19	<i>Adequate</i>
Complaints Process	Recovery	Nov-19	<i>Adequate</i>
Councillor Information Bulletin	Preventative	Nov-19	<i>Adequate</i>
Customer Service Charter	Preventative	Nov-19	<i>Adequate</i>
Delegations & Register	Preventative	Nov-19	<i>Adequate</i>
Electronic Records - Sharepoint	Recovery	Nov-19	<i>Adequate</i>
External Communications (website, news articles)	Preventative	Nov-19	<i>Adequate</i>
External Consultants (ie. legal)	Preventative	Nov-19	<i>Adequate</i>
Customer Service Request Procedure	Preventative	Nov-19	<i>Adequate</i>
File Note/Documentation	Preventative	Nov-19	<i>Adequate</i>
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	<i>Adequate</i>
Performance Reviews	Preventative	Nov-19	<i>Adequate</i>
Qualified Building, Health & Planning Officers	Preventative	Nov-19	<i>Adequate</i>
Segregation of Duties (financial control)	Preventative	Nov-19	<i>Adequate</i>
Staff Inductions	Preventative	Nov-19	<i>Adequate</i>
Staff Training (formal & on-the-job)	Preventative	Nov-19	<i>Effective</i>
Council Motions Register	Preventative	Nov-19	<i>Adequate</i>

<b>Objective:</b> Minimal errors, omissions or delays in service delivery and advisory activities
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
All Staff	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
SMT	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	<i>Adequate</i>
<i>Overall Control Ratings:</i>			<i>Adequate</i>
<b>Actions (Treatments)</b>		<b>Due Date</b>	<b>Responsibility</b>
Review Employee Code of Conduct		Jul-24	CEO & EGO
Review and Document Organisations Controls and Systems		Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures		Dec-22	CEO & DCEO
Review Customer Service Complaints & Request Process to include Snap Send Solve		Dec-22	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Legal Claims	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (minor)	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (major)	0	0	Constant
Referral to SAT/Ombudsman/Public Sector Commission	0	0	Constant
Number of Complaints to Local Government Standards Panel	0	0	Constant
External Audit Qualification	Unqualified Audits	Unqualified Audit	Constant
Staff Training Target Met	90%	Not Rated	

Residual Risk Rating		
<i>Consequence Category</i>	<i>Risk Ratings</i>	<i>Rating</i>
Reputation / Compliance	<i>Consequence:</i>	<i>Moderate (3)</i>
	<i>Likelihood:</i>	<i>Possible (3)</i>
	<i>Overall Risk Ratings:</i>	<i>Moderate</i>

CEO; DCEO	Yes	Yes	Yes	Yes	No	
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Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			July 2022 presented to all staff, next due July 2024
			Continuous improvement
Dec-20	Jun-21	Jun-22	Progressing as part of the review of SharePoint
Jun-22			Progressing as part of the review of SharePoint

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
	<i>Unqualified Audit</i>	<i>Unqualified Audit</i>	Rate annually in December
	<i>Unable to Rate</i>	<i>Unable to Rate</i>	Rate annually in June; Control to be identified to rate indicator

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

External Theft & Fraud (Including Cyber)Jun-23
<b>Risk Context</b>
Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).
For the purposes of; -Fraud: benefit or gain by deceit -Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems -Theft: stealing of data, assets or information

Potential causes include;	
Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	<i>Adequate</i>
Equipment Storage and Access Controls	Preventative	Unknown	<i>Adequate</i>
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	<i>Adequate</i>
Financial Management System	Preventative	Sep-19	<i>Adequate</i>
Overall Control Ratings:			<i>Adequate</i>

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	No Date	CEO & DCEO
Photographic Record of Minor Assets & Align With Minor Assets Register >\$5,000	Dec-22	DCEO
Implement Quarterly Schedule For Changing Passwords	Ongoing	DCEO
Review Security and Storage of Records	Aug-23	DCEO
Document Financial Management System	Dec-23	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
Number of Incidents of Theft or Fraud	0	0	Constant
Passwords Changed Quarterly	100%	100%	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Financial / Property	Consequence:	Minor (2)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	<i>Moderate</i>

<b>Objective:</b> To prevent a loss of funds, assets, data or unauthorised access by external parties
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	No	Partial	
CEO	Partial	Partial	Partial	No	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Dec-21	Progress stalled, no due date set
Jun-20			Progressing
			Secure password policy in place; reset passwords every 90 days
			Last reviewed August 2022; next due August 2023
Oct-21	Dec-22	Dec-23	Commenced, expected to finalise in December 2023

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
100%	100%	100%	Rate annually in June

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.



Risk Context
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; -Inadequate procedures in place to manage quality or availability. -Poor crowd control -Ineffective signage -Booking issues -Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility) -Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Potential causes include;	
Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	Adequate
Building Maintenance Program	Preventative	May-19	Adequate
Facility / Venue Booking System	Preventative	May-19	Adequate
Reserves Management System	Preventative	May-19	Adequate
Asset Management Plan	Preventative	May-19	Adequate
Statutory Public Building Compliance Program	Preventative	Nov-21	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Event Management Framework	Dec-23	CDO
Develop Reserves Management Register	Completed	DCEO
Create Inspection and Maintenance Schedules for Event Equipment	Oct-23	CDO
Undertake Community Facilities Review	Aug-22	CEO & CDO
Public Buildings Inspected Annually for Compliance	Nov-23	CEO
Develop Wheatbelt Heritage Rail Management Plan	Jun-23	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Injuries / Incidents at Events	0	0	Constant
Number of Injuries / Incidents at Facilities	0	0	Constant
Customer Satisfaction Survey - Facilities	<65%	83%	Improving
Compliance of Events and Facilities	>90%	90%	Constant
Reserves Management Register	Maintained	Not Rated	

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Unlikely (2)
	Overall Risk Ratings:	Low

Objective:

Effective management of the day to day operations of facilities, venues and events.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Partial	Yes	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	No	No	No	
CEO; DCEO	Partial	Partial	Partial	No	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Mar-20	Jun-20	Jun-22	Event Management Plan in place, yet to complete framework; extend to Dec 2023
			Completed
Dec-19	Mar-20	Jun-22	Extend to October 2023 due to other priorities
Jun-20	Feb-21	Jun-22	Near completion
Dec-20	Nov-21	Apr-22	Inspections completed November 2022: Next due Novemebr 2023
			Not commenced

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
83%	83%	Not Rated	Rated every 2 years; Due Setpember 2024
	Compliant	Not Rated	Rated every 2 years; Due Setpember 2024
	Maintained	Maintained	Rate annually in December 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and InfrastructureJun-23
Risk Context
Disruption, financial loss or damage to reputation from a failure of information technology systems. Instability, degradation of performance, or other failure of IT or communication system or infrastructure causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked.  Examples include failures or disruptions caused by: -Hardware or software -Networks -Failures of IT Vendors This also includes where poor governance results in the breakdown of IT maintenance such as; -Configuration management -Performance monitoring This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include;	
Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

Key Controls	Type	Last Reviewed	Rating
IT Infrastructure Replacement Program	Preventative	Jul-20	Adequate
IT Management Service Level Agreement	Detective	Early 2018	Adequate
IT Managed Service Agreement Monthly Report	Detective	Monthly	Adequate
IT Disaster Recovery Plan	Recovery		Not Rated
IT System Access Framework	Preventative		Adequate
Secure Password Procedure	Preventative		Adequate
Advanced Email Protection	Preventative	Aug-20	Effective
Overall Control Ratings:			Adequate

Actions	Due Date	Responsibility
Develop IT Disaster Recovery Plan	Dec-22	DCEO
Review IT Management Service Level Agreement	Jan-24	DCEO
Document IT Infrastructure Replacement Program	Dec-22	DCEO
Develop Secure Password Procedure	Completed	DCEO
Replacement of Phone System	Completed	DCEO
Document IT System Framework & Services	Dec-22	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
IT Replacement Program	Developed	Not rated	Constant
IT Disaster Recovery Plan	Developed	Not rated	Constant
Advanced Email Protection	Installed	Installed	Constant
IT System Access Framework	Developed	Not rated	Constant
Document Secure Password Procedure	Developed	Not rated	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Disruption / Financial	Consequence:	Major (4)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

Objective: Stability and performance of information technology and communication systems
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Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Due June 2021
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-21	Dec-22	Linked with IT Framework & Services
			Provision of Managed Information Services expires in 2024
Mar-20	Dec-20	Jun-22	Linked with IT Framework & Services
			Procedure implemented
Sep-21	Completed		VOIP system installed
Mar-21	Jun-21	Dec-22	Deferred unitl December 2023

KPI / Action Data			
2023	2022	2021	Comments
0	0	0	Rate annually in June
	Not rated	Completed	Rating based on completion
	Not rated	Not rated	Rating based on completion
Maintained	Maintained	Maintained	System remains in place
Not rated	Not rated	Not rated	Rating based on completion
Maintained	Maintained	Completed	Rating based on completion

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.



Risk Context
Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.  This would include instances of: -Relevant authorisations not obtained. -Distributing confidential information. -Accessing systems and / or applications without correct authority to do so. -Misrepresenting data in reports. -Theft by an employee -Inappropriate use of plant, equipment or machinery -Inappropriate use of social media. -Inappropriate behaviour at work. -Purposeful sabotage <i>This does not include instances where it was <u>not</u> an intentional breach - refer Errors, Omissions or Delays.</i>

Potential causes include;	
Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating
Delegations Register	Preventative	May-20	<i>Adequate</i>
Staff Recrutiment Process (includes Police Clearance)	Preventative	Feb-19	<i>Adequate</i>
Staff Inductions	Preventative	Aug-20	<i>Adequate</i>
External Audits	Preventative	May-20	<i>Adequate</i>
Annual Drivers Licence Checks	Preventative	Feb-20	<i>Adequate</i>
Social Media Policy	Preventative	Apr-20	<i>Adequate</i>
Segregation of Duties (Financial)	Preventative	Jul-20	<i>Adequate</i>
Financial Management Policy	Preventative	May-20	<i>Adequate</i>
Financial Authorisation Policy	Preventative	May-20	<i>Adequate</i>
Delegation Control - Synergy	Preventative	Jul-20	<i>Adequate</i>
Financial Interests Returns Declarations	Preventative	Ongoing	<i>Adequate</i>
Primary and Annual Returns Process	Preventative	Aug-20	<i>Adequate</i>
Procurement Delegation Control - Synergy	Preventative	Ongoing	<i>Adequate</i>
Petty Cash Policy	Preventative	May-20	<i>Adequate</i>
Corporate Credit Card Policy	Preventative	Apr-21	<i>Adequate</i>
Delegated Authority for Procurement	Preventative	May-20	<i>Adequate</i>
Elected Member Training Plan	Preventative	Ongoing	<i>Adequate</i>
Audit & Risk Committee Terms of Reference	Preventative	Nov-19	<i>Adequate</i>
IT Security Access Register (Profiles & Passwords)	Preventative	90 Days	<i>Adequate</i>
Purchasing Policy & Procurement Process	Preventative	Jul-20	<i>Adequate</i>

Objective:

Compliance with our Code of Conduct

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	Partial	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Tender Procurement Process	Preventative	Unknown	<b>Adequate</b>
15 September 2023 Financial Management Systems Review	Preventative	Sep-19	<b>Adequate</b>
Regulation 17 Review	Preventative	Dec-19	<b>Adequate</b>
Related Parties Disclosures Policy	Preventative	Jan-19	<b>Adequate</b>
Council Member Communication & Use of Social Media Policy	Preventative	Introduced	<b>Adequate</b>
Code of Conduct	Preventative	Feb-21	<b>Adequate</b>
<b>Overall Control Ratings:</b>			<b>Adequate</b>

Actions (Treatments)	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Completed	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Feb-26	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 7.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Jul-23	CEO & EGO
Prepare Credit Card Procedure	Completed	DCEO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Unqualified External Audits (# of Significant Findings)	0	Unqualified	Constant
Disregarding or Manipulating Procurement Process	Nil	Not rated	Constant
Breaches of Code of Conduct	Nil	1	Constant
Internal & External Complaints (Minor)	< 1 per quarter	0	Constant
Internal & External Complaints (Major)	0	0	Constant
Adherence to Internal Controls	Nil	Not rated	Constant

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation / Finance	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

CEO; DCEO	Yes	Yes	Yes	Yes	Partial	Attachment 7.1A
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Ongoing		Progressing
Dec-20	Jun-21	Jun-22	Underway as part of SharePoint review
May-20	Apr-21		Processed reviewed & procedures implemented for fuel & materials
			Completed February 2023; Next due February 2026
Mar-20	Apr-23	Jun-23	Scheduled to complete end June 2023; progressing
Oct-19	Completed		Reviewed April 2020; introduced Council Member Communication & Use of Social Media Policy December 2019; Due for review
			Review scheduled for July 2023
Sep-21	Completed		Credit Card authorisation forms and agreements in place
			Last checked April 23; Next check April 2024

KPI / Action Data			
2023	2022	2021	Comments
	Unqualified	Unqualified	Rate annually in December
	0	35	Rate annually in December
	1	4	Rate annually in December
	0	0	Rate annually in December
	0	0	Rate annually in December
	Unable to Rate	Unable to Rate	Rate annually in December; Control to rate indicator yet to be identified

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Project / Change Management

Jun-23

Risk Context
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.
<div>This includes: -Inadequate change management framework to manage and monitor change activities. -Inadequate understanding of the impact of project change on the business. -Failures in the transition of projects into standard operations. -Failure to implement new systems -Inadequate handover process <i>This does not include new plant &amp; equipment purchases. Refer "Inadequate Asset Sustainability Practices"</i></div>

Potential causes include;	
Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	Type	Last Reviewed	Rating
Project Management Methodology and Framework	Preventative		<i>Not Rated</i>
Communication and Engagement Framework	Preventative		<i>Adequate</i>
Risk Management Framework	Detective	Oct-19	<i>Adequate</i>
Finanical Management Framework	Preventative	Mar-17	<i>Adequate</i>
Overall Control Ratings:			<i>Adequate</i>

Actions (Treatments)	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-22	DCEO
Review Communication and Engagement Framework	Aug-23	CEO & CDO

Key Performance Indicators	Tolerance	Latest Result	Trend
Minimisation of Project Variations	<90%	Not rated	
Achievement of Project Deadlines / Milestones	<90%	Not rated	
Community Engagement Framework Review (Every 2 Years)	Completed	Not rated	

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Financial / Reputational / Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

<div>Objective: Adequate analysis, design, delivery and reporting of projects</div>
---

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	No	No	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Oct-19	Dec-20	Dec-21	Project managaement templates in place; process yet to be documented
Mar-22			Due to review in August 2023

KPI / Action Data			
2023	2022	2021	Comments
	Unable to Rate	Unable to Rate	Rate annually in December; Controls to rate indicator to be identified
	Unable to Rate	Unable to Rate	Rate annually in December; Controls to rate indicator to be identified
	Not Rated	Completed	Rate upon completion; Due August 2023

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

**Risk Context**

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards.

It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Potential causes include;	
Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	Adequate
OSH Management Framework	Preventative	May-17	Adequate
Human Resource Management Framework	Preventative	May-19	Adequate
Governance Management Framework	Preventative	Ongoing	Adequate
Managing Emergencies In Shire Facilities	Preventative	Dec-16	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Annually	CEO & DCEO
Update Staff Training Register	Ongoing	CEO & DCEO
Conduct Quarterly Workplace Inspections	Quarterly	CEO
Safe Work Method Statements (SWMS) Library	Completed	CEO
Assess Shire Building and Facility Safety and Security	Nov-23	CEO
Develop Isolated Worker Management Procedure	Oct-22	CEO
Re-Establish WSH Committee & Conduct Bi-Monthly Meetings	Monthly	CEO
Review Managing Emergencies In Shire Facilities	Dec-23	CEO & DCEO
Conduct Annual BCP and LEMC Drills	Dec-23	CEO
Review Contractor Inductions and Register	Jun-22	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Reporting and Management of Incidents	100%	100%	Improving
Failed Safety Inspections	Nil	Nil	Constant
Lost Time Injuries Per Quarter	Nil		Constant
Near Misses Per Quarter	Nil	Nil	Improving
Workers Compensation Claims Per Quarter	Nil	1	Improving
Safety Audit Result % (Every Three Years)	95%	74%	Constant

**Objective:**

Compliance with the Occupation Safety & Health Act, associated regulations and standards, and the ability to ensure the physical security requirements of staff, contractors and visitors.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Register updated as required
			Inspections schedule prepared
May-22	Jun-22		SMWS in place for all plant
			Completed November 2022; Next due November 2023
			Policy signed off; yet to prepare procedure
			Bi-Monthly meetings conducted
Dec-21	Jun-22	Mar-23	Deferred; Scheduled to complete December 2023; contractor engaged
			LEMC drill completed, next due 2023; BCP drill due Dec 2022, next due Dec 2023
			Review completed; contractor inductions conducted as required

KPI / Action Data			
2023	2022	2021	Comments
	Not Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	Not Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	Note Rated	Unable to Rate	Rated annually in December; Control to be identified to rate indicator
	0	4	Rated annually in December
	1	2	2 overall for 2021/22 (nil for quarter); Rated annually in December
	Not Rated	74%	Safety Audit completed May 2021

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Nil

Supplier / Contract ManagementJun-23
<b>Risk Context</b>
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.
This also includes: <ul style="list-style-type: none"><li>• Concentration issues (contracts awarded to one supplier)</li><li>• Vendor sustainability</li></ul>

Potential causes include;	
Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	Type	Last Reviewed	Rating
Annual Budget	Preventative	Mar-21	Adequate
Financial Management Framework	Preventative	Progressing	Adequate
Access to Independent Advice (WALGA/Lawyers) & Peer Review	Preventative	Ongoing	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Purchasing Policy	Dep 23	CEO & DCEO
Develop Standardised Contracts	Ongoing	CEO & DCEO
Document Financial Controls	Ongoing	DCEO
Develop Appropriate Financial Reporting Tools	Ongoing	DCEO
Develop Centralised Contract Management System	Ongoing	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Contracts Reviewed And Maintained	>90%	90%	Constant
Number of Expired Contracts Not Yet Renewed	<1 per quarter	1	Worsening

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Service Interruption / Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective: Adequate management (including contractual arrangements) of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations.
--

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	Risk of frudad is minimal.
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
			Bi-Annual Review due September 2023
			Standardised MOUs; Service Level Agreements; Tenancy Agreements; Contracts
			Controls in place; constantly reviewing for improvemert
			Continuous training to utilise all tools
			Investigating options whilst reviewing SharePoint

KPI / Action Data			
2023	2022	2021	Comments
	90%	90%	Rate annually in December
	2	1	Rate annually in December

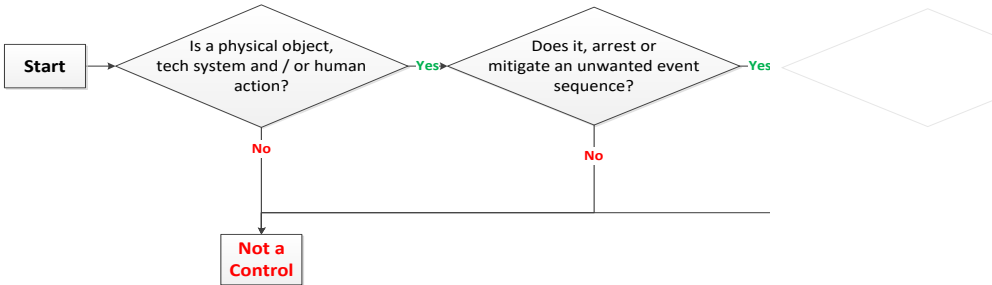
Additional / Final Comments
Reviewed by Management Team - June 2023
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Measures of Consequence									
RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION	COMPLIANCE	PROPERTY	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
			(Social / Community)		(Plant, Equip, Buildings)			Time	Budget
Insignificant (1)	Near-Miss	No material service interruption	Unsubstantiated, localised low impact on community	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact	Less than \$5,000	Exceeds deadline by 5% of project	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Less than 1 hour temporary interruption	Substantiated, localised impact on community trust or reputation	Some temporary non-compliances	Localised damage rectified by contained, reversible impact	Contained, reversible impact	\$5,001 - \$50,000	Exceeds deadline by 10% of project	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption	Substantiated, public embarrassment	Short term non-compliance but with significant remediation	Localised damage rectified by contained, reversible impact	Contained, reversible impact	\$50,001 - \$200,000	Exceeds deadline by 15% of project	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services	Substantiated, public embarrassment	Non-compliance results in termination of services	Significant damage rectified by contained, reversible impact	Uncontained, reversible impact	\$200,001 - \$500,000	Exceeds deadline by 20% of project	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of services	Substantiated, public embarrassment	Non-compliance results in litigation, criminal charges or	Extensive damage rectified by contained, reversible impact	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project	Exceeds project budget by 25%

Measures of Likelihood			Risk Matrix					
Rating	Description	Frequency		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year	Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	The event will probably occur in most circumstances	At least once per year	Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	The event should occur at some time	At least once in 3 years	Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	The event could occur at some time	At least once in 10 years	Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years	Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings		
Rating	Foreseeable	Description
Effective	There is <u>little</u> scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures.  Subject to ongoing monitoring.  Reviewed and tested regularly.
Adequate	There is <u>some</u> scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist.  Nil or limited monitoring.  Reviewed and tested, but not regularly.
Inadequate	There is a <u>need</u> for improvement or action.	Processes (Controls) not operating as intended.  Processes (Controls) do not exist, or are not being complied with.  Have not been reviewed or tested for some time.



Lagging Indicator

Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)

Leading Indicator

Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.



## Risk Register - Updated June 2023

Theme	Key Control	Rating	KPI	Comment
Asset Management Practices	Sewerage Maintenance Plan & Program	Indequate		Scheduled to complete December 2023
Asset Management Practices	KPI - Accidents/Damage to Property	7	<2 Per Quarter	Worsening
Engagement	Community Satisfaction Survey - Council leadership in the community		70%	Worsening
Engagement	Community Satisfaction Survey - How the community is consulted & informed about local		56%	Worsening
Environment Management	Sewerage Maintenance Plan & Program	Inadequate		Scheduled to complete December 2023
Environment Management	Waste Management Plan	Not Rated		Scheduled for December 2023
Management of Facilities/Venues/Events	Event Management Framework	Not Rated		Plan in place; overall framework to be completed
IT or Communication Systems & Infrastructure	IT Disaster Recovery Plan	Not Rated		
Project/Change Management	Project Management Methodology & Framework	Not Rated		Templates in place; procedures to be developed



Our Ref: 8298

Mr Robert Trepp  
President  
Shire of Dowerin  
PO Box 111  
DOWERIN WA 6461

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Dear Mr Trepp

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2023**

We have completed the interim audit for the year ending 30 June 2023. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

**Management control issues**

We would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the CEO. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7542 if you would like to discuss these matters further.

Yours sincerely

Liang Wong  
Assistant Director  
Financial Audit  
23 June 2023

Attach

## SHIRE OF DOWERIN

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Payment based on Purchase Order		✓	
2. Amendments to Supplier Masterfile		✓	
3. System generated Annual Leave Balances		✓	
4. Cyber Security Risks		✓	
5. User Access Rights		✓	
6. Monthly Debtor Reconciliations		✓	
7. Debtor Requisition Forms		✓	
<b>Matters outstanding from prior years</b>			
8. Bank Reconciliations		✓	
9. Monthly Creditor Reconciliations		✓	
10. Cancelled Receipts		✓	
11. Asset Disposal Forms		✓	
12. General journals		✓	

### KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However, even if the issue is not likely to impact the audit report, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **Current year findings**

##### **1. Payments based on Purchase Order**

###### **Finding**

From our expenditure testing of 24 samples, we noted a payment had been made to 5Rivers Plumbing and Gas on 8 February 2023 based on the purchase order amount and not on the actual invoice amount resulting in an over-payment of \$5,050.70

**Rating: Moderate**

###### **Implication**

Erroneous payments could occur when payments are based on purchase order values rather than on actual invoice values as the actual quantity of goods supplied could vary from the quantity ordered.

###### **Recommendation**

The Shire should review current payment process to ensure that payments to suppliers should be based on the value of supplier invoices having checked its accuracy against the relevant purchase order.

###### **Management Comment**

*As this was an oversight at the time of payment, the matter has been rectified since with staff contacting the contractor to amend the overpayment by agreeing to future invoice adjustments. This will be fixed and finalised by 30 June 2023.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **2. Amendments to Supplier Masterfile**

##### **Finding**

There was no evidence retained to demonstrate whether changes to supplier details, including bank account details, are being authorised by an officer independent of the officer making the amendment.

We however, acknowledge that our testing to validate supplier information in the system did not identify any discrepancies.

**Rating: Moderate**

##### **Implication**

Without documented evidence of review, there is an increased risk that unauthorised changes may be made resulting in errors or funds being inappropriately transferred.

##### **Recommendation**

Changes to the supplier masterfile should be independently reviewed and evidence of review should be retained.

##### **Management Comment**

*As part of the End of Month process, staff provides documentation and reconciliation for each area of responsibility to the Deputy CEO as the independent approver. This is done repeatedly and was introduced after the first quarter of the year, however, proper checks are in place, hence, no discrepancies.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **3. System generated Annual Leave Balances**

##### **Finding**

At the time of the audit, we noted that there were inaccuracies in the system generated annual leave balances following the implementation of the new payroll system Altus-Definitiv.

**Rating: Moderate**

##### **Implication**

Effective management of annual leave balances becomes difficult when no reliance could be placed on the system generated annual leave balances.

##### **Recommendation**

The Shire should review system generated annual leave balances regularly or seek the service of IT service provider to conduct the review to ensure the accuracy of the annual leave reports generated by the system.

##### **Management Comment**

*This finding has been reported to ITVision support as part of the initial migration fix when the Shire purchased the Altus-Definitiv system. However, currently ITVision is unable to give us a completion date for the fix to occur due to STP2 version being rolled out in the Altus-Definitiv payroll system for all shires.*

*This will be followed regularly as part of our outstanding item action list and End of Month processes.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2024**

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **4. Cyber Security Risks**

##### **Finding**

We could not see any documentary evidence demonstrating the Shire's preparedness against ever present and evolving nature of cyber security threats.

**Rating: Moderate**

##### **Implication**

In the absence of a clear cyber security plan and related policies, the Shire may not be able to identify and mitigate the risks posed by cyber security threats and protect sensitive information and key systems against inappropriate disclosure, loss or misuse.

##### **Recommendation**

The Shire should use a structured approach in consultations with its IT consultants (if required) to establish a cyber security plan and implement related policies to mitigate cyber security risks.

We suggest management refers to OAG's Report #19 dated 29 March 2023 on *Information Systems Audit - Local Government 2021-22* to seek further guidance on enhancement to their general computer controls.

##### **Management Comment**

*As this finding was not part of previous year audits, management has already discussed this issue outside the audit and was discussed in conjunction with our insurers to best approach the issue.*

*Management has been in discussions with the current IT provider and has worked with them to put together an initial overall ICT redundancy and continuity plan for the shire will incorporate the risk of cyber security.*

**Responsible Person: Deputy CEO**

**Completion Date: 31 December 2023**



## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **5. User Access Rights**

##### **Finding**

We noted that there was no formal process to review user access rights and privileges in the system to ensure they are in line with the responsibilities of individual staff member's roles/positions.

**Rating: Moderate**

##### **Implication**

The lack of a formal process to review user access rights and privileges to the system increases the risk of unauthorised access to the system which could compromise data integrity.

##### **Recommendation**

The Shire should establish a formal process to review user access rights periodically to ensure they are in line with individual staff roles and responsibilities.

##### **Management Comment**

*This will be part of the overall ICT redundancy and continuity plan review in conjunction with the current IT Policy for update.*

**Responsible Person: Deputy CEO**

**Completion Date: 31 December 2023**

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **6. Monthly Debtor Reconciliations**

##### **Finding**

We noted that the monthly debtor reconciliations for the months of July 2022 and January 2023 were not reviewed.

##### **Rating: Moderate**

##### **Implication**

Errors or omissions in the reconciliations will not be detected early if the reconciliations are not reviewed in a timely manner.

##### **Recommendation**

The monthly debtor reconciliations should be reviewed by an independent officer promptly and the date of review should be indicated.

##### **Management Comment**

*The related months have been redone as the original end of month documentation was unable to be found, therefore, both months are filed and signed with relevant documentation.*

**Responsible Person: Deputy CEO**

**Completion Date: 20 March 2023**

## **SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **7. Debtor Requisition Forms**

##### **Finding**

We noted that there was no evidence of approval of Debtor Requisition Forms for 3 out of 8 samples tested.

**Rating: Moderate**

##### **Implication**

Calculation errors or omissions may not be detected early if Debtor Requisition Forms are not reviewed and approved by an independent senior officer.

##### **Recommendation**

The Debtor Requisition Form should be reviewed and approved by an independent senior officer before an invoice is raised.

##### **Management Comment**

*The Debtor Requisition form was introduced part way through the year as part of previous audit findings, however, old forms may have been used during the transition period.*

*This process has been continuing with all staff ensuring relevant forms are used and completed with approval given.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

## **SHIRE OF DOWERIN**

### **PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **Matters outstanding from Prior years**

#### **8. Bank Reconciliations**

##### **Status in 2023**

At the time of the audit, the Shire was unable to produce monthly bank reconciliations for the Muni account commencing July 2022.

##### **Finding in 2022**

We noted that the monthly Muni bank reconciliations for the months of July 2021 to November 2021 were reviewed only in January 2022. We also noted that no monthly bank reconciliations have been prepared for the Muni Max and LRCIP bank accounts.

##### **Finding in 2021**

We noted that there had been delays in reviewing the monthly Muni bank reconciliations for the months of July and September 2020 and February and March 2021 and the bank reconciliation for the month of January 2021 was not available. We also noted that no monthly bank reconciliations have been prepared for the Muni Max account. However, the interest earned on this account during the period was immaterial and the interest income has been correctly captured in the general ledger.

**Rating: Moderate** (2022 & 2021 – Moderate)

##### **Implication**

Non-preparation of a monthly bank reconciliations could result in any fraudulent activity not been detected early.

##### **Recommendation**

The monthly bank reconciliations should be prepared timely and reviewed by an independent senior officer promptly. The review should be evidenced in writing.

##### **Management Comment – 2023 (Current Year)**

*Since last year audit findings, management has discovered the bank reconciliation process was not done to a standard expected by management. This meant that unrepresented or outstanding transactions were not being followed up and corrected at the time of reconciliation where it becomes outstanding for a long period than required.*

*Management has engaged with an external consultant firm LG Best Practice to undertake a comprehensive audit of the finance area in recommending and implementing processes and procedures for the finance team. This includes bringing up to date and reconciling of the outstanding bank reconciliation items correctly from past periods into the synergy accounting system and develop procedures for staff to be trained in delivering the processes correctly and accurately.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

##### **Management Comment – 2022 (Prior Year)**

*Bank Reconciliations between July and September 2021 have been recently found and was dated and approved by management in October 2021. This is still not acceptable by*

**SHIRE OF DOWERIN**

**PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

**FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

*management as reconciliations are required to be completed at end of month. Staff are informed and have been made aware again and new management will ensure this happens. The Muni Max and LRCIP account will be closed in the 22/23 year as they are no longer required, however, management agrees these accounts should have been reconciled.*

**Responsible Person:** Manager Corporate & Community Services

**Completion Date:** Completed

## **SHIRE OF DOWERIN**

### **PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **9. Monthly Creditor Reconciliations**

##### **Status in 2023**

We noted that the monthly creditor reconciliation for the month of July and August 2022 were not reviewed and the monthly reconciliations for the months of January and February 2023 were not available for our review at the time of the audit. Also there were delays in reviewing the reconciliations for the months of September and October 2022.

##### **Finding in 2022**

We noted that monthly creditor reconciliations for the months of August and October 2021 and March 2022 were not dated by the reviewer and also the November 2021 reconciliations has been prepared only in March 2022.

We also noted that there was a balance of \$11,471.91 comprising several individual balances (approximately 95% of the total creditor balance) in the April 2022 monthly reconciliation which we were informed was due to an error in the system.

**Rating: Moderate** (2022 – Moderate)

##### **Implication**

Errors or omissions in the reconciliations will not be detected early if the reconciliations are not reviewed in a timely manner. Also delays in the preparation of monthly creditor reconciliations will result in non-detection of erroneous or fraudulent accounting entries.

##### **Recommendation**

The monthly creditor reconciliations should be prepared timely and reviewed by an independent officer promptly and the date of review should be indicated.

##### **Management Comment – 2023 (Current Year)**

*Management has discussed with the finance team to ensure proper end of month collating of reconciliation and documentation are signed off and filed accordingly. This has been fixed since recent audit and will continue monthly.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

##### **Management Comment – 2022 (Prior Year)**

*Management will ensure all reconciliations are properly signed off and dated going forward, however, seeing the majority of the reconciliations have been fully signed and dated plus the findings themselves are signed by the reviewer, management does not agree the finding should be rated 'Moderate' rather it should be 'Minor'.*

*Management does not believe the April 22 creditor balance of \$11,147.91 is due to an error but is evident that the matter needs further investigation and rectified within the coming weeks.*

**Responsible Person: Manager Corporate & Community Services**

**Completion Date: 12 August 2022**

## **SHIRE OF DOWERIN**

### **PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **10. Cancelled Receipts**

##### **Status in 2023**

We noted that the system is now able to generate a cancelled receipts report. However we noted that the Receipt Cancellation Request Form was not authorised by an officer independent of the receipting function in all three samples that were selected.

##### **Finding in 2022**

The Shire has developed a Receipt Cancellation Request Form during the year. However, there was no evidence of authorisation of the completed form. The matter relating to the production of cancelled receipts report remains unresolved.

##### **Finding in 2021**

We noted that the cancelled receipts were not authorised by an officer independent of the receipting function. We also noted that the current IT system does not have the functionality to produce a cancelled receipts report.

**Rating: Moderate** (2022 & 2021 – Moderate)

##### **Implication**

Errors or frauds in the receipting function may not be detected in the absence of duly completed and authorised Receipt Cancellation Request Form.

##### **Recommendation**

The Cancelled Receipts Requisition Form should be reviewed and authorised by an independent officer in a timely manner.

##### **Management Comment – 2023 (Current Year)**

*Management has investigated and found majority of forms did not have the approval section included when the form was developed prior to audit.*

*Management has provided instructions to the staff to have all relevant forms updated to ensure approval sections are included where needed and the process to be undertaken each time the form is used. This is now in place.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

##### **Management Comment – 2022 (Prior Year)**

*The form will be updated to include a provision for a Manager/CEO approval section. Management will investigate and put in place an end of month process to verify receipt cancellations during the month.*

**Responsible Person: Manager Corporate & Community Services**

**Completion Date: 31 July 2022**

## **SHIRE OF DOWERIN**

### **PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **11. No Asset Disposal Forms**

##### **Status in 2023**

The Shire was unable to produce a duly authorised Asset Disposal Form for the two samples that were selected.

##### **Finding in 2022**

The Shire has since developed an asset disposal form. However, it has no provision for authorisation of the completed form. Consequently, there was no evidence of authorisation for the only disposal of asset during the period of our review.

##### **Finding in 2021**

We noted that currently there is no process of formally documenting the disposal of assets i.e. through the use of Asset Disposal Form, and obtaining management's approval prior to disposing individual assets. We however acknowledge that potential disposals are included in the Shire's approved budget.

**Rating: Moderate** (2022 & 2021 – Moderate)

##### **Implication**

Although potential disposals are reflected in the Shire's approved budget, it is likely that the budgeted sales proceeds may differ from actual proceeds. Therefore, current practice could potentially result in the misappropriation of assets and result in a financial loss to the Shire.

##### **Recommendation**

The Asset Disposal Form should be reviewed and authorised by a senior finance officer when disposing of assets to ensure that all asset disposals are in accordance with management decisions.

##### **Management Comment – 2023 (Current Year)**

*Management has identified this process was not continued since the outgoing Works Manager left in April 22 but is captured since the recent audit and is improved by also developing and establishing an asset acquisition form as well.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

##### **Management Comment – 2022 (Prior Year)**

*Management will review and update the form to capture the approval of disposal by management as this was not provided for when the form was developed.*

**Responsible Person: Manager Corporate & Community Services**

**Completion Date: 31 July 2022**



## **SHIRE OF DOWERIN**

### **PERIOD OF AUDIT: YEAR ENDING 30 JUNE 2023**

### **FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

#### **12. General journals**

##### **Status in 2023**

We noted that out of 15 samples we tested, 1 journal did not have the name of the preparer and reviewer, 1 journal was without evidence of review and 1 journal was prepared and reviewed by the same officer.

##### **Finding in 2022**

We noted that in 3 out of 10 samples we tested, there were no supporting documents for the journal entries processed in the system.

**Rating: Moderate** (2022 – Moderate)

##### **Implication**

There is a risk that erroneous or fraudulent journals may pass undetected when:

- the names of preparer and reviewer are absent;
- there is a lack of an independent review and/or
- the same officer prepares and performs the review function.

##### **Recommendation**

All general journals should independently be reviewed by an appropriate officer and evidence of preparation and review should be retained.

##### **Management Comment – 2023 (Current Year)**

*This was identified from prior audit findings and has been improved and implemented since then, however, where certain journals are completed by one officer at the time will be usually the case of no other officer around (limited staff at the time) and the particular issue had to be corrected by journal due to time restraint and demand for reporting, however, follow up will still need to be done for an approval officer signing the journal off. Staff have been informed where any journal will require supporting documentation at all times unless standard journals (recoveries) are an exception.*

**Responsible Person: Deputy CEO**

**Completion Date: 30 June 2023**

##### **Management Comment – 2022 (Prior Year)**

*Management is satisfied with the nature of the journals as they were originally given approval and that they will not lead to any suspicious/fraudulent activity, however it is agreed by management that the forms and process around the journal processing will be updated and improved going forward. All journals are required to be approved by management and supporting documentation is required for each journal. Staff are made aware and will ensure this is done.*

**Responsible Person: Manager Corporate & Community Services**

**Completion Date: Completed**

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

### 11.1 Financial Activity Statements

<b>Corporate and Community Services</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	8 August 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer	
<b>Author:</b>	As above	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
<b>SharePoint Reference:</b>	Organisation / Financial Management / Reporting / Financial Statements / 2022-2023 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A</a> – July 2023 Financial Activity Statement	

#### Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 – Statement of Financial Activity

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

#### Note 2 – Cash and Financial Assets

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

#### Note 3 – Receivables

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

#### Note 4 – Other Current Assets

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

#### Note 5 – Payables

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

#### Note 6– Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 – Disposal of Assets

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

#### Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 –Borrowings

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

#### Note 10 – Cash Backed Reserves

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

#### Note 11 – Other Current Liabilities

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

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

This note provides information on operating grants received.

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

This note provides information on non-operating grants received.

#### Note 14 – Explanation of Material Variances

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

### **Consultation**

Brian Jones, Acting Chief Executive Officer  
Aaron Wooldridge, Deputy Chief Executive Officer  
Megan Shirt, Consultant

### **Policy Implications**

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

### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

## Asset Management Plan

Nil

## Long Term Financial Plan

Nil

### Statutory Implications

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

### Risk Implications

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

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

### Financial Implications

Nil

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution – 11.1

Moved: Cr Ward

Seconded: Cr Hudson

0840

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

CARRIED 6 /0

For: Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

**SHIRE OF DOWERIN**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 JULY 2023**  
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
<b>Revenue from operating activities</b>								
General Rates	6	1,503,992	1,503,992	0	0	0	0.00%	
Other rates	6	57,425	57,425	0	0	0	0.00%	
Grants, subsidies and contributions	12	968,914	968,914	332,015	334,496	2,481	0.75%	
Fees and charges		830,409	830,409	47,565	47,162	(403)	(0.85%)	
Interest revenue		146,488	146,488	1,374	16,170	14,796	1076.86%	😊
Other revenue		78,912	78,912	6,567	36,696	30,129	458.79%	😊
Profit on disposal of assets		35,122	35,122	0	0	0	0.00%	
		<b>3,621,262</b>	<b>3,621,262</b>	<b>387,521</b>	<b>434,524</b>	<b>47,003</b>	<b>(12.13%)</b>	
<b>Expenditure from operating activities</b>								
Employee costs		(1,966,082)	(1,966,082)	(161,756)	(169,582)	(7,826)	(4.84%)	
Materials and contracts		(1,875,967)	(1,875,967)	(209,797)	(229,794)	(19,997)	(9.53%)	
Utility charges		(179,196)	(179,196)	(14,928)	(13,961)	967	6.48%	
Depreciation		(2,185,601)	(2,185,601)	(182,133)	(182,133)	0	0.00%	
Finance costs		(30,120)	(30,120)	(2,508)	0	2,508	100.00%	
Insurance		(185,189)	(185,189)	(15,408)	(15,408)	0	0.00%	
Other expenditure		(90,409)	(90,409)	(4,421)	(6,410)	(1,989)	(44.99%)	
Loss on disposal of assets		0	0	0	0	0	0.00%	
		<b>(6,512,564)</b>	<b>(6,512,564)</b>	<b>(590,951)</b>	<b>(617,288)</b>	<b>(26,337)</b>	<b>(4.46%)</b>	
Less: Profit on asset disposals		(35,122)	(35,122)	0	0	0	0	
Movement in liabilities associated with restricted cash		4,970	4,970	0	0			
Add: Depreciation on assets		2,185,601	2,185,601	182,133	182,133	0	0.00%	
<b>Amount attributable to operating activities</b>		<b>(735,853)</b>	<b>(735,853)</b>	<b>(21,297)</b>	<b>(631)</b>	<b>20,666</b>	<b>97.04%</b>	
<b>Investing activities</b>								
<b>Inflows and Outflows from investing activities</b>								
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	297,244	287,024	(10,220)	(3.44%)	
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊
Payments for property, plant and equipment	8	(404,783)	(404,783)	0	0	0	0.00%	
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(17,002)	(24,932)	(7,930)	(46.64%)	
<b>Amount attributable to investing activities</b>		<b>(788,897)</b>	<b>(788,897)</b>	<b>280,242</b>	<b>291,183</b>	<b>10,941</b>	<b>(3.90%)</b>	
<b>Financing Activities</b>								
<b>Inflows from financing activities</b>								
Proceeds from new debentures	9	0	0	0	0	0	0.00%	
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%	
		<b>218,510</b>	<b>218,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>								
Repayment of debentures	9	(106,134)	(106,134)	0	0	0	0.00%	
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%	
		<b>(504,560)</b>	<b>(504,560)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>		<b>(286,050)</b>	<b>(286,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>								
<b>Surplus or deficit at the start of the financial year</b>	(c)	<b>1,810,800</b>	<b>1,810,800</b>	<b>1,810,800</b>	<b>1,943,977</b>	<b>133,177</b>	<b>7.35%</b>	
Amount attributable to operating activities		(735,853)	(735,853)	(21,297)	(631)	20,666	(97.04%)	
Amount attributable to investing activities		(788,897)	(788,897)	280,242	291,183	10,941	3.90%	
Amount attributable to financing activities		(286,050)	(286,050)	0	0	0	0.00%	
<b>Surplus or deficit at the end of the financial year</b>	(c)	<b>0</b>	<b>0</b>	<b>2,069,745</b>	<b>2,234,529</b>	<b>164,784</b>	<b>(7.96%)</b>	

KEY INFORMATION

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2023

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### Grants, subsidies and contributions

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

#### Capital grants, subsidies and contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### Fees and charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### Interest revenue

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

#### Other revenue

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

#### Profit on disposal of assets

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### Loss on disposal of assets

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

#### Depreciation

Depreciation expense raised on all classes of assets.

#### Finance costs

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

#### Other expenditure

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

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

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.

	Notes	Adopted Budget	YTD Actual
<b>Non-cash items excluded from operating activities</b>		\$	\$
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	7	(35,122)	0
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	182,133
<b>Total non-cash items excluded from operating activities</b>		<b>2,155,449</b>	<b>182,133</b>

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

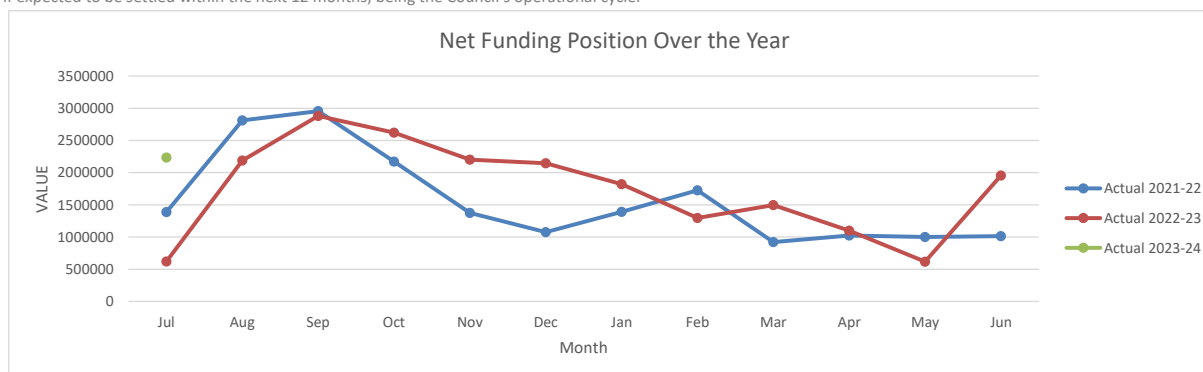
		Adopted Budget	Last Year Un- Audited Actual 30 June 2023	This Time Last Year 31 July 2022	Year to Date 31 July 2023
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)	(2,984,280)
Add: Borrowings	9	83,711	106,129	113,970	106,129
Add: Provisions funded by Reserve		114,100	114,100	97,883	114,100
<b>Total adjustments to net current assets</b>		<b>(2,786,469)</b>	<b>(2,764,051)</b>	<b>(2,264,680)</b>	<b>(2,764,051)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	4,713,673	4,934,107	3,532,780	5,261,951
Rates receivables	3	164,411	164,411	109,190	100,371
Receivables	3	559,387	561,179	530,930	726,932
Stock on Hand	4	23,825	23,825	19,209	41,313
<b>Total Current Assets</b>		<b>5,461,296</b>	<b>5,683,522</b>	<b>4,192,109</b>	<b>6,130,567</b>
<b>Less: Current liabilities</b>					
Payables	5	(346,994)	(436,044)	(568,398)	(592,535)
Borrowings	9	(83,711)	(106,129)	(113,970)	(106,129)
Contract liabilities	11	(231,024)	(231,024)	433,769	(231,024)
Provisions	11	(202,298)	(202,298)	(202,298)	(202,298)
<b>Total Current Liabilities</b>		<b>(864,027)</b>	<b>(975,495)</b>	<b>(450,897)</b>	<b>(1,131,986)</b>
		<b>4,597,269</b>	<b>4,708,027</b>	<b>3,741,212</b>	<b>4,998,580</b>
<b>Less: Total adjustments to net current assets</b>	(b)	<b>(2,786,469)</b>	<b>(2,764,051)</b>	<b>(2,264,680)</b>	<b>(2,764,051)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,810,800</b>	<b>1,943,977</b>	<b>1,476,532</b>	<b>2,234,529</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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





**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 JULY 2023**

	NOTE	31 July 2023 \$	30 June 2023 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		5,261,951	4,934,107
Trade and other receivables		827,303	725,590
Inventories	4	41,313	23,825
<b>TOTAL CURRENT ASSETS</b>		<b>6,130,567</b>	<b>5,683,522</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		22,865	22,865
Other financial assets		58,353	58,353
Property, plant and equipment		18,175,622	18,240,551
Infrastructure		65,164,973	65,257,245
<b>TOTAL NON-CURRENT ASSETS</b>		<b>83,421,813</b>	<b>83,579,014</b>
<b>TOTAL ASSETS</b>		<b>89,552,380</b>	<b>89,262,536</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5	592,535	436,044
Other liabilities		231,024	231,024
Borrowings	9	106,129	106,129
Employee related provisions		202,298	202,298
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,131,986</b>	<b>975,495</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	9	1,054,870	1,054,870
Employee related provisions		27,319	27,319
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,082,189</b>	<b>1,082,189</b>
<b>TOTAL LIABILITIES</b>		<b>2,214,175</b>	<b>2,057,684</b>
<b>NET ASSETS</b>		<b>87,338,205</b>	<b>87,204,852</b>
<b>EQUITY</b>			
Retained surplus		34,539,923	34,406,570
Reserve accounts	10	2,984,280	2,984,280
Revaluation surplus		49,814,002	49,814,002
<b>TOTAL EQUITY</b>		<b>87,338,205</b>	<b>87,204,852</b>

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

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

**EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

By Nature or Type	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
General Rates	0	0.00%		Within Variance
Other rates	0	0.00%		Within Variance
Specified area rates	0	0.00%		Within Variance
Grants, subsidies and contributions	2,481	0.75%		Within Variance
Fees and charges	(403)	(0.85%)		Within Variance
Interest revenue	14,796	1076.86%	😊 Timing	Interest earning is higher than YTD budget, this is due to maturities in early July that need to be transacted back into FY 23 with End of year processes.
Other revenue	30,129	458.79%	😊 Timing	Other Income is higher than YTD budget pending allocation to correct Income accounts.
Profit on disposal of assets	0	0.00%		Within Variance
<b>Expenditure from operating activities</b>				
Employee costs	(7,826)	(4.84%)		Within Variance
Materials and contracts	(19,997)	(9.53%)		Within Variance
Utility charges	967	6.48%		Within Variance
Depreciation	0	0.00%		Within Variance
Finance costs	2,508	100.00%		Within Variance
Insurance	0	0.00%		Within Variance
Other expenditure	(1,989)	(44.99%)		Within Variance
Loss on disposal of assets	0	0.00%		Within Variance
<b>Investing activities</b>				
Capital grants, subsidies and contributions	(10,220)	(3.44%)		Within Variance
Proceeds from disposal of assets	29,091	0.00%	😊 Permanent	Trade of HINO - B Fwd from FY23
Payments for property, plant and equipment	0	0.00%		Within Variance
Payments for infrastructure	(7,930)	(46.64%)		Within Variance
<b>Financing Activities</b>				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2023**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 08 August 2023

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**SHIRE OF DOWERIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 JULY 2023**

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

**Supporting Information for Councillor Information**

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2023**

**SUMMARY INFORMATION**

**Funding surplus / (deficit) Components**

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.94 M	\$0.13 M
Closing	\$0.00 M	\$2.07 M	\$2.23 M	\$0.16 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$5.07 M	% of total
Unrestricted Cash	\$2.09 M	41.1%
Restricted Cash	\$2.98 M	58.9%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.59 M	% Outstanding
Trade Payables	\$0.40 M	
Over 30 Days		0.6%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$0.73 M	% Collected
Rates Receivable	\$0.10 M	2.6%
Trade Receivable	\$0.73 M	
Over 30 Days		91.6%
Over 90 Days		1.6%

Refer to Note 3 - Receivables

**Key Operating Activities**

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	(\$0.02 M)	(\$0.00 M)	\$0.02 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$0.00 M	% Variance
YTD Budget	\$0.00 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.33 M	% Variance
YTD Budget	\$0.33 M	0.7%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.05 M	% Variance
YTD Budget	\$0.05 M	(0.8%)

Refer to Statement of Financial Activity

**Key Investing Activities**

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$0.28 M	\$0.29 M	\$0.01 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	7.5%

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.02 M	% Spent
Adopted Budget	\$5.04 M	(99.5%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$0.29 M	% Received
Adopted Budget	\$4.19 M	(93.2%)

Refer to Note 8 - Capital Acquisition

**Key Financing Activities**

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

Borrowings		
Principal repayments	\$0.11 M	
Interest expense	\$0.03 M	0.0%
Principal due	\$1.15 M	

Refer to Note 9 - Borrowings

Reserves	
Reserves balance	\$2.98 M
Interest earned	\$0.00 M

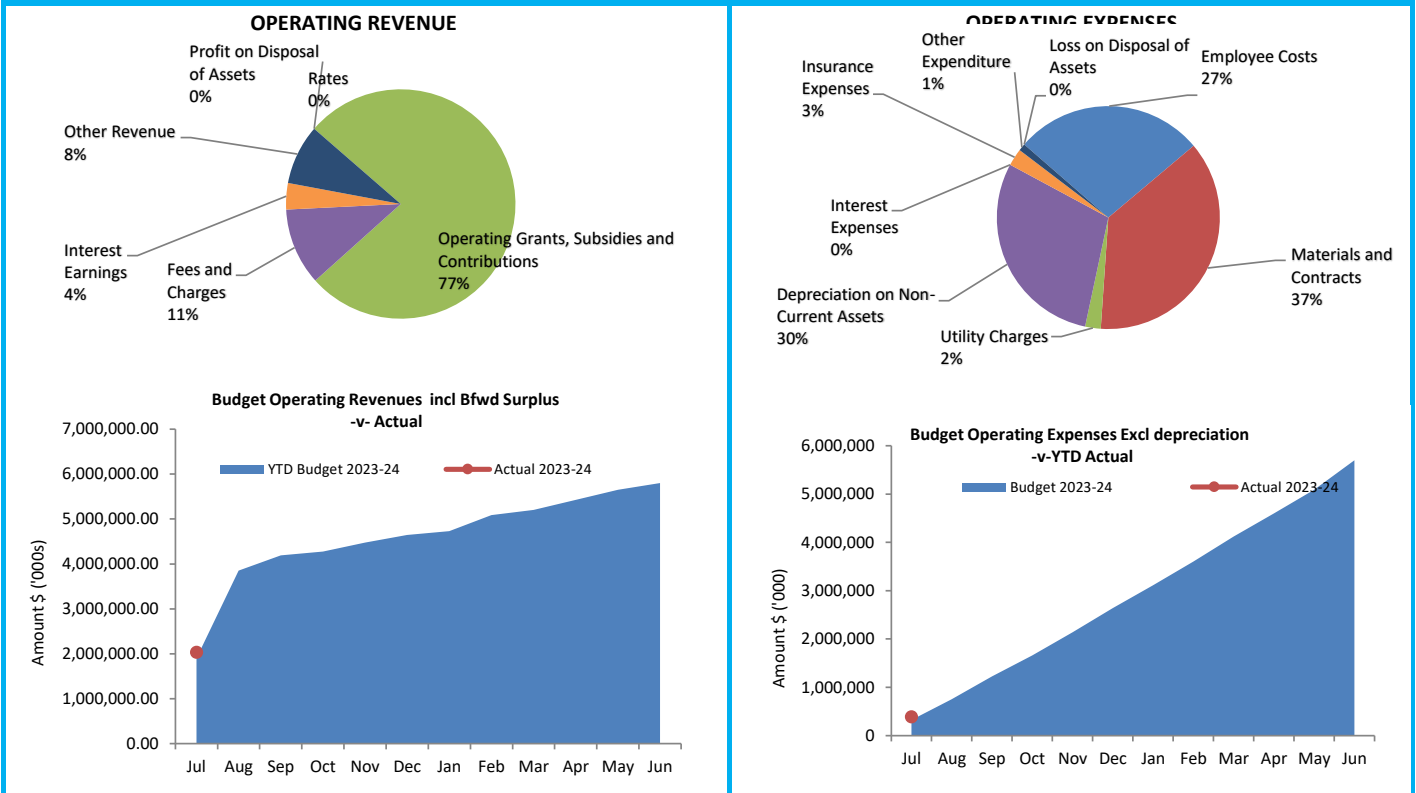
Refer to Note 10 - Cash Reserves

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

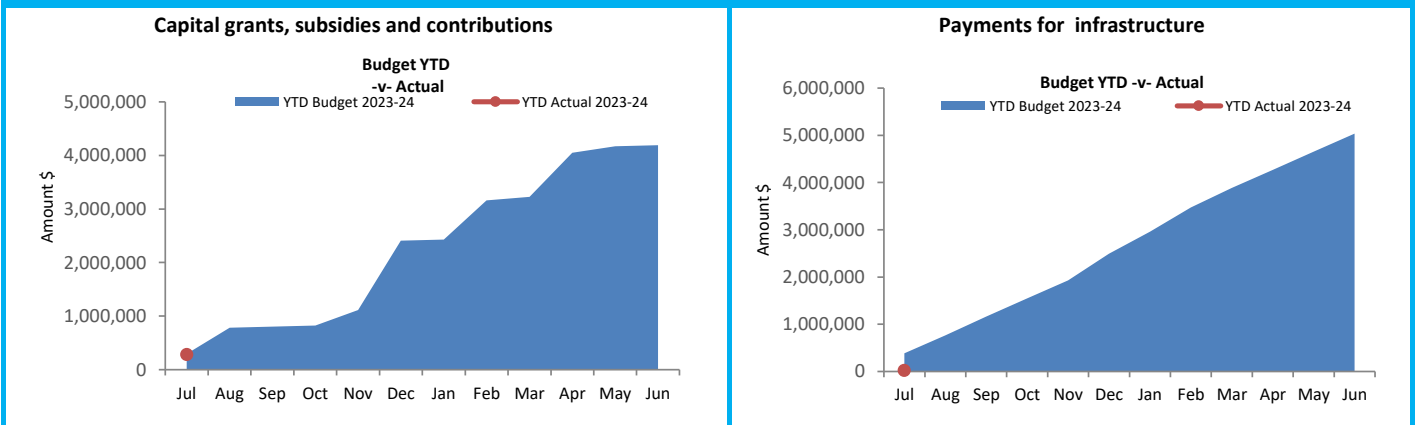
**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 JULY 2023**

**SUMMARY INFORMATION - GRAPHS**

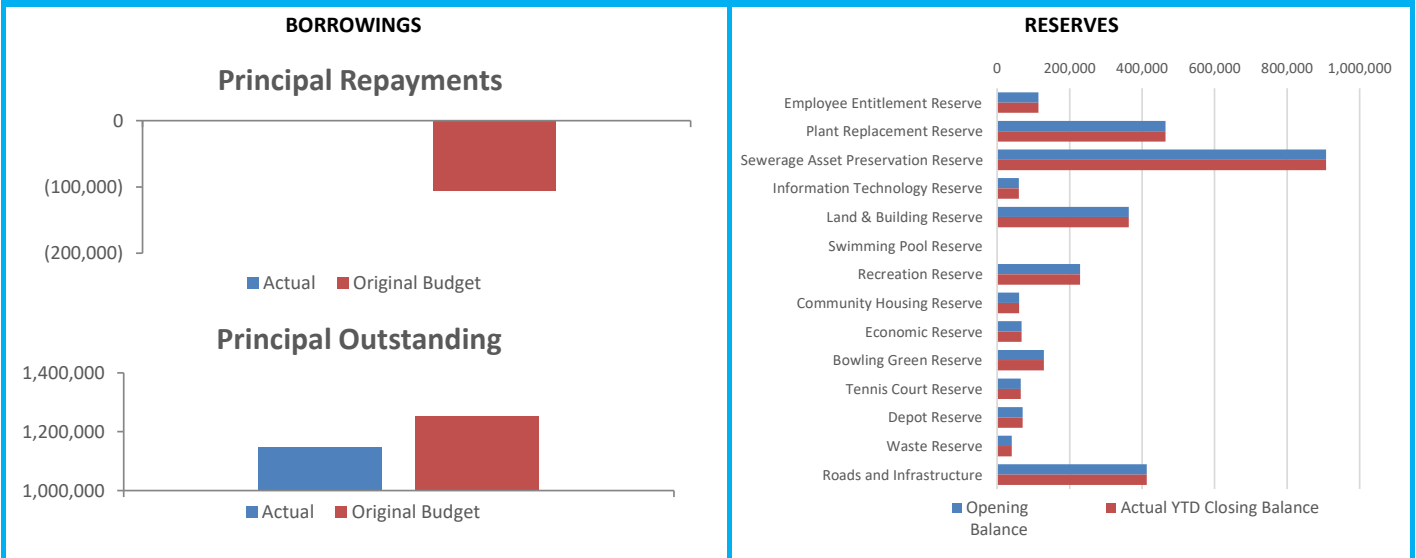
**OPERATING ACTIVITIES**



**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2023

NOTE 1  
REPORTING PROGRAMS

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Note	\$		\$	\$	\$	%	
<b>Revenue from operating activities</b>							
Governance	1,500	1,500	0	545	545	0.00%	
General purpose funding	1,741,865	1,741,865	4,204	16,275	12,071	287.13%	😊
Law, order and public safety	34,716	34,716	393	253	(140)	(35.62%)	
Health	3,300	3,300	275	0	(275)	(100.00%)	
Education and welfare	652,572	652,572	159,593	163,693	4,100	2.57%	
Housing	161,992	161,992	13,499	14,331	832	6.16%	
Community amenities	289,445	289,445	2,444	3,063	619	25.33%	
Recreation and culture	50,180	50,180	2,618	1,746	(872)	(33.31%)	
Transport	181,004	181,004	165,417	174,365	8,948	5.41%	
Economic services	407,966	407,966	33,995	26,126	(7,869)	(23.15%)	
Other property and services	96,722	96,722	5,083	34,127	29,044	571.39%	😊
	<b>3,621,262</b>	<b>3,621,262</b>	<b>387,521</b>	<b>434,524</b>	47,003		
<b>Expenditure from operating activities</b>							
Governance	(560,449)	(560,449)	(61,603)	(53,478)	8,125	13.19%	
General purpose funding	(197,452)	(197,452)	(16,454)	(27,829)	(11,375)	(69.13%)	😊
Law, order and public safety	(164,240)	(164,240)	(13,794)	(13,191)	603	4.37%	
Health	(61,229)	(61,229)	(5,007)	(3,956)	1,051	20.99%	
Education and welfare	(590,578)	(590,578)	(50,769)	(69,826)	(19,057)	(37.54%)	😊
Housing	(269,675)	(269,675)	(21,052)	(21,257)	(205)	(0.97%)	
Community amenities	(533,678)	(533,678)	(45,173)	(41,079)	4,094	9.06%	
Recreation and culture	(1,278,073)	(1,278,073)	(98,419)	(93,361)	5,058	5.14%	
Transport	(2,069,507)	(2,069,507)	(172,699)	(186,944)	(14,245)	(8.25%)	
Economic services	(741,131)	(741,131)	(62,243)	(70,190)	(7,947)	(12.77%)	
Other property and services	(46,552)	(46,552)	(43,738)	(36,176)	7,562	17.29%	
	<b>(6,512,564)</b>	<b>(6,512,564)</b>	<b>(590,951)</b>	<b>(617,288)</b>	(26,337)		
Less: Profit on asset disposals	(35,122)	(35,122)	0	0 #	0	0	
Movement in liabilities associated with restricted cash	4,970	4,970	0	0 #	0	0	
Add: Depreciation on assets	2,185,601	2,185,601	182,133	182,133	0	0.00%	
<b>Amount attributable to operating activities</b>	<b>(735,853)</b>	<b>(735,853)</b>	<b>(21,297)</b>	<b>(631)</b> #	<b>20,666</b>		
<b>Investing Activities</b>							
Capital grants, subsidies and contributions	13 4,191,215	4,191,215	297,244	287,024	(10,220)	(3.44%)	
Proceeds from disposal of assets	7 56,000	56,000	0	29,091	29,091	0.00%	😊
Payments for property, plant and equipment	8 (404,783)	(404,783)	0	0	0	0.00%	
Payments for infrastructure	8 (4,631,329)	(4,631,329)	(17,002)	(24,932)	(7,930)	(46.64%)	
<b>Amount attributable to investing activities</b>	<b>(788,897)</b>	<b>(788,897)</b>	<b>280,242</b>	<b>291,183</b> #	<b>10,941</b>		
<b>Financing Activities</b>							
Proceeds from new debentures	9 0	0	0	0	0	0.00%	
Transfer from reserves	10 218,510	218,510	0	0	0	0.00%	
Repayment of debentures	9 (106,134)	(106,134)	0	0	0	0.00%	
Transfer to reserves	10 (398,426)	(398,426)	0	0	0	0.00%	
<b>Amount attributable to financing activities</b>	<b>(286,050)</b>	<b>(286,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Surplus or deficit at the start of the financial year</b>	(c) 1,810,800	1,810,800	1,810,800	1,943,977	133,177	7.35%	
<b>Amount attributable to operating activities</b>	(735,853)	(735,853)	(21,297)	(631)	20,666	0	
<b>Amount attributable to investing activities</b>	(788,897)	(788,897)	280,242	291,183	10,941	0	
<b>Amount attributable to financing activities</b>	(286,050)	(286,050)	0	0	0	0	
<b>Surplus or deficit at the end of the financial year</b>	(c) 0	0	2,069,745	2,234,529	164,784	0	

KEY INFORMATION

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

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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 JULY 2023**

**Note 1 (Cont'd)  
REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

**HOUSING**

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Provision and maintenance of all Shire responsible housing.

**COMMUNITY AMENITIES**

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

**RECREATION AND CULTURE**

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

**ECONOMIC SERVICES**

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.



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

**Note 1 (Cont'd)**

**EXPLANATION OF MATERIAL VARIANCES BY PROGRAM**

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 2023-24 year is a value of more or less than \$10,000 or 10.00%.

Reporting Program	Var. \$	Var. %		Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Governance	545	0.00%			Within Variance
General purpose funding	12,071	287.13%	😊	Timing	Interest earning is higher than YTD budget, this is due to maturities in early July that need to be transacted back into FY 23 with End of year processes.
Law, order and public safety	(140)	(35.62%)			Within Variance
Health	(275)	(100.00%)			Within Variance
Education and welfare	4,100	2.57%			Within Variance
Housing	832	6.16%			Within Variance
Community amenities	619	25.33%			Within Variance
Recreation and culture	(872)	(33.31%)			Within Variance
Transport	8,948	5.41%			Within Variance
Economic services	(7,869)	(23.15%)			Within Variance
Other property and services	29,044	571.39%	😊	Timing	Other Income is higher than YTD budget pending allocation to correct Income accounts.
<b>Expenditure from operating activities</b>					
Governance	8,125	13.19%			Within Variance
General purpose funding	(11,375)	(69.13%)	😞	Timing	Admin allocations are \$11K higher than YTD budget. This is expected to be a timing variance.
Law, order and public safety	603	4.37%			Within Variance
Health	1,051	20.99%			Within Variance
Education and welfare	(19,057)	(37.54%)	😞	Permanent	Renovations to a Clients bathroom make this variance. This will be offset by Income.
Housing	(205)	(0.97%)			Within Variance
Community amenities	4,094	9.06%			Within Variance
Recreation and culture	5,058	5.14%			Within Variance
Transport	(14,245)	(8.25%)			Within Variance
Economic services	(7,947)	(12.77%)			Within Variance
Other property and services	7,562	17.29%			Within Variance

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	2,082,129	0	2,082,129	0	NAB	0.05%	At Call
<b>Term Deposits</b>								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	4.70%	25/12/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	4.22%	7/01/2024
	Financial assets at amortised cost	4,001	984,280	988,281	0	Bendigo	4.30%	1/11/2023
<b>Total</b>		<b>2,086,530</b>	<b>2,984,280</b>	<b>5,070,810</b>				
<b>Comprising</b>								
Cash and cash equivalents		2,082,529	0	2,082,529	0			
Financial assets at amortised cost		4,001	2,984,280	2,988,281	0			
		<b>2,086,530</b>	<b>2,984,280</b>	<b>5,070,810</b>	<b>0</b>			

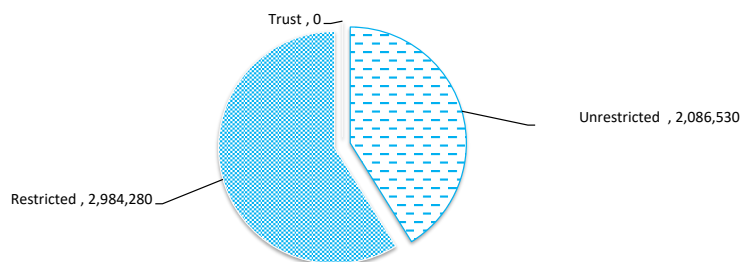
KEY INFORMATION

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

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

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

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



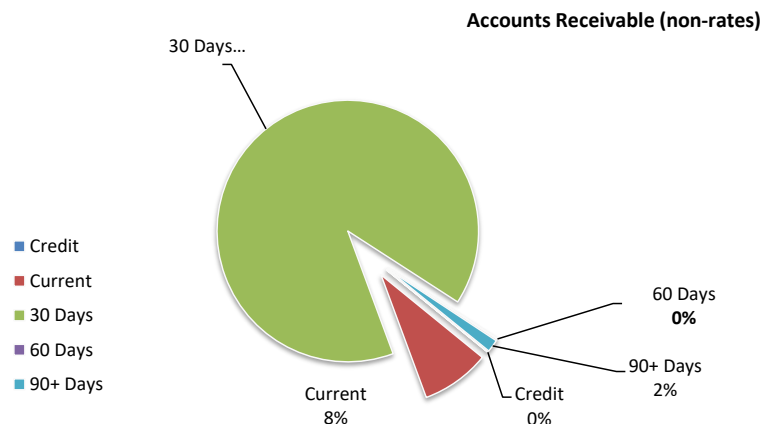
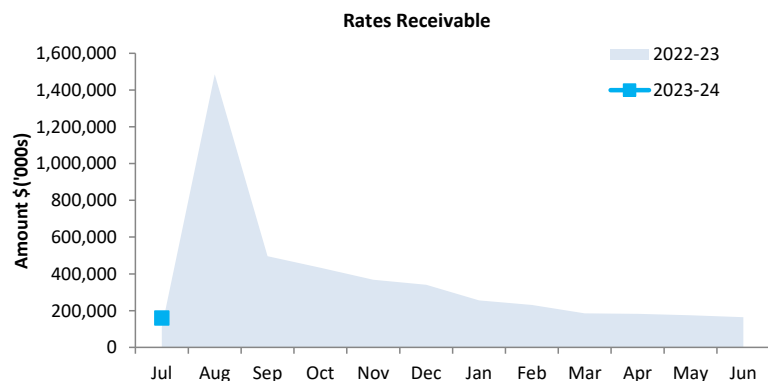
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2023**

Rates receivable	30 Jun 2023	31 Jul 2023
	\$	\$
Opening arrears previous years	119,592	164,411
Levied - Rates revenue	1,402,771	0
Less - collections	(1,357,952)	(4,258)
Equals current outstanding	<b>164,411</b>	<b>160,153</b>
Less allowance for impairment of receivables		(59,782)
<b>Net rates collectable</b>	<b>164,411</b>	<b>100,371</b>
% Collected	89.2%	2.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(218)	45,617	482,162	824	8,339	536,724
Percentage	0.0%	8.5%	89.8%	0.2%	1.6%	
<b>Balance per trial balance</b>						
Sundry receivable	(218)	45,617	482,162	824	8,339	536,724
Accrued Income	0	220,267	0	0	0	220,267
GST receivable	0	(42,022)	0	0	0	(42,022)
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	12,101	0	0	0	12,101
Loans Club/Institutions - Current	0	0	0	0	0	0
<b>Total receivables general outstanding</b>						<b>726,932</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2023	Asset Increase/(Decrease)	Closing Balance 31 July 2023
<b>Other current assets</b>	\$	\$	\$
<b>Inventory</b>			
Stock On Hand	23,825	17,488	41,313
<b>Total other current assets</b>	<b>23,825</b>	<b>17,488</b>	<b>41,313</b>
<b>Amounts shown above include GST (where applicable)</b>			

**KEY INFORMATION**

**Inventory**

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

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

**OPERATING ACTIVITIES**

**NOTE 5**

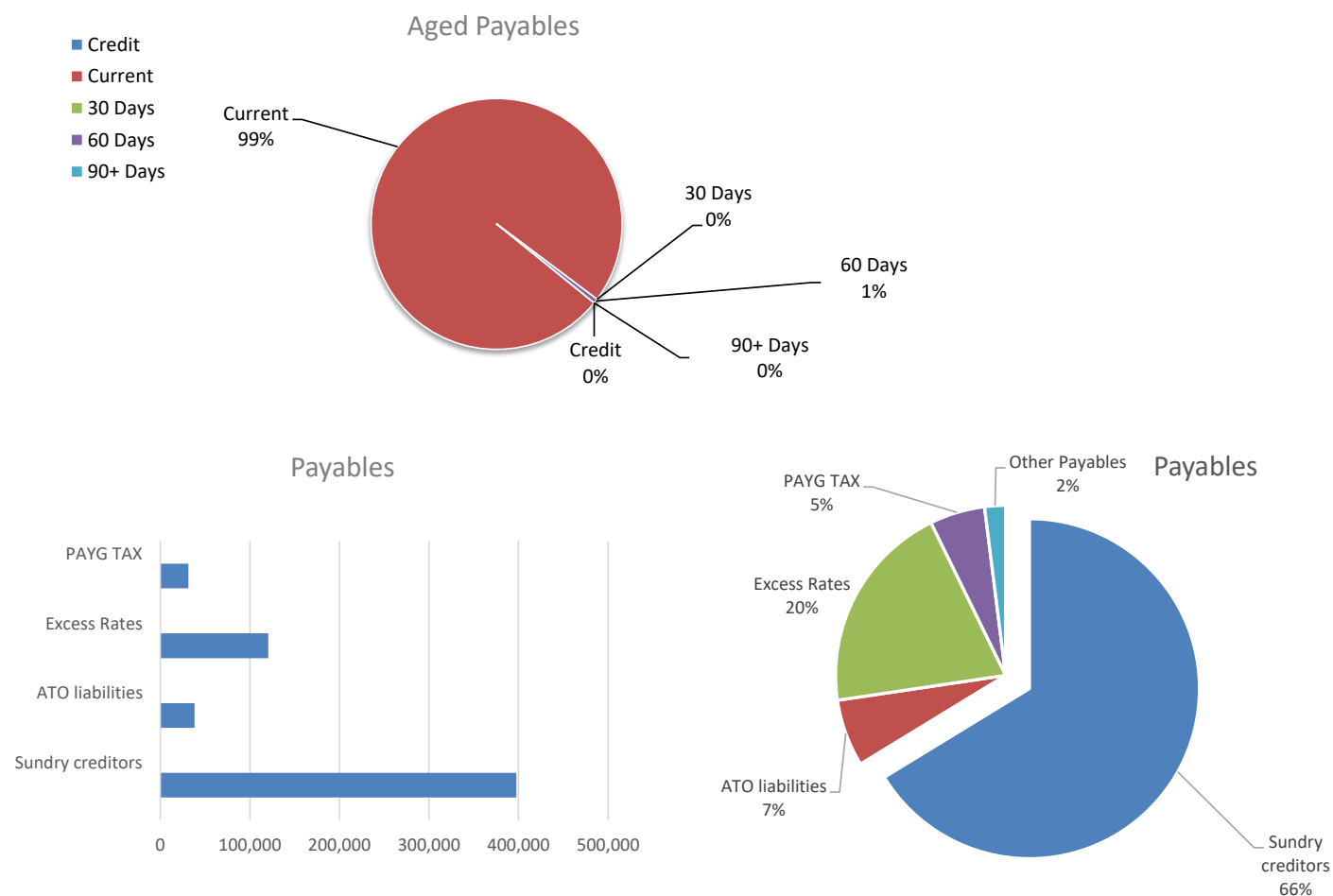
**Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	355,590	0	2,074	0	357,664
Percentage	0%	99.4%	0%	0.6%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	160,729	0	2,074	0	397,674
ATO liabilities	0	38,320	0	0	0	38,320
Excess Rates	0	120,649	0	0	0	120,649
PAYG TAX	0	31,484	0	0	0	31,484
Other Payables	0	11,938	0	0	0	11,938
Payroll Creditors	0	0	0	0	0	0
Accrued Loan Interest	0	7,141	0	0	0	7,141
<b>Total payables general outstanding</b>						<b>592,535</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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



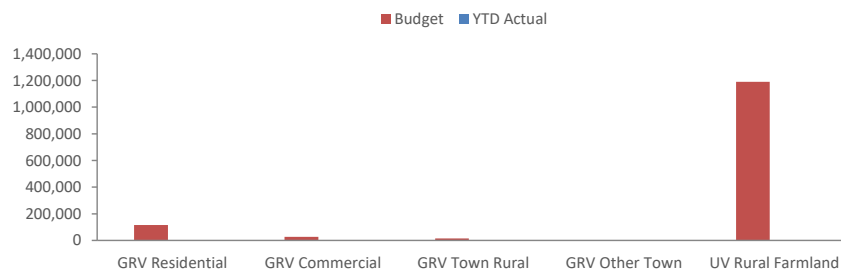
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 JULY 2023**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	0	0	0	0
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	0	0	0	0
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	0	0	0	0
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	0	0	0	0
<b>Unimproved value</b>								0			
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	0	0	0	0
<b>Sub-Total</b>		<b>374</b>	<b>213,441,201</b>	<b>1,350,773</b>	<b>(39)</b>	<b>0</b>	<b>1,350,734</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	849	66	445,279	56,034	0	0	56,034	0	0	0	0
GRV Commercial	849	17	65,470	14,433	0	0	14,433	0	0	0	0
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	0	0	0	0
GRV Other Town	248	20	7,974	4,960	0	0	4,960	0	0	0	0
<b>Unimproved value</b>											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	0	0	0	0
UV Commercial	849	4	500	3,396	0	0	3,396	0	0	0	0
UV Town Rural	849	4	137,000	3,396	0	0	3,396	0	0	0	0
UV Mining	248	16	130,350	3,968	0	0	3,968	0		0	0
<b>Sub-total</b>		<b>206</b>	<b>5,960,558</b>	<b>153,258</b>	<b>0</b>	<b>0</b>	<b>153,258</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Amount from general rates</b>							<b>1,503,992</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Ex-gratia rates							57,425				0
<b>Total general rates</b>							<b>1,561,417</b>				<b>0</b>

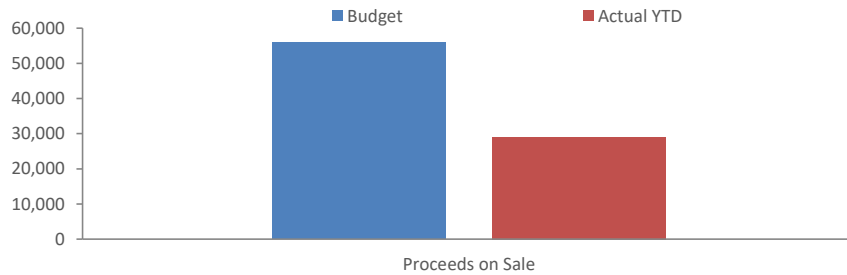
**KEY INFORMATION**

Rates will be levied in August



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

Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>												
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	56,000	35,122	0	0	0	0	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	0	0	0	0	0	29,091	0	0
		<b>20,878</b>	<b>56,000</b>	<b>35,122</b>	<b>0</b>	<b>20,878</b>	<b>56,000</b>	<b>35,122</b>	<b>0</b>	<b>0</b>	<b>29,091</b>	<b>0</b>	<b>0</b>



\*\* Item to be disposed after EOY Asset processes are complete.

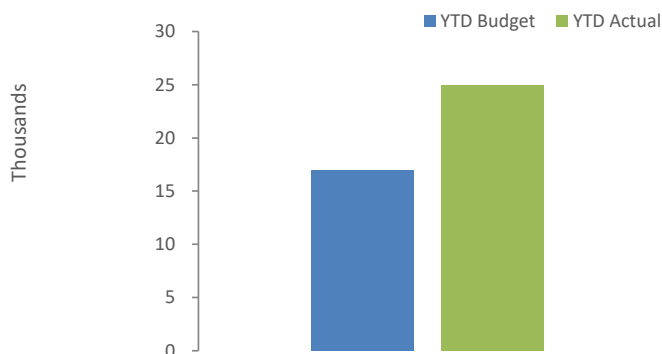
**NOTES TO THE STATEMENT OF BUDGET REVIEW  
FOR THE PERIOD ENDED 31 JULY 2023**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	0	0	0
Furniture and equipment	52,000	52,000	0	0	0
Plant and equipment	172,669	172,669	0	0	0
Infrastructure - roads	4,410,569	4,410,569	15,902	24,801	8,899
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	1,100	131	(969)
<b>Payments for Capital Acquisitions</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>17,002</b>	<b>24,932</b>	<b>7,930</b>
<b>Total Capital Acquisitions</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>17,002</b>	<b>24,932</b>	<b>7,930</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	297,244	287,024	(10,220)
Other (disposals & C/Fwd)	56,000	121,000	0	29,091	29,091
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(280,242)	(291,183)	(10,941)
<b>Capital funding total</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>17,002</b>	<b>24,932</b>	<b>7,930</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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





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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
<b>Land and Buildings</b>						
		0	0	0	0	
BC044	Sports Recreation Centre - Building (Capital)	24,000	0	0	0	
BC049	Hockey Pavilion - Building (Capital)	156,114	0	0	0	
<b>Total</b>		<b>180,114</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Furniture and equipment</b>						
FE001	Council Chambers Audio System	12,000	0	0	0	Commencing Oct23
FE002	IT Renewal Server	40,000	0	0	0	Commencing Oct23
<b>Total</b>		<b>52,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant and Equipment</b>						
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	0	0	0	
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	
<b>Total</b>		<b>172,669</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Roads</b>						
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	0	0	0	Commencing Oct23
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	0	0	0	Commencing Mar24
LRC013	LRCIP - Berring East Road	190,826	15,902	24,801	(8,899)	Commencing Aug23
LRC164	Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000	Road Construction General (Budgeting Only)	60,000	0	0	0	By May24 - as this was budgeted for Rehab. Purposes.
R2R003	Koombekine North Road (R2R)	24,413	0	0	0	Commencing Nov23
R2R015	Hindmarsh Back Road (R2R)	93,145	0	0	0	Commencing Nov23
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040	Booralaming West Road (R2R)	112,500	0	0	0	Commencing Dec23
R2R041	Moonijin East Road (R2R)	123,615	0	0	0	Commencing Apr24
R2R042	McHugh Road (R2R)	67,327	0	0	0	Commencing Nov23
RRG003	Koombekine North Road (RRG)	585,184	0	0	0	Commencing Feb24
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	0	0	0	Commencing Sep23
BS183	Dowerin-Meckering Road (BS)	801,922	0	0	0	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	0	0	0	Commencing Jan24
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	0	0	0	Commencing Oct23
<b>Total</b>		<b>4,410,569</b>	<b>15,902</b>	<b>24,801</b>	<b>(8,899)</b>	

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
<b>Infrastructure -Parks And Ovals</b>					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0
PC075	Town Site Greening Water Scheme	142,560	0	0	0
<b>Total</b>		<b>182,560</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>					
OC11	Public Art Projects	25,000	0	0	0
OC018	Dowerin Standpipe Upgrade	13,200	1,100	0	1,100
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	131	(131) Costing to be corrected
<b>Total</b>		<b>38,200</b>	<b>1,100</b>	<b>131</b>	<b>969</b>
<b>TOTALS</b>		<b>5,036,112</b>	<b>17,002</b>	<b>24,932</b>	<b>(7,930)</b>

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

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

**Information on borrowings**

Particulars	Loan No.	1 July 2023	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>								
Government Regional Officer Housing	100	227,550	0	(11,489)	227,550	239,039	0	(8,218)
<b>Recreation and culture</b>								
Dowerin Community Club	97	0	0	0	0	0	0	0
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
DEM Interest Free Swimming Pool Loan*	LP000	0	0	0	0	0	0	0
<b>Transport</b>								
Multi Tyre Roller	103	108,846	0	(21,070)	108,846	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
<b>Economic services</b>								
Short Stay Accommodation	99	564,486	0	(35,189)	564,486	599,675	0	(17,982)
<b>Total</b>		1,148,163	0	(106,134)	1,148,163	1,254,297	0	(30,120)
Current borrowings		(106,134)			106,129			
Non-current borrowings		1,254,297			1,042,034			
		1,148,163			1,148,163			

All debenture repayments were financed by general purpose revenue.

\* The DEM Loan to the Shire has been extinguished, via a Donation as agreed.  
The Budget did not provide for any new borrowing during the year.

**KEY INFORMATION**

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

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

**FINANCING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	0	0	0	0	0	119,070	114,100
Plant Replacement Reserve	464,535	20,236	0	0	0	(35,310)	0	449,461	464,535
Sewerage Asset Preservation Reserve	907,424	39,529	0	0	0	(12,000)	0	934,953	907,424
Information Technology Reserve	60,144	2,620	0	0	0	(40,000)	0	22,764	60,144
Land & Building Reserve	363,390	15,830	0	252,426	0	0	0	631,646	363,390
Swimming Pool Reserve	0		0	0	0		0	0	0
Recreation Reserve	229,175	9,983	0	0	0	(41,200)	0	197,958	229,175
Community Housing Reserve	60,751	2,646	0	0	0	0	0	63,397	60,751
Economic Reserve	67,803	2,954	0	0	0	(30,000)	0	40,757	67,803
Bowling Green Reserve	128,702	5,606	0	10,000	0	0	0	144,308	128,702
Tennis Court Reserve	64,850	2,825	0	6,000	0	0	0	73,675	64,850
Depot Reserve	70,264	3,061	0	0	0	0	0	73,325	70,264
Waste Reserve	40,264	1,754	0	0	0	0	0	42,018	40,264
Roads and Infrastructure	412,878	17,986	0	0	0	(60,000)	0	370,864	412,878
	<b>2,984,280</b>	<b>130,000</b>	<b>0</b>	<b>268,426</b>	<b>0</b>	<b>(218,510)</b>	<b>0</b>	<b>3,164,196</b>	<b>2,984,280</b>

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 July 2023
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
<b>Total unspent grants, contributions and reimbursements</b>		<b>231,024</b>	<b>0</b>	<b>0</b>	<b>231,024</b>
<b>Provisions</b>					
Annual leave		135,872	0	0	135,872
Long service leave		66,426	0	0	66,426
<b>Total Provisions</b>		<b>202,298</b>	<b>0</b>	<b>0</b>	<b>202,298</b>
<b>Total other current assets</b>		<b>433,322</b>	<b>0</b>	<b>0</b>	<b>433,322</b>
Amounts shown above include GST (where applicable)					

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**OPERATING ACTIVITIES**

**NOTE 12**

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

**OPERATING GRANTS AND CONTRIBUTIONS**

**Operating grants, subsidies and contributions revenue**

Provider	Original Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Operating grants and subsidies, Contributions and reimbursements</b>			
<b>Governance</b>			
MEMBERS - Contributions & Donations	1,500	0	0
OTH GOV - Reimbursements	0	0	545
<b>General purpose funding</b>			
GEN PUR - Financial Assistance Grant - Roads	0	0	0
<b>Law, order, public safety</b>			
ESL BFB - Operating Grant	30,000	0	0
<b>Education and welfare</b>			
AGED OTHER - Grant Funding - CHSP	226,260	56,565	31,069
AGED OTHER - Grant Funding - HCP	404,912	101,228	131,999
WELFARE - Grants	5,400	450	0
<b>Housing</b>			
OTH HOUSE - Rental Reimbursements	0	0	1,930
<b>Community amenities</b>			
ENVIRON - Reimbursements	504	0	0
<b>Recreation and culture</b>			
REC - Contributions & Donations	504	42	332
REC - Reimbursements - Other Recreation	504	42	0
LIBRARY - Other Grants	5,000	0	0
OTH CUL - Contributions & Donations - Other Culture	2,400	200	0
OTH CUL - Grants - Other Culture	13,764	0	0
<b>Transport</b>			
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621
<b>Economic services</b>			
TOUR - Other Income Relating to Tourism & Area Promotion	396	33	0
CRC - Grants	100,970	8,414	0
CRC - Grants (excl GST)	5,000	416	0
<b>Other property and services</b>			
PWO - Other Reimbursements	300	0	0
POC - Fuel Tax Credits Grant Scheme	7,500	625	0
	<b>968,914</b>	<b>332,015</b>	<b>334,496</b>

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

INVESTING ACTIVITIES

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue					
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varanace
	\$	\$	\$	\$	
<b>Non-operating grants and subsidies</b>					
<b>General purpose funding</b>					
Gen Pur - Grant Funding (No Gst)	577,376	577,376	0	0	0
<b>Law, order, public safety</b>					
Esl Bfb - Capital Grant	0	0	0	697	(697)
<b>Recreation and culture</b>					
Rec - Grants	237,223	237,223	19,768	8,851	10,917
Oth Cul - Grants - Other Culture	42,500	42,500	0	0	0
<b>Transport     Funding</b>					
RRG Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	277,476	277,476	0
R2R Roadc - Roads To Recovery Grant	544,750	544,750	0	0	0
WSFN Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	0	0	0
<b>TOTALS</b>	<b>4,191,215</b>	<b>4,191,215</b>	<b>297,244</b>	<b>287,024</b>	<b>10,220</b>

## 11.2 List of Accounts Paid

### Corporate & Community Services



<b>Date:</b>	9 August 2023
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Author:</b>	Aaron Wooldridge, Deputy Chief Executive Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Financial Statements and Credit Cards Management/Reporting/Financial
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 11.2A</a> – List of Accounts Paid – July 2023

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

Nil

#### Comment

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

#### Consultation

Brian Jones, Acting Chief Executive Officer  
Aaron Wooldridge, Deputy Chief Executive Officer  
Cheryl Murray, Finance Officer

#### Policy Implications

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

#### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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



Outcome: 5.3

Reference: 5.3.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

#### Statutory Implications

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

#### Risk Implications

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

#### Financial Implications

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

#### Voting Requirements



Simple Majority



Absolute Majority

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

Moved: Cr Hudson

Seconded: Cr McMorran

0841

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

List of Accounts Paid - July 2023	
EFT 11101 to EFT 11172	\$202,434.15
CHQ Payment: 11018	\$508,316
Direct Debit: Credit Card Payment: June 2023	\$2,156.53
Direct Debit: Synergy	\$4,590.17
Direct Debit: Bank Fees	\$284.00

Direct Debit: Water Corporation	\$9,385.11
Direct Debit: XENEX Systems	\$915.42
Direct Debit: Telstra	\$667.89
Direct Debit: CRS Emulsion	\$1,963.50
Direct Debit: Wesfarmers Kleenheat Gas	\$164.04
Direct Debit: ATO - FBT	\$12,216.20
Direct Debit: Resonline Room Manager	\$242.00
Direct Debit: AJ Metcalf - Councillor Payment	\$1,500.00
Direct Debit: Western Australian Treasury Corporation	\$4,152.36
Direct Debit: Shire of Dowerin Account activation Square - CRC	\$0.01
PPE July 2023 - Wages	\$54,232.73
PPE July 2023 - Wages	\$52,165.14
Superannuation	\$15,477.89
<b>TOTAL</b>	<b>\$870,863.14</b>

**CARRIED 6/0**

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

Cr Sewell left the meeting at 4:48pm

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



**Last EFT No: 11100**

<u>EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11101	12/07/2023	Accwest Pty Ltd	Budget Assistance and Monthly Financial Reports April - June23	\$ 6,240.00	
EFT11102	12/07/2023	Avon Waste	Recycling services May 2023	\$ 8,299.31	
EFT11103	12/07/2023	Ampac Debt Recovery WA Pty Ltd	Rates recovery June 2023	\$ 5,964.75	
EFT11104	12/07/2023	BOC Limited	Industrial Oxy and Acetylene	\$ 25.41	
EFT11105	12/07/2023	Bear Pantry Cafe	Catering Lunch - CEO Recruitment Panel	\$ 105.00	
EFT11106	12/07/2023	Bitutek	CRS Emulsion	\$ 1,963.50	
EFT11107	12/07/2023	Contract Aquatic Services	Monthly contract fee March 2023	\$ 14,520.00	
EFT11108	12/07/2023	Dowerin Tyre & Exhaust	puncture repair D0	\$ 70.00	
EFT11109	12/07/2023	JLT Risk Solutions Pty Ltd	Regional Risk Co-ord Fees Jan - June 2023	\$ 3,674.10	
EFT11110	12/07/2023	Lloyd's Earthmoving & Garden Supplies	Supply for pick up 10m3 landscape soil mix for various jobs	\$ 650.65	
EFT11111	12/07/2023	Marketforce	West Australian Adcopy for CEO Recruitment 20 May and 3 June 2023	\$ 1,200.76	
EFT11112	12/07/2023	Rebecca McCall	Reimbursement for power usage as per employment contract	\$ 269.48	
EFT11113	12/07/2023	Comfort Style Furniture & Bedding	Bedding for client	\$ 2,747.00	<b>Fully Funded</b>
EFT11114	12/07/2023	Rural Ranger Services	Ranger services 12/06, 14/06, 15/06	\$ 566.28	
EFT11115	12/07/2023	RM Surveys	RM Surveys PRP-1950,the Subdivision - Goldfields Road, Dowerin (Subdivision Application)	\$ 4,950.00	
EFT11116	12/07/2023	Enviroline Group	Supply hydraulic tank for sewer jetter P711	\$ 907.50	
EFT11117	12/07/2023	Shred-X Pty Ltd	Collection and replacement of shredding bin June	\$ 26.00	
EFT11118	12/07/2023	IT Vision	Implementation of Mapping Update	\$ 554.40	
EFT11119	12/07/2023	Vestone Capital Pty Limited	Equipment charges 03/04-02/07, 03/07-30/09/2023	\$ 1,346.42	
EFT11120	12/07/2023	IT Vision User Group	Cancelled		
EFT11121	12/07/2023	Bitutek	Cancelled		
EFT11122	12/07/2023	Dowerin & Districts Farmshed	Cancelled		
EFT11123	12/07/2023	Enviroline Group	Cancelled		
EFT11124	12/07/2023	IT Vision	Cancelled		
EFT11125	12/07/2023	Bitutek	Cancelled		
EFT11126	12/07/2023	Dowerin & Districts Farmshed	Various supplies for month of June23	\$ 6,783.20	
EFT11127	12/07/2023	Enviroline Group	Repairs to remote receiver on Sewer Jetter	\$ 198.00	
EFT11128	12/07/2023	IT Vision	1 day workshop - Debtors and Creditors	\$ 825.00	
EFT11129	13/07/2023	Corsign WA	Shared townsite signage promoting the Dowerin Short Stay Accommodation & Dowerin Field Days.	\$ 4,202.00	
EFT11130	13/07/2023	Fitzgerald Strategies	Engagement of Consultant to facilitate the recruitment of a new CEO	\$ 8,168.00	
EFT11131	13/07/2023	Goomalling Pharmacy	Domestic Supplies for client	\$ 1,054.95	<b>Fully Funded</b>
EFT11132	13/07/2023	Shire of Goomalling	As per MOU contribution to Goomalling Shire Medical Surgery 22/23 1/3% of deficit	\$ 10,602.61	
EFT11133	13/07/2023	Hawke-View Kennels	Charges for impound and kennel x1 dog	\$ 375.00	<b>Oncost to Owner</b>
EFT11134	13/07/2023	Wallis Computer Solutions	Supply replacement and install computer	\$ 2,072.40	

EFT11135	13/07/2023	Wayne Allsopp	Councillor 2nd Half Remuneration Payment	\$	1,275.00
EFT11136	13/07/2023	LG Hagboom	Councillor 2nd Half Remuneration Payment	\$	800.00
EFT11137	13/07/2023	Darrel Peter Hudson	Councillor 2nd Half Remuneration Payment	\$	1,350.00
EFT11138	13/07/2023	JR & NP McMorran	Councillor 2nd Half Remuneration Payment	\$	1,275.00
EFT11139	13/07/2023	DE Metcalf	Councillor 2nd Half Remuneration Payment	\$	1,500.00
EFT11140	13/07/2023	Jason Sewell	Councillor 2nd Half Remuneration Payment	\$	1,425.00
EFT11141	13/07/2023	RI Trepp	Councillor 2nd Half Remuneration Payment	\$	6,800.00
EFT11142	13/07/2023	Beverley Ward	Councillor 2nd Half Remuneration Payment	\$	2,137.50
EFT11143	13/07/2023	Bitutek	Cancelled		
EFT11144	13/07/2023	Dowerin & Districts Farmshed	Cancelled		
EFT11145	13/07/2023	Environline Group	Cancelled		
EFT11146	19/07/2023	IT Vision User Group	Cancelled		
EFT11147	25/07/2023	Australian Community Media	The Senior WA Travel - December, March and June editions. Dowerin Short Stay Accommodation advertising. Size - 9.2cm x 12.9cm.	\$	346.00
EFT11148	25/07/2023	Allion Partners	Sub-lease for the Pickering Tower	\$	2,144.95
EFT11149	25/07/2023	Bear Pantry Cafe	Catering - Staff Farewell Sundowner	\$	475.00
EFT11150	25/07/2023	Construction Training Fund	B2023-06 84 Ucarty Rd - Levy charges	\$	1,499.00
EFT11151	25/07/2023	C&F Building Approvals	Provision of building services as per service contract - 1 January 2023 - 30 June 2023	\$	1,100.00
EFT11152	25/07/2023	Cody Express Transport	Pick up from Corsign and deliver to Dowerin	\$	93.50
EFT11153	25/07/2023	Dowerin Community Club	Refreshments for Council	\$	254.00
EFT11154	25/07/2023	Shire of Goomalling	Annual contribution to Pioneer Pathway 2023/2024	\$	3,850.00
EFT11155	25/07/2023	Australia's Golden Outback	2022/2024 AGO membership - Gold & \$500 social media paid advertising	\$	850.00
EFT11156	25/07/2023	Grandstand Agency	Goodstock Live Entertainment- Dowerin Community Christmas Festival - Friday 15th December	\$	2,420.00
EFT11157	25/07/2023	Holberton Earthmoving	Supply services as per Tender 2023-01 for winter grading on Uberin Road	\$	22,390.50
EFT11158	25/07/2023	Richard Halse	Reimbursement for interview expenses	\$	325.00
EFT11159	25/07/2023	Lo-Go Appointments	Provision of Governance Projects Officer - 22 April - 30 June 2023	\$	479.42
EFT11160	25/07/2023	Norton Rose Fulbright	Professional legal services rendered	\$	550.00
EFT11161	25/07/2023	One Music Australia	Annual licence fee 1 July 2023 - 30 June 2024	\$	364.00
EFT11162	25/07/2023	SEEK Limited	EGO Vacant role Advertisement	\$	693.00
EFT11163	25/07/2023	David Singe	Recoup for CEO interview costs (flights and accommodation)	\$	1,556.43
EFT11164	25/07/2023	Tin Dog General Store	Refreshments for Council meetings June/July	\$	458.01
EFT11165	25/07/2023	Thinkproject Australia Pty Ltd	RAMM Transport Asset Annual Support and Maintenance Fee 2023-2024	\$	8,586.71
EFT11166	25/07/2023	IT Vision	Annual Licence Fees 2023 - 2024	\$	46,336.03
EFT11167	26/07/2023	Country Copiers	Copier Charges meter readings 05/06/2023 - 05/07/2023	\$	749.18
EFT11168	26/07/2023	Digga West & Earthparts WA	Supply BC-000003-K including bolts and nuts to suit	\$	391.60
EFT11169	26/07/2023	JTagz	200 x 2026 Animal Registration Tags	\$	160.60
EFT11170	26/07/2023	The Lifting Company	Supply 6 X 6T ratchet load binders - 10mm chain 2 X 6mm chain load binders	\$	506.00
EFT11171	26/07/2023	The Rural Movement	Gym inductions 22/06/2023 and 30/06/2023	\$	40.00
EFT11172	26/07/2023	Sally J Design	Design, Print and Supply of 550 Tip Passes for 23/24 - 50% Deposit Required	\$	891.00

Last Chq: 11017  
Cheques

11018	11/07/2023	Shire of Dowerin Visa Payments	22/23 Term Deposit (Bendigo Bank) 194120887
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\$ 202,434.15

\$ 508,316.00

\$ 508,316.00

Bpay

**Direct Debits**

DD12471.1	12/07/2023	Bitumen Distributors Pty Ltd	CRS Emulsion	\$	1,963.50
DD12483.1	13/07/2023	Xenex Systems Pty Ltd	Volp Phone System from 1st July	\$	457.71
DD12483.2	03/07/2023	Water Corporation	Water supply and user charge 12/04/2023 - 30/06/2023	\$	9,385.11
DD12483.3	03/07/2023	Australian Taxation Office	FBT 17 Oct 22 - 14 June 2023	\$	12,216.20
DD12483.4	05/07/2023	Precision Administration Services Pty Ltd	Superannuation PPE 04/07/2023	\$	8,183.42
DD12483.5	13/07/2023	Synergy	Energy supply 18/05/2023 - 14/06/2023	\$	1,976.40
DD12483.6	13/07/2023	Shire of Dowerin - Visa Payments	Corporate Internet monthly subs	\$	2,156.53
DD12493.1	18/07/2023	Xenex Systems Pty Ltd	VoIP System June 2023	\$	457.71
DD12493.2	18/07/2023	Telstra Limited	Call and usage charges 26/06/2023 - 26/07/2023	\$	591.91
DD12493.3	18/07/2023	Resonline Pty Ltd	Room Manager June 2023	\$	242.00
DD12493.4	17/07/2023	Shire of Dowerin	Account activation test check for CRC data	\$	0.01
DD12500.1	19/07/2023	AJ Metcalf	Councillor payments 30/06/2023	\$	1,500.00
DD12503.1	20/07/2023	Precision Administration Services Pty Ltd	Superannuation PPE 18/07/2023	\$	7,294.47
DD12546.1	31/07/2023	Telstra Limited	Billing 10/07/2023 - 09/08/2023	\$	75.98
DD12546.2	31/07/2023	Synergy	Energy supply 28/05/2023 - 27/06/2023	\$	2,613.77
DD12546.3	31/07/2023	Wesfarmers Kleenheat Gas	Bulk LPG	\$	164.04
DD12556.1	31/07/2023	Western Australian Treasury Corporation	Govt Guarantee Fee unallocated to individual loans	\$	4,152.36
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$	212.20
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$	14.50
130938	31/07/2023	BF - BANK FEE	BANK FEE	\$	57.30
				<b>\$</b>	<b>53,715.12</b>

**Payroll**

07/06/2023	Payroll	PPE 04/07/2023	\$	54,232.73
21/06/2023	Payroll	PPE 18/07/2023	\$	52,165.14
			<b>\$</b>	<b>106,397.87</b>

**SUMMARY**

EFT	11101 - 11172	\$	202,434.15
Cheques	11018	\$	508,316.00
Direct Debits		\$	53,715.12
Payroll		\$	106,397.87
		\$	<b>870,863.14</b>

# SHIRE OF DOWERIN

**JUNE 23**

Date: 11/07/2023  
Voucher: 703

Two thousand one hundred fifty six dollars and fifty three cents

**\$ 2,156.53**

Dr to.

**NAB VISA D89**

**MUNICIPAL FUND**

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
1/06/2023	P134.261.2261	Fuel for jerry cans	\$4.77	\$ 52.50
2/06/2023	121402200	Corporate Internet - monthly subs	\$70.45	\$ 775.00
2/06/2023	121402050	CEO Recruitment advertising	\$50.00	\$ 550.00
8/06/2023	121402860	Kitchen supplies for Admin	\$28.13	\$ 309.50
9/06/2023	P134.261.2261	Fuel for jerry cans	\$6.79	\$ 74.66
14/06/2023	P134.261.2261	Fuel for jerry cans	\$7.32	\$ 80.52
16/06/2023	121403870	Austalian Standards Contract Template	\$12.92	\$ 142.17
9/06/2023	121402410	ADOBE Monthly subs -CDO		\$ 28.99
19/06/2023	121402410	ADOBE Monthly subs -EGO		\$ 28.99
22/06/2023	121404120	Fuel for jerry cans	\$8.75	\$ 96.20
28/06/2023	120302110	NAB Visa card fee CEO		\$ 9.00
28/06/2023	120302110	NAB Visa card fee DCEO		\$ 9.00
			Sub	\$ 2,156.53
			Sub	\$ -
				\$ 2,156.53

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

CERTIFIED SPECIAL EMERGENCY PAYMENT ..... *R. Lepp* ..... 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)



#1634

DOWERIN SHIRE

PO BOX 111

DOWERIN WA 6461

Statement Period

30 May 2023 to 28 June 2023

Company Account No:

4557 0498 0002 7159

Facility Limit:

\$16,000

**Your Account Summary**

Balance from previous statement	\$3,483.69 DR
Payments and other credits	\$3,483.69 CR
Purchases, cash advances and other debits	\$2,138.53 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$2,156.53 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$2,156.53 WILL BE  
CHARGED TO ACCOUNT 000086608- 0000480807363 ON  
04/07/2023 AS PER OUR AGREEMENT.**

0001179 1794557049800027159 / E-61634 S-100659 I-201717

see reverse for transaction details



Statement for

## NAB Business Visa

Attachment 7.1A

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 May 2023 to 28 June 2023  
Cardholder Limit: \$10,000

### Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Jun 2023	\$52.50	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			52.50	74211983151
2 Jun 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet			775.00	74564723152
2 Jun 2023	\$550.00	ALGJD PTY LTD BENDIGO	CEO Recruitment Advertising			550.00	74201333152
8 Jun 2023	\$309.50	KMART MULGRAVE	Kitchen supplies for Admin			309.50	74940523157
9 Jun 2023	\$74.66	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			74.66	74211983159
14 Jun 2023	\$80.52	PUMA DOWERIN MAHOMETS FLAT	Jerry Cans			80.52	74211983164
16 Jun 2023	\$142.17	SAI GLOBAL SYDNEY	Aus Standards Contract Template			142.17	74201333166
28 Jun 2023	\$9.00	CARD FEE	Card Fee CEO			9.00	74557043179
<b>Total for this period</b>	<b>\$1,993.35</b>		<b>Totals</b>			<b>\$ 1993.35</b>	

### Employee declaration

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

Cardholder signature

*Rebecca M. Trepp*

Date: 11/7/23

0001178 1794557049800027159 / E-45074 S-70857 L-141713





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)

Attachment 7.1A

**Cardholder Details**

Cardholder Name: MR AARON GARTH WOOLDRIDGE  
Account No: 4557 0455 3822 0801  
Statement Period: 30 May 2023 to 28 June 2023  
Cardholder Limit: \$5,000

**Transaction record for: MR AARON GARTH WOOLDRIDGE**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
9 Jun 2023	\$28.99	ADOBE ACROPRO SUBS Sydney	Pro subs CDO.			28.99	74773883158
19 Jun 2023	\$28.99	ADOBE ACROPRO SUBS Sydney	Pro subs E90			28.99	74773883166
22 Jun 2023	\$96.20	PUMA DOWERIN MAHOMETS FLAT	Jerry cans.			96.20	74211983172
28 Jun 2023	\$9.00	CARD FEE	Card fee DCEO			9.00	74557043179
<b>Total for this period</b>	<b>\$163.18</b>		<b>Totals</b>			<b>163.18</b>	

**Employee declaration**

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

Cardholder signature:

*Aaron Wooldridge*

Date: 11.7.23

0001179 1794557049800027159 / E-45074 S-70868 L-141715

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

### 12.1 Lot 5 Irvine Road, Dowerin – Amendment to Purpose of Development Application DA2022-03

<b>Governance &amp; Compliance</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	7 August 2023	
<b>Location:</b>	Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461	
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer	
<b>Author:</b>	Laura Pikoss- HBP Services WA	
<b>Legislation:</b>	<i>Planning &amp; Development Act 2005</i>	
<b>Sharepoint Reference:</b>	Compliance/Development & Building/Development Applications	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

#### Purpose of Report

To inform the Council of the factors to consider when determining an application for Development Approval (DA) for the construction of a temporary storage bulkhead to existing grain handling and storage facility, to an existing 'agricultural - extensive'/'primary industry' land use at Lot 5 Irvine Road, Dowerin.



Executive Decision



Legislative Requirement

#### Summary

The council has received a planning application seeking approval to establish a development. During its August meeting 2022, the Shire of Dowerin granted approval for a development application. This approval pertains to the construction of an open storage bulkhead at the existing grain handling and storage facility situated at Lot 5 on Deposited Plan 416021 Irvine Road, Dowerin. The granted development approval was subject to a time limit of 12 months, set to expire on November 27, 2023, which marks one year from the completion of the bulkhead's construction. Condition 4 of the approval mandates that CBH must obtain a modified development approval if it intends to maintain the infrastructure permanently.

CHB has advised due to consecutive record harvests over the past two years, CBH currently holds a substantial amount of carryover grain across its network. This surplus grain is being stored while preparations are made for this year's harvest. Anticipated projections indicate another substantial harvest, surpassing the five-year average. Consequently, the continued utilisation of the open storage bulkhead is vital to CBH's operational efficiency and long-term strategy.

Securing permanent approval for this infrastructure aligns with the planning framework for the area, particularly adhering to the objectives of the rural zone where it is situated. In light of the straightforward nature of the application, the fact that the construction is already completed, and its general adherence to the Shire's planning scheme. During the past 12 months there have been no complaints or traffic management issues, the officer recommends approval for this structure to be made permanent, without the requirement of an amended traffic management plan.

## Background

The bulk grain terminals have existed prior to 2010 and is part of the Shire of Dowerin's agricultural industry. The current proposal seeks to obtain permanent approval for the supplementary bulkhead storage, which received initial approval in August 2022.

- a) The development will not impact rural views:
- b) It is located more than 50m from neighbouring boundaries, which meets the required setback distances as stipulated in the Shire of Dowerin Local Planning Scheme No 2.

## Description of Proposal

The development proposal consists of an open storage bulkhead at its existing grain handling and storage facility located at Lot 5 on Deposited Plan 416021 Irvine Road,. As shown in **figure 1 General Layout of Bulkhead**.

The development is located at Lot 5 Goomalling-Wyalkatchem Road, DOWERIN 6461 and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

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

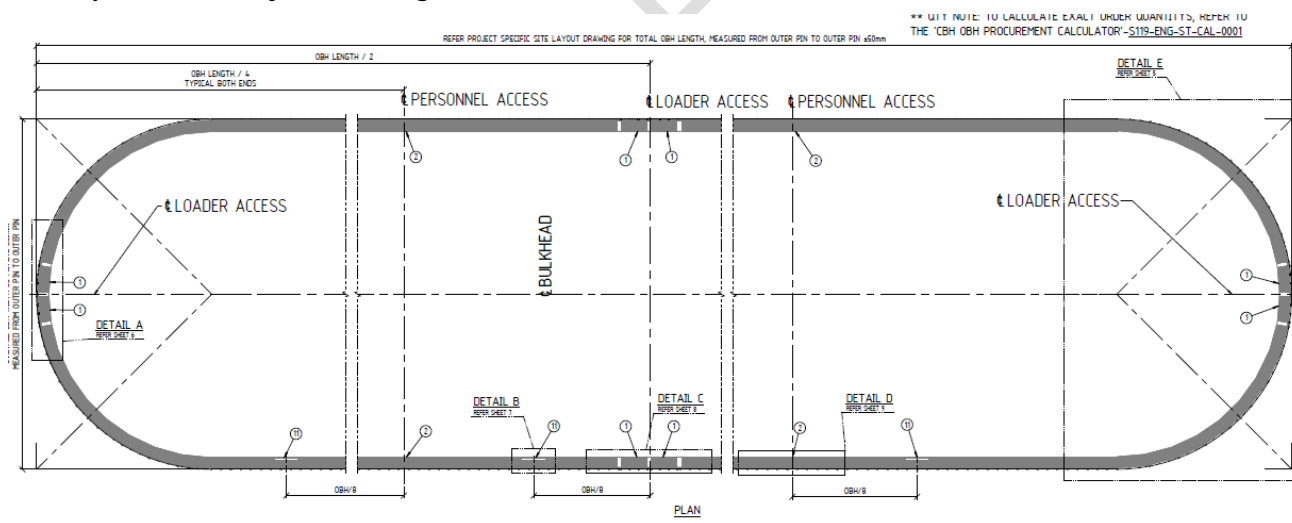


Figure 1: General Layout of Bulkhead

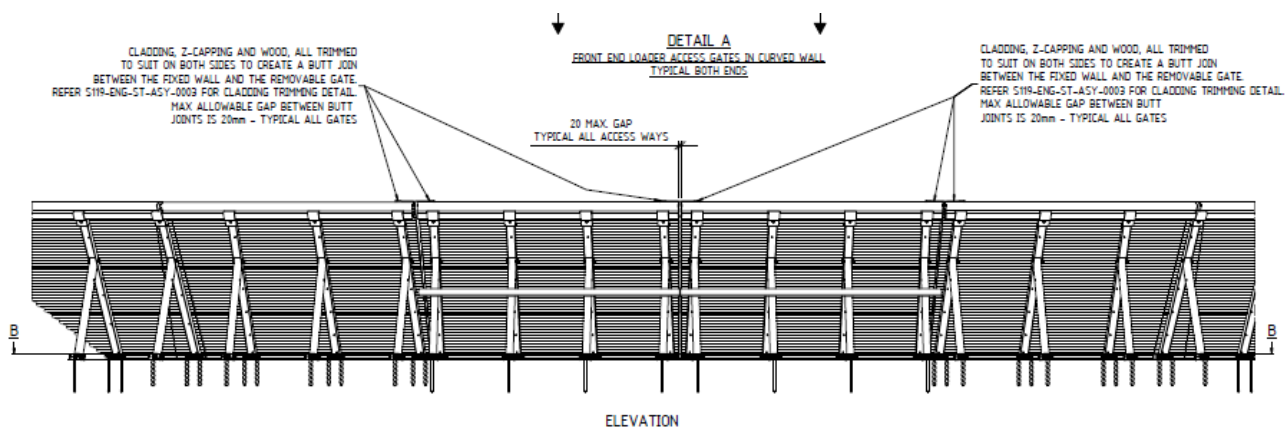


Figure 2: Elevation

## Site and Location



Figure 3: Satellite Image of Subject Site



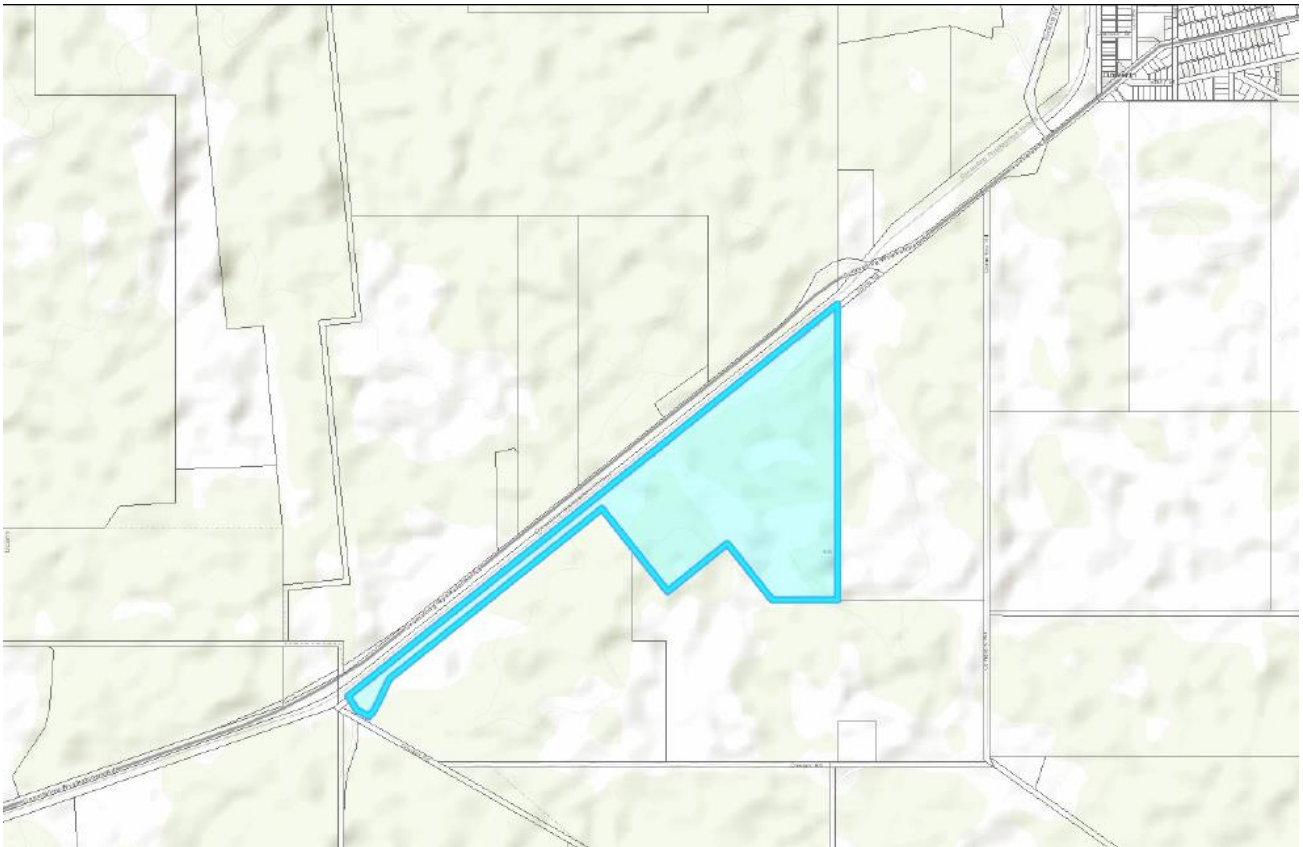


Figure 4: Topography Image Subject Site

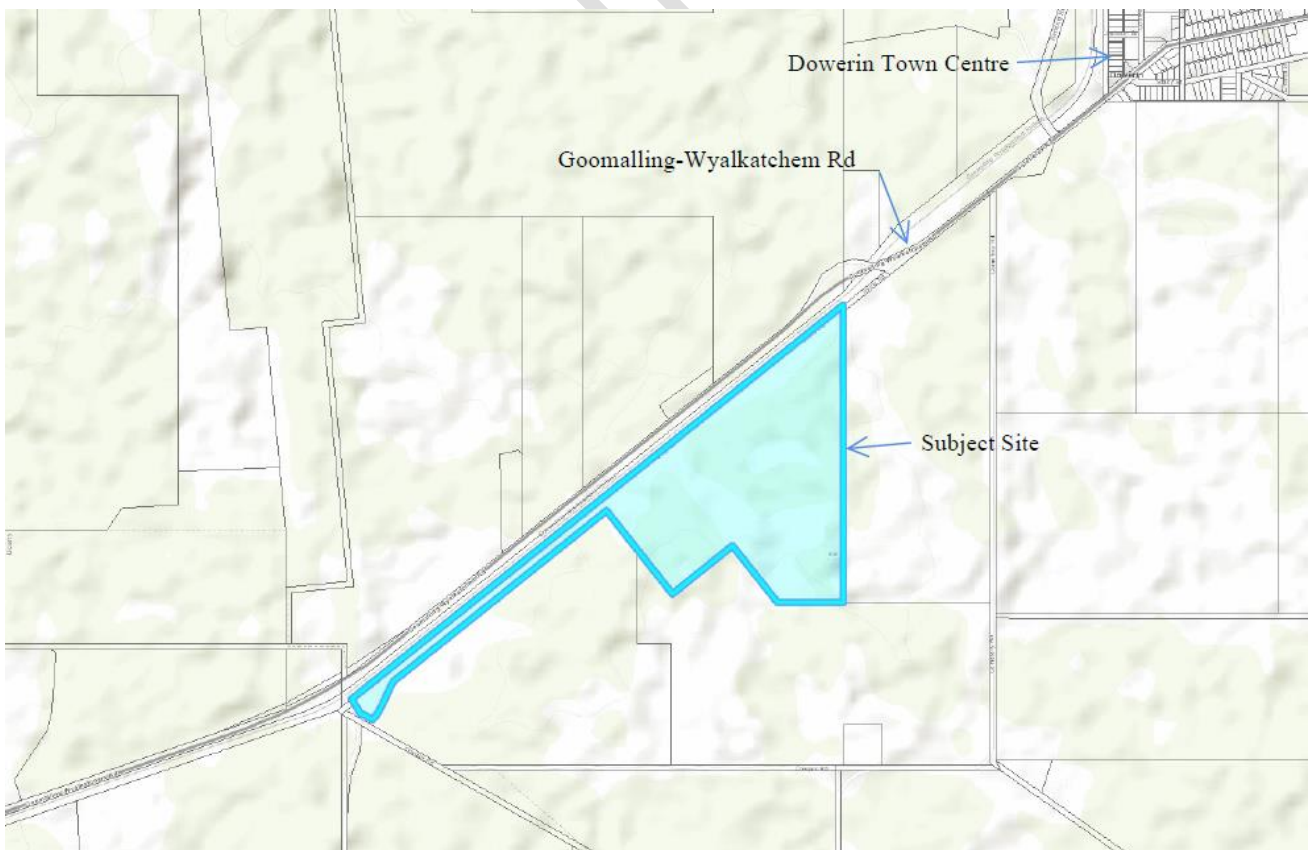


Figure 5: Location of Subject Site

## Consultation

Linley Dreghorn, Executive and Governance Officer  
Laura Pikoss, HBP Services


## Policy Implications

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

## Statutory Implications

In accordance with the planning framework a 'temporary grain storage facility' is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2.

The following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)																																																																																
Current Zoning	<p>'Rural' - See extract of Zoning Map below - green colour.</p>  <p>Figure 6 Extract of zoning map</p>																																																																															
Permissibility (Table 1 – Zoning Table)	<p>Table 1 - Zoning Table of LPS 2 qualifies storage facilities for grain production purposes as 'P' use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.</p> <table><tr><th rowspan="2">USE CLASSES</th><th colspan="7">ZONES</th></tr><tr><th>RESIDENTIAL</th><th>COMMERCIAL</th><th>LIGHT INDUSTRY</th><th>GENERAL INDUSTRY</th><th>TOWNSITE</th><th>RURAL RESIDENTIAL</th><th>RURAL</th></tr><tr><td colspan="8">INDUSTRY USES</td></tr><tr><td>Fuel Depot</td><td>X</td><td>X</td><td>X</td><td>A</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Industry AMD 1 GG 01/08/17</td><td>X</td><td>X</td><td>X</td><td>D</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Industry – Cottage</td><td>A</td><td>D</td><td>D</td><td>P</td><td>D</td><td>A</td><td>A</td></tr><tr><td>Industry – Extractive</td><td>X</td><td>X</td><td>X</td><td>P</td><td>X</td><td>X</td><td>D</td></tr><tr><td>Industry – Hazardous</td><td>X</td><td>X</td><td>X</td><td>A</td><td>X</td><td>X</td><td>X</td></tr><tr><td>Industry – Light</td><td>X</td><td>X</td><td>P</td><td>P</td><td>A</td><td>X</td><td>X</td></tr><tr><td>Industry – Primary Production AMD 1 GG 01/08/17</td><td>X</td><td>X</td><td>A</td><td>P</td><td>A</td><td>D</td><td>P</td></tr></table>	USE CLASSES	ZONES							RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL	INDUSTRY USES								Fuel Depot	X	X	X	A	A	X	X	Industry AMD 1 GG 01/08/17	X	X	X	D	X	X	X	Industry – Cottage	A	D	D	P	D	A	A	Industry – Extractive	X	X	X	P	X	X	D	Industry – Hazardous	X	X	X	A	X	X	X	Industry – Light	X	X	P	P	A	X	X	Industry – Primary Production AMD 1 GG 01/08/17	X	X	A	P	A	D	P
USE CLASSES	ZONES																																																																															
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Industry – Cottage	A	D	D	P	D	A	A																																																																									
Industry – Extractive	X	X	X	P	X	X	D																																																																									
Industry – Hazardous	X	X	X	A	X	X	X																																																																									
Industry – Light	X	X	P	P	A	X	X																																																																									
Industry – Primary Production AMD 1 GG 01/08/17	X	X	A	P	A	D	P																																																																									

Definitions	<p><i>The LPS 2 defines:</i></p> <p><i>a) 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.</i></p>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <li><i>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i></li> <li><i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i></li> <li><i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i></li> <li><i>To prevent any development that may affect the viability of a holding.</i></li> <li><i>To encourage small scale, low impact tourist accommodation in rural locations.</i></li> <li><i>To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i></li> </ul>
Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <ul style="list-style-type: none"> <li><i>Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'</i></li> </ul>
<p><b>Planning and Development (Local Planning Scheme) Regulations 2015</b> <i>(Statutory instrument)</i></p>	
Schedule 2; Part 9; Clause 68(2)	<p><i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i></p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p><i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i></p>
<p><b>State Planning Policy 3.7 – Planning in Bushfire Prone Areas</b> <i>(Statutory instrument – tied to Planning Regulations)</i></p>	
Generally	<p><i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i></p>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <p><i>a) Strategic planning proposals, subdivision and development applications within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></p> <p><i>b) Any strategic planning proposal, subdivision or development application in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></p>

	c) <i>This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i>
<b>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas</b> (Guidance document – tied to SPP 3.7)	
5. Exemptions	<p><i>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</i></p> <ul style="list-style-type: none"> <li><i>• result in the intensification of development (or land use);</i></li> <li><i>• result in an increase of residents or employees;</i></li> <li><i>• involve the occupation of employees on site for any considerable amount of time; or</i></li> <li><i>• result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.</i></li> </ul>

## Strategic Implications

### Local Planning Strategy

The Western Australian Planning Commission (WAPC) endorsed the Council's Local Planning Strategy (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:

- Recognise the agricultural industry as having economic and social significance to the Shire.
- Ensure the protection of agricultural resources by restricting subdivision of agricultural land that would remove it from being used for agricultural purposes.

### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.2

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)



<b>Risk Matrix Rating</b>	Low (4)
<b>Key Controls (in place)</b>	Community & Engagement Framework Communication & Engagement Policy Community Satisfaction Survey
<b>Action (Treatment)</b>	No Action required
<b>Risk Rating (after treatment)</b>	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.

#### Voting Requirements

☒ Simple Majority ☐ Absolute Majority

#### Officers Recommendation/Resolution – 12.1

**Moved:** Cr Hagboom **Seconded:** Cr Hudson

**0842** That Council, by Simple Majority, provides approval for the permanent installation of the bulkhead storage, which received temporary approval in August 2022 (CMRef 0649) subject to the following conditions:

1. All stormwater drainage from the proposed new infrastructure must be contained and disposed of on-site, in the already existing infrastructure;
2. Stormwater drainage management plan to be submitted within 30 days of approval.

#### ADVICE NOTES

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

- a. This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Dowerin.
- b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c. The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d. The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – [www.sat.justice.wa.gov.au](http://www.sat.justice.wa.gov.au).

CARRIED 5/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran

Cr Sewell returned to the meeting at 4:51pm

## 12.2 Integrated Strategic Plan Reporting - Quarterly Monitoring Review – July 2023

<h1>Governance &amp; Compliance</h1>		 <p>SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY</p>
<b>Date:</b>	8 August 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Brian Jones, Acting Chief Executive Officer	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> – Integrated Strategic Plan - Quarterly Monitoring Review – July 2023	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

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

### Background

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

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

### Comment

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

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

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

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

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

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

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

#### Consultation

Nil

#### Policy Implications

Nil

#### Statutory Implications

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

#### Strategic Implications

##### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

##### Asset Management Plan

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

##### Long Term Financial Plan

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

#### Risk Implications

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.

### Officers Recommendation/Resolution 12.2

**Moved:** Cr McMorran

**Seconded:** Cr Ward

**0843**

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

**CARRIED 6/0**

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

UNCONFIRMED

15 September 2023

# Integrated Strategic Plan

## Shire Priorities

### Quarterly Report – July 2023

Attachment 7.1A



Status Legend	
Not Commenced	●
In Progress	●
Completed	●

#### 1 Our Community - “We live in a diverse, healthy, safe and connected community”

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	✓	✓	✓	●	Council adopted the business case for the Shire to manage the CRC.
		1.1.2	Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	✓	✓	✓	✓	●	Funding secured & implementation continues; hosted Welcome to Dowerin, Pie & Pint Night & ANZAC Day in reporting period.
		1.1.3	Actively work with our community to strengthen relations to enhance safety, wellbeing, and a sense of belonging	✓	✓	✓	✓	●	Community stakeholder relations ongoing.
1.2	Support and maintain facilities that connect people, and promote an active and healthy community	1.2.1	Review and action the Shire Disability Access and Inclusion Plan (DAIP)	✓	✓	✓	✓	●	Next review due in July 2023.
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	✓	✓	✓	●	Service level review for transport completed and community development underway. Programmed service levels reviews for parks and garden commence in May.
1.3	Encourage and support volunteers and community groups to strengthen an active volunteer base	1.3.1	Partner with community groups to develop and implement viable volunteer models	✓	✓	✓	✓	●	Working with the CRC & DCC to identify appropriate solutions.
		1.3.2	Advocate and support volunteer networks to expand the volunteer base across the region with a focus on continuous improvement	✓	✓	✓	✓	●	Advocacy and support ongoing.

		1.3.3	Continue to share and provide resources to community groups to encourage the capability and capacity of volunteers	✓	✓	✓	✓	●	Attachment 7.1A Support and assistance provided upon request.
1.4	Boost and continue to support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership	1.4.1	Implement actions from the Youth Plan	✓	✓	✓	✓	●	Planning underway to implement action 3.1.1 Skate Park Redevelopment; Urban Art project completed in reporting period; Funding application for infrastructure improvements due to be lodged in May 2023.  Funding secured and planning finalised to implement action 1.1 Encourage skill and development training and action 3.1 Engage with young people in the development of public spaces and community facilities: Street Banner Project – due to be completed June 2023.
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	✓	✓	✓	●	Supportive relationship in place.

## 2 Our Economy - “We are an attractive location to invest, live, play, visit and work”

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
2.1	Attract investment, create jobs, and support small business growth	2.1.1	Proactively support the Dowerin Business Association and in partnership deliver identified initiatives	✓	✓	✓	✓	●	Continue as silent administrator of DBA.
		2.1.2	Identify opportunities and strategies for attracting new businesses and expanding existing businesses	✓	✓	✓	✓	●	Investment opportunities advertised on Shire website; RDA facilitated the first economic development workshop with Council in February 2023.
		2.1.3	Identify and implement initiatives to attract and retain population	✓	✓	✓	✓	●	Campaigns to date broadly promote Dowerin.
		2.1.4	Implement a Marketing Plan that promotes the lifestyle and opportunities within Dowerin	✓	✓	✓	✓	●	Shire website promotes Dowerin's lifestyle opportunities; Utilisation of Dowerin Brand for marketing purposes.

15 September 2023

2.2	Encourage, promote, and deliver activities and events that promote our region	2.2.1	Promote and develop tourism and maintain local attractions	✓	✓	✓	✓	●	Participated in AGO and Wheatbelt Way campaigns; Activating stage 1 of Everlasting Trail in collaboration with Goomalling and Cadoux.
		2.2.2	Investigate and implement opportunities to further develop Dowerin Short Stay Accommodation	✓	✓	✓	✓	●	Implementation of SSA marketing plan ongoing; Review of the SSA Stage 3 Business Case progressing; Connected SSA to super-fast wireless broadband.
		2.2.3	Partner with NEWTravel and Pioneer's Pathway to promote the region as a great place to visit	✓	✓	✓	✓	●	Continued liaison & product development with Wheatbelt Way and Pioneers' Pathway to promote region.

Attachment 7.1A

### 3 Our Infrastructure - "We have functional infrastructure that meets the needs of the community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	✓	✓	✓	●	Provided NBN a letter of support for Regional Connectivity Program to fund fixed wireless in Dowerin, Goomalling & Wyalkatchem; Entered into a sub-agreement with Xenex to install infrastructure to provide access to super-fast wireless broadband in Dowerin townsite.
		3.1.2	Advocate and seek funding for renewable power, emergency back-up and a micro-grid that will complement current and sustainable power supplies within the region	✓	✓	✓	✓	●	NEWROC developed its energy vision to articulate the vision, purpose, projects & outcomes.
3.2	Sustainably manage assets and infrastructure	3.2.1	Review and implement the Shire Strategic Resource Plan	✓	✓	✓	✓	●	Asset Management Plan & Long-Term Financial Plan adopted.
		3.2.2	Review Shire facilities and develop a Community Facilities and Property Plan	✓				●	Draft near finalisation.
		3.2.3	Develop and implement a Masterplan for the upgrade of public spaces		✓	✓	✓	●	Due to commence in 22/23

3.3	Housing meets existing and future community need for families and workers	3.3.1	Investigate and implement opportunities for appropriate housing investment models for Dowerin		✓	✓	✓	●	Investigations commenced, draft concept and indicative costings received.	Attachment 7.1A
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#### 4 Our Natural Environment - "We manage our natural environment appropriately to ensure a sustainable future for our community"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	✓	✓	✓	●	Due diligence progressing; Contractor engaged to prepare Refuse Closure Management Plan.
		4.1.2	Develop and implement a Shire Water Management Plan	✓	✓	✓	✓	●	Implementing Dowerin Townsite Greening Water Scheme Upgrade Plan; Shire Water Management Plan is drafted.
		4.1.3	Prepare management plans for Shire reserves		✓			●	Due to commence in 22/23.
		4.1.4	Develop and implement a Sewage Management Plan		✓	✓	✓	●	Not due to commence until 22/23.

#### 5 Our Organisation - "We are recognised as a transparent, well governed, and effectively managed Local Government"

No	Community Priority	No	Actions	21 22	22 23	23 24	24 25	Status	Quarterly Update
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	✓	✓	✓	●	Review progressing.
		5.1.2	Continue to uphold our Customer Service Charter	✓	✓	✓	✓	●	Review completed; Implementation ongoing.



		5.1.3	Undertake a community satisfaction survey every two years		✓		✓	●	Attachment 7.1A Completed September 2022.
5.2	Operate ethically professionally and in a transparent manner to our community and stakeholders	5.2.1	Continue to review and develop policy and frameworks that reflects our values and decision-making outcomes	✓	✓	✓	✓	●	Reviewed regularly.
		5.2.2	Improve communication to inform our community of decision-making criteria	✓	✓	✓	✓	●	Implementing; reviewed annually.
5.3	Ensure planning, reporting, and resourcing is in accordance with compliance and statutory requirements	5.3.1	Continue to implement and monitor the Integrated Planning and Reporting milestones	✓	✓	✓	✓	●	Monitoring continues through quarterly reports.
		5.3.2	Continue to improve compliance with statutory and regulatory requirements	✓	✓	✓	✓	●	All requirements complied with.
		5.3.3	Continue to foster a respectful, strong and supportive organisational culture	✓	✓	✓	✓	●	Ongoing.
5.4	Advocate and lobby effectively on behalf of our community	5.4.1	Maximise the ability to advocate with members of Great Eastern Country Zone, North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), and the WA Local Government Association	✓	✓	✓	✓	●	Advocation takes place when required.
		5.4.2	Increase collaboration amongst stakeholders and surrounding local governments to identify opportunities that will improve local and regional service delivery	✓	✓	✓	✓	●	Collaboration ongoing & new opportunities considered.

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

### 13.1 Restricted Access Vehicle Use - Various Roads

<h2>Works &amp; Assets</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	4 August 2023	
<b>Location:</b>		
<b>Responsible Officer:</b>	Ben Forbes, Asset and Works Coordinator	
<b>Author:</b>	Ben Forbes, Asset and Works Coordinator	
<b>Legislation:</b>	<i>Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014</i>	
<b>Sharepoint Reference:</b>	Technical / Roads	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents a proposal to Council to consider a request to amend the Restricted Access Vehicle (RAV) rating for Ucarty South Road, Rifle Range Road, Eaton Sand Hole Road, Eaton Road, Irvine Road, Jones Street, Dowerin-Meckering Road, and Koorda-Wongan Hills Road.

#### Background

Two separate applications have been submitted to Main Roads Western Australia Heavy Vehicle Services requesting a route determination Restricted Access Vehicle (RAV) Network 7 and AMMS level 3 on the following roads.

- Ucarty South Road,
- Rifle Range Road,
- Eaton Sand Hole Road,
- Eaton Road,
- Irvine Road,
- Jones Street,
- Dowerin-Meckering Road, and
- Koorda-Wongan Hills Road

Councils Restricted Access Vehicle policy provides the CEO authorization to allow Heavy Vehicle Services to inspect roads up to a RAV 4 without a formal council decision. RAV Network 5 and above requires a council decision.

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070023	Koorda Wongan Hills Rd	Cadoux - Koorda Rd (13.92)	Cadoux - Koorda Rd (23.43)	Tandem Drive 4	No change
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070023	Koorda Wongan Hills Rd	Cadoux - Koorda Rd (13.92)	Cadoux - Koorda Rd (23.43)	AMMS 1	AMMS 3

Dimension Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Network	Requested Network
4070007	Ucarty South Rd (Ucarty, Quelagetting)	Eaton Rd & Ucarty Rock East Rd (SLK 11.20)	Eaton Sand Hole Rd (SLK 14.08)	Tandem Drive Network 4	Tandem Drive Network 7
4070045	Rifle Range Rd (Ucarty)	Goomalling Wyalkatchem Rd & Rifle Range Access Rd (SLK 0.00)	Irvine Rd (SLK 0.08)	Tandem Drive Network 4	Tandem Drive Network 7
4070049	Eaton Sand Hole Rd (Ucarty)	Ucarty South Rd (SLK 0.00)	Nambling South Rd (SLK 3.32)	Tandem Drive Network 4	Tandem Drive Network 7
4070060	Eaton Rd (Ucarty)	Dowerin - Meckering Rd (SLK 0.00)	Ucarty South Rd & Ucarty Rock East Rd (SLK 2.09)	Tandem Drive Network 4	Tandem Drive Network 7
4070067	Irvine Rd (Dowerin, Ucarty)	Goomalling Wyalkatchem Rd (SLK 0.00)	Rifle Range Rd (SLK 2.68)	Nil	Tandem Drive Network 7
4070112	Jones St (Dowerin)	Goldfields Rd & Goomalling Wyalkatchem Rd (SLK 1.05)	Dowerin - Meckering Rd & Meckering Rd (SLK 1.48)	Tandem Drive Network 7	Tandem Drive Network 7
4070183	Dowerin - Meckering Rd (Quelagetting, Ucarty, Dowerin)	Meckering - Dowerin Rd (SLK 0.00)	Jones St & Meckering Rd (SLK 25.64)	Tandem Drive Network 7	Tandem Drive Network 7
Mass Requirements					
Road No.	Road Name	From Location (SLK)	To Location (SLK)	Current Mass Level	Requested Mass Level
4070007	Ucarty South Rd (Ucarty, Quelagetting)	Eaton Rd & Ucarty Rock East Rd (SLK 11.20)	Eaton Sand Hole Rd (SLK 14.08)	AMMS 1	AMMS 3
4070045	Rifle Range Rd (Ucarty)	Goomalling Wyalkatchem Rd & Rifle Range Access Rd (SLK 0.00)	Irvine Rd (SLK 0.08)	AMMS 1	AMMS 3
4070049	Eaton Sand Hole Rd (Ucarty)	Ucarty South Rd (SLK 0.00)	Nambling South Rd (SLK 3.32)	AMMS 1	AMMS 3
4070060	Eaton Rd (Ucarty)	Dowerin - Meckering Rd (SLK 0.00)	Ucarty South Rd & Ucarty Rock East Rd (SLK 2.09)	AMMS 1	AMMS 3
4070067	Irvine Rd (Dowerin, Ucarty)	Goomalling Wyalkatchem Rd (SLK 0.00)	Rifle Range Rd (SLK 2.68)	AMMS 1	AMMS 3
4070112	Jones St (Dowerin)	Goldfields Rd & Goomalling Wyalkatchem Rd (SLK 1.05)	Dowerin - Meckering Rd & Meckering Rd (SLK 1.48)	AMMS 1	AMMS 3
4070183	Dowerin - Meckering Rd (Quelagetting, Ucarty, Dowerin)	Meckering - Dowerin Rd (SLK 0.00)	Jones St & Meckering Rd (SLK 25.64)	AMMS 1	AMMS 3

## Comment

While RAV access provides productivity benefits to the transport industry, there are also considerable benefits to road managers and the local community. These benefits are all based around reducing the number of heavy vehicle movements on the road and include reducing risk exposure (e.g. reducing potential for serious crashes), reducing carbon emissions, reducing heavy vehicle noise, and in some cases reducing congestion.

While it is acknowledged that AMMS mass limits cause additional road wear when compared to statutory mass limits, AMMS requires the transport operator to have strict loading controls in place, which are audited by HVS.

The proposed increase in RAV and AMMS on the shire roads is anticipated to result in additional road maintenance costs due to the existing pavement thicknesses and carriageway width.

Consequently, the shire roads will likely experience an increased need for maintenance and repair activities, leading to additional costs to ensure their safe and sustainable operation, particularly along designated school bus routes.

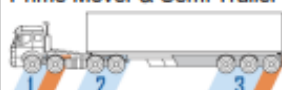



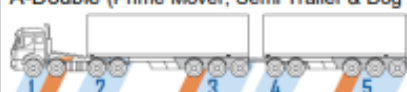

The whole of life estimates for these roads may be altered by a change in the RAV Network rating.

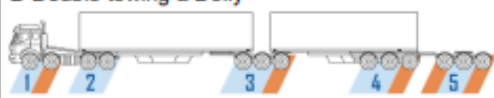

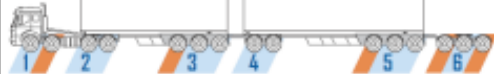





### Accredited Mass Management Scheme

	SINGLE STEER AXLE	TANDEM GROUP	TRI AXLE GROUP
STANDARD AXLE WEIGHT	6.0t	16.5t	20.0t
LEVEL 1 (A)	6.0-7.0t	17.0t	21.5t
LEVEL 2 (B)	6.0-7.0t	17.0t	22.5t
LEVEL 3 (C)	6.0-7.0t	17.5t	23.5t

## 1.1 AMMS Approved Vehicles

An AMMS Prime Mover, Trailer Combinations Period Permit applies to a RAV in the following table with a Maximum Modified Mass equal to or less than the Maximum Modified Mass specified on the particular permit:

Category 1 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
1A	<div>Prime Mover &amp; Semi Trailer</div> 	≤19.0 m	Level 1	50 t	2 t	N1.1
			Level 2	Not Approved		
			Level 3	Not Approved		
Category 2 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
2A	<div>Prime Mover &amp; Semi Trailer</div> 	≤20 m	Level 1	50.5 t	2 t	N2.1
			Level 2	51.5 t	3 t	N2.2
			Level 3	53 t	5 t	N2.3
2B	<div>Prime Mover, Semi Trailer &amp; Pig Trailer or Dolly</div> 	≤27.5 m	Level 1	68.5 t	2 t	N2.1
			Level 2	69.5 t	3 t	N2.2
			Level 3	71 t	5 t	N2.3
2C	<div>B-Double</div> 	≤27.5 m	Level 1	72 t	4 t	N2.1
			Level 2	74 t	6 t	N2.2
			Level 3	76.5 t	8 t	N2.3
Category 3 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
3A	<div>A-Double (Prime Mover, Semi Trailer &amp; Dog Trailer)</div> 	≤27.5 m	Level 1	89 t	4 t	N3.1
			Level 2	91 t	6 t	N3.2
			Level 3	94 t	9 t	N3.3
Category 4 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
4A	<div>A-Double (Prime Mover, Semi Trailer &amp; Dog Trailer)</div> 	≤27.5 m	Level 1	93.5 t	5 t	N4.1
			Level 2	96.5 t	8 t	N4.2
			Level 3	100 t	12 t	N4.3

Category 5 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
5A	B-Double towing a Dolly 	27.5 m + dolly	Level 1	72 t + dolly	4 t	N5.1
			Level 2	74 t + dolly	6 t	N5.2
			Level 3	76.5 t + dolly	8 t	N5.3
5B	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
5C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	89 t + dolly	4 t	N5.1
			Level 2	91 t + dolly	6 t	N5.2
			Level 3	94 t + dolly	9 t	N5.3
5D	B-Triple 	>27.5 m ≤36.5 m	Level 1	89 t	4 t	N5.1
			Level 2	91 t	6 t	N5.2
			Level 3	94 t	9 t	N5.3
Category 6 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
6A	A-Double (Prime Mover, Semi Trailer & Dog Trailer) 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6B	B-Triple 	>27.5 m ≤36.5 m	Level 1	93.5 t	5 t	N6.1
			Level 2	96.5 t	8 t	N6.2
			Level 3	100 t	12 t	N6.3
6C	A-Double towing a Dolly 	27.5 m + dolly	Level 1	93.5 t + dolly	5 t	N6.1
			Level 2	96.5 t + dolly	8 t	N6.2
			Level 3	100 t + dolly	12 t	N6.3
Category 7 RAVs						
Cat.	Vehicle Description	Length	AMMS Level	Max. Gross Mass	Max. Modified Mass	Approved Network
7A	AB-Triple (Prime Mover, Semi Trailer & B-double) 	>27.5 m ≤36.5 m	Level 1	115 t	7 t	N7.1
			Level 2	119 t	11 t	N7.2
			Level 3	123.5 t	15 t	N7.3

## Statutory Implications

The Road Traffic Act 1974 and the Road Traffic (Vehicle) Regulations 2014 govern the use of heavy vehicles on roads within Western Australia and define items such as compliance notices, exemptions, permits and notices for heavy restricted access vehicles. These regulations also contain provisions for mass and loading, load restraints, vehicle modifications and vehicle maintenance.

The Land Administration Act 1997 Section 55 and Local Government Act 1995 Section 3.53(2) gives the Shire of Dowerin management responsibility for roads within its boundaries

## Policy Implications

### Request to Access Roads

- a) RAV Classified Roads - If required, heavy vehicle transport operators may request use of a classified road on the RAV Network by applying to the Chief Executive Officer (CEO) for approval.
- b) Unclassified Roads - If the road is not classified on the RAV Network, then the applicant will first need to apply to MRWA (HVS). Upon receipt from MRWA (HVS), the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines and if supported, a submission will be made to MRWA (HVS) for their consideration including any conditions that may apply to the use of the road.
- c) AMMS Network - Heavy Vehicle transport operators may apply for a road already classified on the RAV Network to be approved for an AMMS Network level by applying to MRWA (HVS). Upon receipt from MRWA (HVS) the Shire of Dowerin will assess the request in accordance with MRWA approved guidelines. If supported, a submission will be made to MRWA (HVS) for their consideration.
- d) Should the road access request be declined, the Shire of Dowerin will inform MRWA (HVS) who will advise the applicant.
- e) Depending on the need for access, a RAV access request may be supported if the applicant is willing to meet the costs associated for the shire to carry out any road upgrades or vegetation pruning necessary to qualify the road for the RAV network level requested.

### RAV Road Reclassification

The Shire may withdraw support for an approved route at any time if:

- i. The route is deemed unsafe for RAV use;
- ii. The route is deemed unsuitable for RAV use; or
- iii. The heavy vehicle transport operator has breached approval conditions.

The CEO may grant agreement to Main Roads to inspect roads up to N4 to without referring the matter to Council providing the road/roads comply with the Main Roads Route Assessment Guidelines at standard VSR axle mass limits.

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1



### Asset Management Plan

The whole of life estimates for this road may be altered by a change in the RAV Network rating.

### Long Term Financial Plan

Nil

#### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	Significant damage requiring internal & external resources to rectify
<b>Consequence Rating</b>	Major (4)
<b>Likelihood Rating</b>	Likely (4)
<b>Risk Matrix Rating</b>	Moderate (6)
<b>Key Controls (in place)</b>	Regular inspections by staff to ensure minimal damage
<b>Action (Treatment)</b>	Possible reduction or removal of RAV Rating
<b>Risk Rating (after treatment)</b>	Effective

#### Financial Implications

There are no immediate financial implications, however a change in RAV Network Rating for all or part of the road has the potential to reduce the life of the road and increase the maintenance requirements of the road.

The whole-of-life estimates for these roads may be altered by a change in the RAV Network rating.



## Voting Requirements



Simple Majority



Absolute Majority

## Officers Recommendation/Resolution – 13.1

**Moved:** Cr Trepp

**Seconded:** Cr Hagboom

**0844**

That Council, by Simple Majority in accordance with the *Road Traffic Act 1974* and Section 3.53(2) of the *Local Government Act 1995*, advises Main Roads Western Australia Heavy Vehicles Services:

That Council support the application for Heavy Vehicle Services to inspect the below roads for Route Determination RAV 7 Network subject to the stipulated conditions below:

- Ucarty South Road,
- Rifle Range Road,
- Eaton Sand Hole Road,
- Eaton Road,
- Irvine Road,
- Jones Street,
- Dowerin-Meckering Road, and
- Koorda-Wongan Hills Road.

That RAV7 combination vehicles not operate on designated unsealed School Bus Routes within the Shire of Dowerin between 7am to 8.30am and 2:30pm to 4.00pm, Monday to Friday, excluding School Holidays, and

That a maximum speed stipulation of 60kmh be enforced for all RAV7 combination vehicles operating on the roads under consideration in the Shire of Dowerin.

During debate Cr Hagboom moved the following amendment:

### Amendment

That the motion be amended by reducing the restricted usage times during school bus hours from 1.5 hours to 15 minutes in the morning and afternoon.

MOTION LAPSED FOR WANT OF A SECONDER

The original Motion was then considered by Council.

LOST 2/4

**For:** Cr Trepp, Cr Hudson

**Against:** Cr Ward, Cr McMorran, Cr Hagboom, Cr Sewell

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

Nil

**15. Elected Members' Motions**

Nil

**16. Matters Behind Closed Doors**

**16.1 Confidential Item 16.1 - Confidential Item - T2023-05 - Determination of Tender Submissions**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution 16**

**Moved:** Cr Hudson

**Seconded:** Cr Ward

**0845** That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 6/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

5.05 pm – Council went Behind Closed Doors.

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution 16**

**Moved:** Cr Trepp

**Seconded:** Cr Hudson

**0846** That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 6/0

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

5.10 pm – Council came out from Behind Closed Doors

**16.1A Confidential Item 16.1 – Confidential Item – T2023-05 – Determination of Tender Submissions**

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Council Resolution – 16.1**

**Moved:** Cr Hudson

**Seconded:** Cr Sewell

**0847** That, by Simple Majority, in accordance with Regulation 18(4) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Accepts the Tender submitted by Holberton Earthmoving for Tender T2023-05 – Construction Program 2023 - 2024 in the amount as per Confidential Attachment 16.1A as the most advantageous tender to form a Contract; and
2. In accordance with Regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the formation of the Contract to the Acting Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.

**CARRIED 6/0**

**For:** Cr Trepp, Cr Ward, Cr Hagboom, Cr Hudson, Cr McMorran, Cr Sewell

**17. Closure**

The President thanked those in attendance and declared the meeting closed at 5.11pm.



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Asset & Works Committee Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
5 September 2023

UNCONFIRMED

ABN: 35 939 977 194

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

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



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1.	Official Opening
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7.	Officer's Reports
7.1	<a href="#">Roads to Recovery – Surplus Funding</a>
7.2	<a href="#">Local Roads and Community Infrastructure Program (LRCIP) Phase 4 Part B Allocation</a>
8.	Questions from Members
9.	Urgent Business Approved by the Person Presiding or by Decision
10.	Date of Next Meeting
11.	Closure

Shire of Dowerin  
Asset & Works Committee Meeting  
5 September 2023



1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 1.59pm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr JC Sewell	Chair
Cr RI Trepp	
Cr AJ Metcalf	

Staff:

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

Apologies:

Approved Leave of Absence:

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Asset & Works Committee Meeting held on 6 February 2023.

Attachment 5.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution – 5.1

Moved: Cr Trepp

Seconded: Cr Metcalf

848

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held 6 February 2023, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 3/0

FOR: Cr Sewell, Cr Metcalf, Cr Trepp

6. PRESENTATIONS

Nil



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Asset & Works Committee Meeting

Held in Council Chambers  
13 Cottrell Street, Dowerin WA 6461  
6 February 2023

UNCONFIRMED

ABN: 35 939 977 194

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

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



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7.	<b>Officer's Reports</b>
7.1	<a href="#"><u>Regional Road Group (RRG) 5 Year Plan - Proposed Amendment</u></a>
8.	<b>Questions from Members</b>
9.	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
10.	<b>Date of Next Meeting</b>
11.	<b>Closure</b>



## Shire of Dowerin Asset & Works Committee Meeting 6 February 2023



### 1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 2.15pm.

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

#### Committee Members:

Cr JC Sewell	Chair
Cr RI Trepp	
Cr AJ Metcalf	

#### Staff:

Ms R McCall	Chief Executive Officer
Ms L Dreghorn	Executive & Governance Officer
Mr B Forbes	Asset & Works Coordinator

#### Apologies:

#### Approved Leave of Absence:

### Request for Attendance via Remote Connection

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Cr JC Sewell has requested attendance at this Asset & Works Committee Meeting via remote connection.

### Voting Requirements

☐ Simple Majority ☒ Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Trepp **Seconded:** Cr Metcalf

**0721** That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Council:

1. Approves Cr JC Sewell's attendance at the February 2023 Asset & Works Committee Meeting via remote connection; and
2. Approves Donrail Farm as a suitable place for Cr JC Sewell's attendance.

**CARRIED BY ABSOLUTE MAJORITY 2/0**

2.16pm – Cr JC Sewell was contacted via Zoom and joined the meeting.

### 3. Public Question Time

Nil

### 4. Disclosure of Interest

Nil

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

5.1 Asset & Works Committee Meeting held on 9 August 2022.

### Attachment 5.1A

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/ Resolution – 5.1

**Moved:** Cr Trepp

**Seconded:** Cr Metcalf

**0722** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Asset & Works Committee Meeting held 9 August 2022, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.


**CARRIED 3/0**

## 6. PRESENTATIONS

Nil

## 7. OFFICER'S REPORTS

### 7.1 Regional Road Group (RRG) 5 Year Plan – Proposed Amendment

<b>Asset &amp; Works</b>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	30 January 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 7.1A</b> - RRG 5 Year Amended Plan	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

This Item presents the Regional Road Group (RRG) 5 Year Plan – Proposed Amendment to the Asset & Works Committee for consideration and, if satisfactory, recommendation to Council for adoption.

#### Background

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

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

A RRG is responsible for:

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

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

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

- provide advice to the RRG.

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

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

#### **Comment**

The RRG Five (5) Year Program was presented to the Committee at its August 2022 meeting for consideration and endorsement to Council. At the 16 August 2022 Ordinary Council Meeting, Council adopted the RRG Five Year Program (CMRef 0645).

Inspections of local distributor roads identified that the floodway on the Koorda-Wongan Hills Road has failed posing a risk to all road users. After consultation with external specialists, this floodway was deemed a priority for repair. It is recommended to amend the RRG program to accommodate the floodway repair to be undertaken in 2023/2024. This will result in the deferment of the reconstruction of a section of the Cunderdin-Minnivale Road.

#### **Consultation**

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

#### **Policy Implications**

Shire of Dowerin Road Strategy 2021

#### **Strategic Implications**

##### **Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

##### **Asset Management Plan**

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

##### **Long Term Financial Plan**

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

## Statutory Implications

The *Local Government Act 1995*

## Risk Implications

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

## Financial Implications

Nil

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution – 7.1

**Moved:** Cr Metcalf

**Seconded:** Cr Sewell

**0723** That, in accordance with the *Local Government Act 1995*, the Asset & Works Committee:

1. Receives the Regional Road Group 5 Year Amended Plan, as presented in Attachment 7.1A; and
2. Recommends to Council that it adopts the Regional Road Group 5 Year Amended Plan.

**CARRIED 3/0**

Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.

<b>8.</b>	<b>Questions from Members</b>
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Nil

<b>9.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil

<b>10.</b>	<b>Date of the Next Meeting</b>
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TBA


<b>11.</b>	<b>Closure</b>
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The Chair thanked those in attendance and declared the Meeting closed at 2:20pm

UNCONFIRMED

## 7. OFFICER'S REPORTS

### 7.1 Roads to Recovery – Allocation of Surplus Funding

<b>Asset &amp; Works</b>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	24 August 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes. Asset & Works Coordinator	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

To consider the allocation of unallocated Roads to Recovery funding.

#### Background

Council has \$38,861 of unallocated Roads to Recovery funding for 2023/24. Council needs to determine projects for this funding.

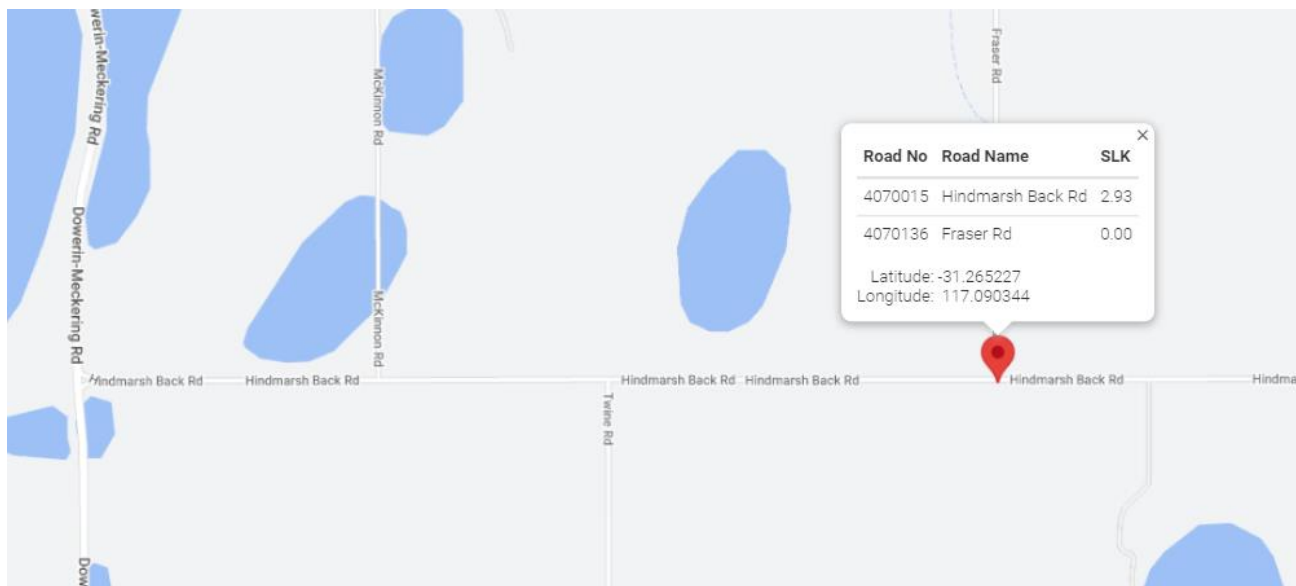
#### Comment

It is recommended that the \$38,861 roads to recovery funding be allocated to the Hindmarsh Back Road program.

Council has agreed to allocate \$93,145 of Roads to Recovery funding to Hindmarsh Back Road in the current budget to gravel re-sheet 2.0km (0.300 to 2.300).

If Council agrees to allocate an additional \$38,861 to this project, the gravel re-sheeting can be extended by 630m (to SLK 2.93), finishing at the Fraser Road intersection. Notably, the surplus funds align seamlessly with the projected costs of this extension.

Hindmarsh Back Road serves as a school bus route and allocating the funding to extend this project will address both infrastructure enhancement and community needs simultaneously.



### Consultation

Ben Forbes, Asset & Works Coordinator  
Brian Jones, Acting Chief Executive Officer

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Statutory Implications



The *Local Government Act 1995*

### Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Time
Risk Description	\$5,001 - \$50,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	RRG 5 Year Plan AMP and LTFP
Action (Treatment)	Regional Road Sub-Group Meetings
Risk Rating (after treatment)	Adequate

### Financial Implications

Nil

### Voting Requirements

☐

Simple Majority

☒

Absolute Majority

### Officer's Recommendation/Resolution - 7.1

**Moved:** Cr Sewell

**Seconded:** Cr Trepp

**849**

**That the Asset & Works Committee recommend to Council:**

1. That Council allocate the balance of the 2023/24 Roads to Recovery funding of \$38,861 to gravel re-sheeting Hindmarsh Back Road from SLK 2.30 to 2.93.

**CARRIED 3/0**

**FOR:** Cr Sewell, Cr Metcalf, Cr Trepp

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

## 7.2 Local Roads and Community Infrastructure Program (LRCIP) Phase 4 Part B Allocation

<h1>Asset &amp; Works</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	24 August 2023	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Ben Forbes. Asset & Works Coordinator	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>		
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 7.2A - Sealed Roads Report</a>	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

To nominate projects for LRCIP Phase 4 Part B funding.

### Background

Council has been allocated \$221,353 for Phase 4B LRCIP and is required to nominate complying projects prior to 31 December 2024.

Nominated projects must be from one of the below categories and be completed by no later than 30 June 2025.

Project Work Categories:

Work Category - ROAD	Description
Bridge works	Any work involving bridges or culverts
Construction of a new road	Construction of a road where no road existed on that alignment before.
Drainage	Culverts, kerb and guttering and related activities where the purpose of the works is to improve drainage only.
General Maintenance Road	Pothole repairs, vegetation clearing, minor crack sealing and grading (unless new gravel is being added) are all considered to be general maintenance.
Noise and Vibration Mitigation Measures	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
Reconstruction	Rebuilding a road that already exists (can include upgrading)
Rehabilitation	Work to return a road to its original standard
Resealing	Second or subsequent sealing of roads
Sheeting / Re-sheeting	Where additional gravel etc. is added on top of an existing road

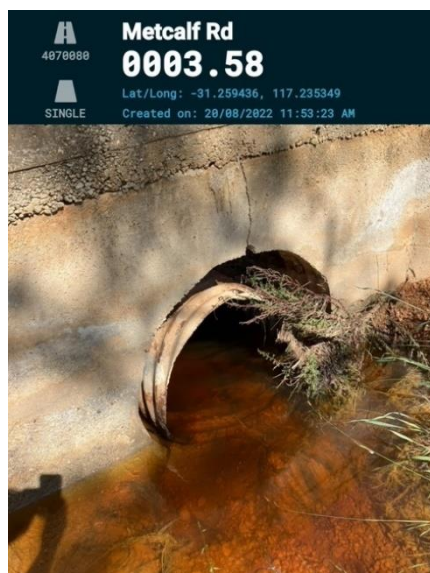
<b>Sealing</b>	Putting a seal on an unsealed road.
<b>Street lighting equipment</b>	Works related to vehicle traffic and pedestrian lighting
<b>Tunnel works</b>	A tunnel to enable the building an underground road
<b>Traffic improvement</b>	Works involving traffic calming devices, traffic lights, pedestrian islands, lighting, warning signs and roundabouts
<b>Widening</b>	Work to make the surface or pavement of a road wider
<b>Other</b>	Works that do not fall into the above categories

<b>Work Category - COMMUNITY</b>	<b>Description</b>
<b>Bicycle and Walking Paths</b>	Works involving cycling and pedestrian infrastructure
<b>Closed Circuit TV (CCTV)</b>	Works associated with installing a fixed mobile CCTV system
<b>Improved Accessibility of Community Facilities and Areas</b>	Works could include pedestrian bridges, ramps, accessible public toilets, and designated car parking for individuals with a disability
<b>Landscaping Improvements</b>	Works could include tree planting to increase shade, creation of green spaces, and beautification of roundabouts
<b>Net Zero</b>	Works that support or contribute to the Net Zero Economy
<b>Noise and Vibration Mitigation Measures</b>	Works related to reducing and mitigating noise and vibrations, such as quieter pavement surfaces and noise barriers
<b>Off-road Car Parks</b>	Such as off-road car parks at sporting grounds or parks
<b>Painting/Improvements to community facilities</b>	Community facilities include community centres, community halls, childcare centres, educational establishment, club houses, and entertainment facilities
<b>Picnic Shelters or Barbeque Facilities at Community Parks</b>	Self-explanatory
<b>Playgrounds and Skate parks (including all ability playgrounds)</b>	Self-explanatory
<b>Repairs/Replacement of fencing</b>	Works relating to building a new fence or repairs/replacement of existing fences
<b>Sporting and recreation facilities</b>	Works to upgrade, repair or maintain sporting ovals, courts, swimming pools etc.
<b>Toilet Blocks</b>	Works relating to construction or maintenance of public toilet block amenities
<b>Other</b>	Works that do not fall into the above categories

## Comment

Recommendations are to nominate the below projects for funding:

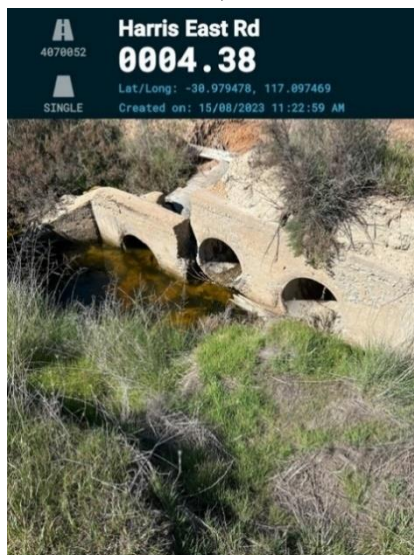
1. **Dowerin-Meckering Road**
  - a. Reseal SLK 18.45-21.50 total of 3.05km. Based on the seal roads pick up this would be a priority to reseal. Total cost estimate to reseal this section of road with 10mm C170 Hot bitumen is \$142,000 excl gst.
2. **Koorda Wongan Hills Road**
  - a. Reseal SLK 17.08 – 18.20 total of 1.12km Based on the seal roads pick up this would be a priority to reseal. Total cost estimate to reseal this section of road with 14mm C170 Hot bitumen is \$55,000 excl gst.
3. **Metcalf Road**
  - a. Culvert failure repair SLK 3.58. 750mm HDPE sleeving of failed culvert with a 32mpa slurry encasement and rebuild end treatments with rock. \$14,794.00 excl gst.



4. **Harris East Road**

a. Culvert failure repair SLK 4.38.

- Option 1 - Replace x3 barrels 450mm RCP x 2.4m and install new precast headwall. Repairs cost \$11,232.00 excl gst.
- Option 2 - Replace entire culvert full 450mm RCP x 11.75m and install new precast headwalls. Replacement cost \$31,030.00 excl gst. (This is the recommended action).



**Consultation**

Ben Forbes, Asset & Works Coordinator  
Brian Jones, Acting Chief Executive Officer

**Policy Implications**

Nil

**Strategic Implications**

**Strategic Community Plan**

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

### Asset Management Plan

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

### Long Term Financial Plan

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

#### Statutory Implications

The *Local Government Act 1995*

#### Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Time
Risk Description	\$200,001 - \$500,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	RRG 5 Year Plan AMP and LTFP
Action (Treatment)	Regional Road Sub-Group Meetings
Risk Rating (after treatment)	Adequate

#### Financial Implications

The recommended projects total \$242,824 which exceeds the funding allocation of \$221,353 by \$21,471. This shortfall can be considered at the mid-year budget review and if savings in other roadworks projects are not sufficient to cover the shortfall, then Council can consider funding the shortfall from the Roads & Infrastructure Reserve.

## Voting Requirements



Simple Majority



Absolute Majority

## Officer's Recommendation/Resolution - 7.2

**Moved:** Cr Metcalf

**Seconded:** Cr Trepp

**850**

**That the Asset & Works Committee recommend to Council:**

1. That Council nominate the following projects for LRCIP Phase 4B funding:
  - a. Reseal of Dowerin-Meckering Road (SLK 18.45-21.50, total of 3.05km),
  - b. Reseal on Koorda-Wongan Hills Road (SLK 17.08-18.20 total of 1.12km).
  - c. Culvert failure repair on Metcalf Road (SLK 3.58), and
  - d. Replacement of entire culvert on Harris East Road (SLK 4.38).

**CARRIED 3/0**

**FOR:** Cr Sewell, Cr Metcalf, Cr Trepp

*Please note that the Asset & Works Committee does not have delegated authority to make decisions. All recommendations of the Asset & Works Committee are presented to Council for ratification.*

### **NOTE:**

*The Assets & Works Committee discussed the capacity of the three 450mm culverts at slk4.38 on Harris East Road and requested the Assets and Works Coordinator research options and costs of increasing the diameter of the culverts.*



Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
8	AMERY - BENJABBERRING ROAD	8.40	8.98	0.58		2+	edge break repairs the 14mm reseal C170
8	AMERY - BENJABBERRING ROAD	13140.00	13370.00	230.00			Need to inspect
85	ANDERSON STREET	0.00	0.48	0.48		12+	Good condition 10mm reseal C170
12	CEMETERY ROAD	0.00	2.72	2.72		10+	Good Condition few minor cracking to repair with jet patcher 10mm reseal C170
82	CLINIC ROAD	0.00	0.04	0.04			Intersection keep maintained
82	CLINIC ROAD	3.16	3.21	0.05			Floodway keep maintained
94	COTTRELL STREET	0.00	0.32	0.32		12+	crack patching required at goldfields intersection
94	COTTRELL STREET	0.32	0.52	0.20		7+	will hold up with regular jet patching 10mm reseal C170
94	COTTRELL STREET	0.52	1.04	0.52		7+	Needs urgent shoulder maintenance then reseal 10mm C170
116	COUPER STREET	0.00	0.16	0.16		10+	Condition not to bad monitor for jet patching
1	CUNDERDIN - MINNIVALE ROAD	0.00	4.84	4.84		10+	Currently has narrow seal down the middle, recent shoulder upgrades can possibly tidy up shoulders tie in a widening with 7mm the 14mm over the whole section to further the width.
1	CUNDERDIN - MINNIVALE ROAD	4.84	5.16	0.32		15-20+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	5.18	5.96	0.78		2-5+	Between SLK 5.44-5.47 western side developing a pavement failure recommendation is to repair failure and reseal 7mm C170 ( Can possibly tie this into below reconstruction)
1	CUNDERDIN - MINNIVALE ROAD	5.96	6.35	0.39		Reconstruct	This section need total reconstruction
1	CUNDERDIN - MINNIVALE ROAD	6.35	7.13	0.78		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	7.13	8.25	1.12		Reconstruct	This section need total reconstruction
1	CUNDERDIN - MINNIVALE ROAD	8.25	10.90	2.65		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	10.90	13.32	2.42		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	13.32	14.65	1.33		5+	Reasonable condition Reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	14.65	17.87	3.22		10+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	17.87	20.39	2.52		10-12+	Failure in inside of curve between SLK 17.87-18.19 recommendation to reconstruct failures full width and inside of curve then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	20.39	23.01	2.62		1-2+	Failure between SLK 22.40-22.50 full width need to repair this failure then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	23.01	23.80	0.79		2-3+	Failure on western side between SLK 23.52-23.72 recommendation is to repair failure then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	23.80	25.62	1.82		Reconstruct	Reconstruction required
1	CUNDERDIN - MINNIVALE ROAD	25.62	27.23	1.61		Reconstruct	Reconstruction required
182	DOWERIN - KALANNIE ROAD	0.00	0.90	0.90		10+	Failure at SLK 0.00-0.03 Can repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	0.90	0.95	0.05		30+	Asphalt Intersection at Koomberkine North Road
182	DOWERIN - KALANNIE ROAD	0.95	5.70	4.75		15+	Small failure at SLK 4.63 north side of the road , good condition fix failure reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	5.70	6.27	0.57		1+	Reseal 10mm C170 urgently
182	DOWERIN - KALANNIE ROAD	6.27	6.46	0.19		15+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	6.46	7.98	1.52		2+	Signs of stripping in sections some edge breaks need patching reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	7.98	9.51	1.53		10+	Good condition except for failure at SLK 9.20 through bend fix failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	9.51	9.81	0.30		10+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	9.81	10.33	0.52			Full Width Pavement repair required
182	DOWERIN - KALANNIE ROAD	10.33	10.52	0.19			Need to investigate gap in pick up
182	DOWERIN - KALANNIE ROAD	10.52	12.28	1.76		2-3+	Failures at SLK 11.14 eastern side, showing signs of stripping through recent reseal section around SLK 11.39 recommendation is fix failure then reseal 14mm C170
182	DOWERIN - KALANNIE ROAD	12.28	20.85	8.57		20+	Has had recent WSNF Upgrades life 20+ years reseal with 10mm C170
182	DOWERIN - KALANNIE ROAD	20.85	22.78	1.93		5+	Looks like it has had 2 reseals in the passed good condition but may be up for a 10mm reseal C170
182	DOWERIN - KALANNIE ROAD	22.78	24.56	1.78		15+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	24.56	26.21	1.65		7-10+	Full width pavement failure at SLK 25.69-25.56 (estimated 2-3 years until blown out) Repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	26.21	26.77	0.56		10-15+	Good condition Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	26.77	27.10	0.33		7-10+	Fair condition reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	27.21	31.02	3.81		25+	Recent reconstruction under WSNF Funding
182	DOWERIN - KALANNIE ROAD	31.02	34.50	3.48		25+	Will be reconstructed in 2023/2024 Financial year WSNF Funding
182	DOWERIN - KALANNIE ROAD	34.50	38.10	3.60		25+	Scheduled for reconstruction in 2024/2025 Financial year WSNF Funding
182	DOWERIN - KALANNIE ROAD	38.10	41.71	3.61		25+	Scheduled for reconstruction in 2024/2025 Financial year WSNF Funding



Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
182	DOWERIN - KALANNIE ROAD	41.71	43.05	1.34		10+	Failure western side between SLK 42.66-42.58 due to poor drainage repair recommendation to repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	43.05	45.10	2.05		10+	Failure western side between SLK's 43.85-44.00 and 43.65 , small failure at SLK 45.10 recommendation repair failures and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	45.10	46.28	1.18		7-10+	Reseal with 10mm C170
182	DOWERIN - KALANNIE ROAD	46.28	48.77	2.49		7-10+	Failure located SLK 48.54 eastern side also a failure between SLK 46.55-46.74 western side recommendation to repair failures and reseal 10mm C170
25	DOWERIN - KOORDA ROAD	0.00	1500.00	1500.00			
25	DOWERIN - KOORDA ROAD	1500.00	3000.00	1500.00			
25	DOWERIN - KOORDA ROAD	3000.00	4010.00	1010.00			
25	DOWERIN - KOORDA ROAD	3000.00	4010.00	1010.00			
25	DOWERIN - KOORDA ROAD	4010.00	4890.00	880.00			
25	DOWERIN - KOORDA ROAD	4010.00	4890.00	880.00			
25	DOWERIN - KOORDA ROAD	4700.00	7000.00	2300.00			
25	DOWERIN - KOORDA ROAD	4890.00	5130.00	240.00			
25	DOWERIN - KOORDA ROAD	4890.00	5130.00	240.00			
25	DOWERIN - KOORDA ROAD	5130.00	5870.00	740.00			
25	DOWERIN - KOORDA ROAD	5130.00	5870.00	740.00			
25	DOWERIN - KOORDA ROAD	5870.00	6040.00	170.00			
25	DOWERIN - KOORDA ROAD	5870.00	6040.00	170.00			
25	DOWERIN - KOORDA ROAD	6040.00	6150.00	110.00			
25	DOWERIN - KOORDA ROAD	6040.00	6150.00	110.00			
25	DOWERIN - KOORDA ROAD	6150.00	6600.00	450.00			
25	DOWERIN - KOORDA ROAD	6150.00	6600.00	450.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	10000.00	10200.00	200.00			
25	DOWERIN - KOORDA ROAD	10000.00	10200.00	200.00			
25	DOWERIN - KOORDA ROAD	10200.00	10740.00	540.00			
25	DOWERIN - KOORDA ROAD	10200.00	10740.00	540.00			
25	DOWERIN - KOORDA ROAD	10740.00	11000.00	260.00			
25	DOWERIN - KOORDA ROAD	10740.00	11000.00	260.00			
25	DOWERIN - KOORDA ROAD	10800.00	11800.00	1000.00			
25	DOWERIN - KOORDA ROAD	11000.00	11750.00	750.00			
25	DOWERIN - KOORDA ROAD	11750.00	12250.00	500.00			
25	DOWERIN - KOORDA ROAD	12250.00	12920.00	670.00			
25	DOWERIN - KOORDA ROAD	12920.00	13280.00	360.00			
25	DOWERIN - KOORDA ROAD	13280.00	13400.00	120.00			
25	DOWERIN - KOORDA ROAD	13280.00	13400.00	120.00			
25	DOWERIN - KOORDA ROAD	13400.00	13420.00	20.00			
25	DOWERIN - KOORDA ROAD	13400.00	13420.00	20.00			
25	DOWERIN - KOORDA ROAD	13420.00	13820.00	400.00			

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
25	DOWERIN - KOORDA ROAD	13420.00	13820.00	400.00			
25	DOWERIN - KOORDA ROAD	13820.00	13870.00	50.00			
25	DOWERIN - KOORDA ROAD	13870.00	14150.00	280.00			
25	DOWERIN - KOORDA ROAD	14150.00	15030.00	880.00			
25	DOWERIN - KOORDA ROAD	15030.00	15480.00	450.00			
25	DOWERIN - KOORDA ROAD	15480.00	15500.00	20.00			
25	DOWERIN - KOORDA ROAD	15500.00	15690.00	190.00			
25	DOWERIN - KOORDA ROAD	15690.00	16720.00	1030.00			
25	DOWERIN - KOORDA ROAD	16720.00	18760.00	2040.00			
25	DOWERIN - KOORDA ROAD	16720.00	18760.00	2040.00			
25	DOWERIN - KOORDA ROAD	18760.00	19030.00	270.00			
25	DOWERIN - KOORDA ROAD	18760.00	19030.00	270.00			
25	DOWERIN - KOORDA ROAD	19030.00	19630.00	600.00			
25	DOWERIN - KOORDA ROAD	19030.00	19630.00	600.00			
25	DOWERIN - KOORDA ROAD	19630.00	20700.00	1070.00			
25	DOWERIN - KOORDA ROAD	19630.00	20700.00	1070.00			
25	DOWERIN - KOORDA ROAD	20700.00	20910.00	210.00			
25	DOWERIN - KOORDA ROAD	20700.00	20910.00	210.00			
25	DOWERIN - KOORDA ROAD	20910.00	22110.00	1200.00			
25	DOWERIN - KOORDA ROAD	20910.00	22110.00	1200.00			
25	DOWERIN - KOORDA ROAD	22110.00	22170.00	60.00			
25	DOWERIN - KOORDA ROAD	22110.00	22170.00	60.00			
183	DOWERIN - MECKERING ROAD	0.00	1.80	1.80		5+	Full width pavement failure between SLK 0.12-0.35, pavement failure western side SLK 1.33-1.46, Currently has a 10mm -7mm seal recommended to fix failures and reseal 10mm C170
183	DOWERIN - MECKERING ROAD	1.80	4.46	2.66		5+	Pavement Failures Between SLK 2.42-2.57 full width signs of stripping, 2.64-2.72 full width, 2.99-4.46 patchy failures. Recommendation is to repair all failures put 14mm on repairs the 10mm C170 Reseal entire section
183	DOWERIN - MECKERING ROAD	4.46	7.77	3.31		15+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	7.77	8.57	0.80		15+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	8.57	11.42	2.85		3-7+	Failures SLK 8.60 western side, 8.76 western side, 8.91 western side, 9.09 western side, 9.31 western side 9.71-9.92 push out failures both sides, 10.51-10.53 eastern side, 11.10-11.15 both sides, 11.19-11.24 eastern side, 11.34 eastern side. Recommendation is to fix failures the reseal 10mm C170
183	DOWERIN - MECKERING ROAD	11.42	13.83	2.41		3-5+	Reconstruct between patches that were repaired in 2020-21 as there failing around them
183	DOWERIN - MECKERING ROAD	13.83	15.82	1.99		20+	Reconstructed in 2021
183	DOWERIN - MECKERING ROAD	15.82	17.18	1.36		2-3+	Scheduled to reconstruct in RRG funding 2026/27
183	DOWERIN - MECKERING ROAD	17.18	17.78	0.60		2+	Scheduled reconstruction during Black spot upgrades 2024/25
183	DOWERIN - MECKERING ROAD	17.78	18.45	0.67		2-3+	Scheduled to reconstruct in RRG funding 2026/27
183	DOWERIN - MECKERING ROAD	18.45	21.50	3.05		1 NOW	Basecourse pavement is sound to preserve this section of road a Reseal is advised ASAP 10mm C170
183	DOWERIN - MECKERING ROAD	21.50	24.50	3.00		5-7+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	24.50	25.63	1.13		3-5+	Failure at SLK 24.51-24.55 western side, Recommended to reconstruct this section as the road pavement shape is dangerous and inconsistent
87	DUDLEY STREET	0.00	0.13	0.13		10+	Good condition reseal 10mm C170
87	DUDLEY STREET	0.13	0.34	0.21		5+	Reseal 7mm C170
86	EAST STREET	0.00	0.20	0.20		15+	NOTE Tree root intrusion reseal 10mm C170
86	EAST STREET	0.20	0.44	0.24		15+	10mm C170
86	EAST STREET	0.44	0.58	0.14		12+	10mm C170
86	EAST STREET	0.58	0.64	0.06		12+	10mm C170
28	EJANDING EAST ROAD	0.00	340.00	340.00			Need to inspect
28	EJANDING EAST ROAD	340.00	580.00	240.00			Need to inspect
28	EJANDING EAST ROAD	580.00	600.00	20.00			Need to inspect
28	EJANDING EAST ROAD	600.00	690.00	90.00			Need to inspect
28	EJANDING EAST ROAD	690.00	750.00	60.00			Need to inspect
28	EJANDING EAST ROAD	750.00	1320.00	570.00			Need to inspect
28	EJANDING EAST ROAD	1320.00	1450.00	130.00			Need to inspect

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
148	EJANDING SIDING ROAD	0.00	340.00	340.00			Need to Inspect
148	EJANDING SIDING ROAD	340.00	400.00	60.00			
10	EJANDING WEST ROAD	0.00	80.00	80.00			Need to Inspect
10	EJANDING WEST ROAD	80.00	490.00	410.00			Need to Inspect
10	EJANDING WEST ROAD	490.00	1030.00	540.00			Need to Inspect
10	EJANDING WEST ROAD	1030.00	1380.00	350.00			Need to Inspect
10	EJANDING WEST ROAD	1380.00	1820.00	440.00			Need to Inspect
10	EJANDING WEST ROAD	1820.00	3800.00	1980.00			Need to Inspect
10	EJANDING WEST ROAD	3800.00	3840.00	40.00			Need to Inspect
10	EJANDING WEST ROAD	10340.00	10380.00	40.00			Need to Inspect
114	ERHARDT STREET	0.00	0.13	0.13		15+	10mm C170
92	FRASER STREET	0.00	0.13	0.13		?	Undecided treatment seeking further advise
92	FRASER STREET	0.13	0.26	0.13		15+	Reseal 10mm C170
115	GRIFFITH STREET	0.00	0.08	0.08		15-20	Reseal 10mm C170
90	HAYTER STREET	0.00	0.09	0.09		10+	Reseal 10mm C170 , Note to jet patch current potholes
95	HILDA STREET	0.00	0.13	0.13		15+	Reseal 10mm C170
95	HILDA STREET	0.13	0.32	0.19		10+	Reseal 10mm C170, NOTE Tree root intrusion
15	HINDMARSH BACK ROAD	0.00	0.06	0.06		25+	2024/25 Blackspot funding upgrades to intersection
4	HINDMARSH ROAD	12.67	13.15	0.48		10+	5m Seal approach to Dowerin Meckering road routine patching required
96	JACKSON STREET	0.02	0.13	0.11		5+	Reseal but treatment is being investigated further
112	JONES STREET	0.00	1.06	1.06		15+	NOTE Tree root intrusion remove then reseal 10mm C170
112	JONES STREET	1.06	1.48	0.42		5+	NOTE Tree root intrusion recommended to remove reconstruct damaged areas then reseal full width 10mm C170
3	KOOMBEKINE NORTH ROAD	0.00	2.28	2.28		25+	Reconstructed in 2020-21 has a failure between SLK 1.10-1.90 that will be repaired under RRG 2023/24 funding
3	KOOMBEKINE NORTH ROAD	2.28	4.45	2.17		25+	Reconstructed in 2022/23 year
3	KOOMBEKINE NORTH ROAD	4.45	6.62	2.17		25+	Scheduled for reconstruction in 2023/24 year
23	KOORDA - WONGAN HILLS ROAD	13.88	16.45	2.57		2-5+	Recommended to look at reconstruction failures developing and bad pavement present
23	KOORDA - WONGAN HILLS ROAD	16.45	17.08	0.63		5-7+	Reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	17.08	18.20	1.12		1-2+	Reseal with 14mm C170
23	KOORDA - WONGAN HILLS ROAD	18.20	20.42	2.22		5+	Reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	20.42	22.64	2.22		5+	Failure identified at SLK 20.73 recommendation repair failure and reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	22.64	22.77	0.13			RRG Reconstruction of floodway in 2023/24
23	KOORDA - WONGAN HILLS ROAD	22.77	23.43	0.66		5+	RRG 2023/24 funding will repair failed section between SLK 23.00-23.06 southern side, recommended to reseal 10mm in 5 years
89	MAISEY STREET	0.00	0.38	0.38		3-5+	10mm Reseal C170
89	MAISEY STREET	0.38	1.13	0.75		15+	10mm Reseal C170
36	MANMANNING TOWN ROAD	0.00	1280.00	1280.00			Need to Inspect
36	MANMANNING TOWN ROAD	0.00	1280.00	1280.00			Need to Inspect
36	MANMANNING TOWN ROAD	1280.00	1600.00	320.00			Need to Inspect
36	MANMANNING TOWN ROAD	2800.00	2950.00	150.00			Need to Inspect
184	MECKERING ROAD	0.00	0.65	0.65		20+	Great condition reseal 10mm C170
184	MECKERING ROAD	0.65	0.85	0.20		2+	Rack out stripping with 7mm then reseal 10mm C170

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
88	MEMORIAL AVENUE	0.00	0.84	0.84		1 1+	Reseal 10mm C170 ASAP
91	METCALF STREET	0.00	1.29	1.29		15+	Reseal 10mm C170
26	MINNIVALE NORTH EAST ROAD	0.00	1.52	1.52		5+	Possible to widen shoulders with jet patcher then full reseal over the top C170.
110	NORRIS STREET	0.00	0.36	0.36		20+	Good condition reseal 10mm C170
177	O'LOGHLEN STREET	0.00	0.25	0.25		20+	Good condition reseal 10mm C170
111	PLACE STREET	0.00	0.08	0.08		20+	Good condition reseal 10mm C170
2	REDDING ROAD	0.00	0.15	0.15		25+	Current Asphalt intersection good life left in it
2	REDDING ROAD	0.15	0.90	0.75		1-2+	Scope to reconstruct this section of road has numerous failures present and intersection with Stewart street needs attention, designs have been produced just need to allocate funding.
93	STACY STREET	0.00	0.57	0.57		1-2+	Reseal 10mm C170 possibility to tie in with Meckering Road reseal
93	STACY STREET	0.57	0.80	0.23		10-15+	Reseal 10mm C170
93	STACY STREET	0.80	0.97	0.17		15+	Reseal 10mm C170
101812	STEWART STREET (560)	560.00	590.00	30.00			Need to look at a more in depth treatment for the main street of town as there is tree root intrusion and various different pavement treatments here.
19	UBERIN ROAD	14.47	14.54	0.07		10+	Sealed Floodway ongoing maintenance
119	WARD STREET	0.00	0.36	0.36			Need to inspect

8.	Questions from Members
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9.	Urgent Business Approved by the Person Presiding or by Decision
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10.	Date of the Next Meeting
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TBA

11.	Closure
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The Chair thanked those in attendance and declared the Meeting closed at 2:25pm



Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
8	AMERY - BENJABBERRING ROAD	8.40	8.98	0.58		2+	edge break repairs the 14mm reseal C170
8	AMERY - BENJABBERRING ROAD	13140.00	13370.00	230.00			Need to inspect
85	ANDERSON STREET	0.00	0.48	0.48		12+	Good condition 10mm reseal C170
12	CEMETERY ROAD	0.00	2.72	2.72		10+	Good Condition few minor cracking to repair with jet patcher 10mm reseal C170
82	CLINIC ROAD	0.00	0.04	0.04			Intersection keep maintained
82	CLINIC ROAD	3.16	3.21	0.05			Floodway keep maintained
94	COTTRELL STREET	0.00	0.32	0.32		12+	crack patching required at goldfields intersection
94	COTTRELL STREET	0.32	0.52	0.20		7+	will hold up with regular jet patching 10mm reseal C170
94	COTTRELL STREET	0.52	1.04	0.52		7+	Needs urgent shoulder maintenance then reseal 10mm C170
116	COUPER STREET	0.00	0.16	0.16		10+	Condition not to bad monitor for jet patching
1	CUNDERDIN - MINNIVALE ROAD	0.00	4.84	4.84		10+	Currently has narrow seal down the middle, recent shoulder upgrades can possibly tidy up shoulders tie in a widening with 7mm the 14mm over the whole section to further the width.
1	CUNDERDIN - MINNIVALE ROAD	4.84	5.16	0.32		15-20+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	5.18	5.96	0.78		2-5+	Between SLK 5.44-5.47 western side developing a pavement failure recommendation is to repair failure and reseal 7mm C170 ( Can possibly tie this into below reconstruction)
1	CUNDERDIN - MINNIVALE ROAD	5.96	6.35	0.39		Reconstruct	This section need total reconstruction
1	CUNDERDIN - MINNIVALE ROAD	6.35	7.13	0.78		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	7.13	8.25	1.12		Reconstruct	This section need total reconstruction
1	CUNDERDIN - MINNIVALE ROAD	8.25	10.90	2.65		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	10.90	13.32	2.42		15+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	13.32	14.65	1.33		5+	Reasonable condition Reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	14.65	17.87	3.22		10+	Good condition reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	17.87	20.39	2.52		10-12+	Failure in inside of curve between SLK 17.87-18.19 recommendation to reconstruct failures full width and inside of curve then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	20.39	23.01	2.62		1-2+	Failure between SLK 22.40-22.50 full width need to repair this failure then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	23.01	23.80	0.79		2-3+	Failure on western side between SLK 23.52-23.72 recommendation is to repair failure then reseal 10mm C170
1	CUNDERDIN - MINNIVALE ROAD	23.80	25.62	1.82		Reconstruct	Reconstruction required
1	CUNDERDIN - MINNIVALE ROAD	25.62	27.23	1.61		Reconstruct	Reconstruction required
182	DOWERIN - KALANNIE ROAD	0.00	0.90	0.90		10+	Failure at SLK 0.00-0.03 Can repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	0.90	0.95	0.05		30+	Asphalt Intersection at Koomberkine North Road
182	DOWERIN - KALANNIE ROAD	0.95	5.70	4.75		15+	Small failure at SLK 4.63 north side of the road , good condition fix failure reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	5.70	6.27	0.57		1+	Reseal 10mm C170 urgently
182	DOWERIN - KALANNIE ROAD	6.27	6.46	0.19		15+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	6.46	7.98	1.52		2+	Signs of stripping in sections some edge breaks need patching reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	7.98	9.51	1.53		10+	Good condition except for failure at SLK 9.20 through bend fix failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	9.51	9.81	0.30		10+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	9.81	10.33	0.52			Full Width Pavement repair required
182	DOWERIN - KALANNIE ROAD	10.33	10.52	0.19			Need to investigate gap in pick up
182	DOWERIN - KALANNIE ROAD	10.52	12.28	1.76		2-3+	Failures at SLK 11.14 eastern side, showing signs of stripping through recent reseal section around SLK 11.39 recommendation is fix failure then reseal 14mm C170
182	DOWERIN - KALANNIE ROAD	12.28	20.85	8.57		20+	Has had recent WSNF Upgrades life 20+ years reseal with 10mm C170
182	DOWERIN - KALANNIE ROAD	20.85	22.78	1.93		5+	Looks like it has had 2 reseals in the passed good condition but may be up for a 10mm reseal C170
182	DOWERIN - KALANNIE ROAD	22.78	24.56	1.78		15+	Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	24.56	26.21	1.65		7-10+	Full width pavement failure at SLK 25.69-25.56 (estimated 2-3 years until blown out) Repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	26.21	26.77	0.56		10-15+	Good condition Reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	26.77	27.10	0.33		7-10+	Fair condition reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	27.21	31.02	3.81		25+	Recent reconstruction under WSNF Funding
182	DOWERIN - KALANNIE ROAD	31.02	34.50	3.48		25+	Will be reconstructed in 2023/2024 Financial year WSNF Funding
182	DOWERIN - KALANNIE ROAD	34.50	38.10	3.60		25+	Scheduled for reconstruction in 2024/2025 Financial year WSNF Funding
182	DOWERIN - KALANNIE ROAD	38.10	41.71	3.61		25+	Scheduled for reconstruction in 2024/2025 Financial year WSNF Funding

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
182	DOWERIN - KALANNIE ROAD	41.71	43.05	1.34		10+	Failure western side between SLK 42.66-42.58 due to poor drainage repair recommendation to repair failure and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	43.05	45.10	2.05		10+	Failure western side between SLK's 43.85-44.00 and 43.65 , small failure at SLK 45.10 recommendation repair failures and reseal 10mm C170
182	DOWERIN - KALANNIE ROAD	45.10	46.28	1.18		7-10+	Reseal with 10mm C170
182	DOWERIN - KALANNIE ROAD	46.28	48.77	2.49		7-10+	Failure located SLK 48.54 eastern side also a failure between SLK 46.55-46.74 western side recommendation to repair failures and reseal 10mm C170
25	DOWERIN - KOORDA ROAD	0.00	1500.00	1500.00			
25	DOWERIN - KOORDA ROAD	1500.00	3000.00	1500.00			
25	DOWERIN - KOORDA ROAD	3000.00	4010.00	1010.00			
25	DOWERIN - KOORDA ROAD	3000.00	4010.00	1010.00			
25	DOWERIN - KOORDA ROAD	4010.00	4890.00	880.00			
25	DOWERIN - KOORDA ROAD	4010.00	4890.00	880.00			
25	DOWERIN - KOORDA ROAD	4700.00	7000.00	2300.00			
25	DOWERIN - KOORDA ROAD	4890.00	5130.00	240.00			
25	DOWERIN - KOORDA ROAD	4890.00	5130.00	240.00			
25	DOWERIN - KOORDA ROAD	5130.00	5870.00	740.00			
25	DOWERIN - KOORDA ROAD	5130.00	5870.00	740.00			
25	DOWERIN - KOORDA ROAD	5870.00	6040.00	170.00			
25	DOWERIN - KOORDA ROAD	5870.00	6040.00	170.00			
25	DOWERIN - KOORDA ROAD	6040.00	6150.00	110.00			
25	DOWERIN - KOORDA ROAD	6040.00	6150.00	110.00			
25	DOWERIN - KOORDA ROAD	6150.00	6600.00	450.00			
25	DOWERIN - KOORDA ROAD	6150.00	6600.00	450.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	6600.00	7090.00	490.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7090.00	7710.00	620.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	7710.00	8270.00	560.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8270.00	8850.00	580.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	8850.00	9810.00	960.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	9810.00	10000.00	190.00			
25	DOWERIN - KOORDA ROAD	10000.00	10200.00	200.00			
25	DOWERIN - KOORDA ROAD	10000.00	10200.00	200.00			
25	DOWERIN - KOORDA ROAD	10200.00	10740.00	540.00			
25	DOWERIN - KOORDA ROAD	10200.00	10740.00	540.00			
25	DOWERIN - KOORDA ROAD	10740.00	11000.00	260.00			
25	DOWERIN - KOORDA ROAD	10740.00	11000.00	260.00			
25	DOWERIN - KOORDA ROAD	10800.00	11800.00	1000.00			
25	DOWERIN - KOORDA ROAD	11000.00	11750.00	750.00			
25	DOWERIN - KOORDA ROAD	11750.00	12250.00	500.00			
25	DOWERIN - KOORDA ROAD	12250.00	12920.00	670.00			
25	DOWERIN - KOORDA ROAD	12920.00	13280.00	360.00			
25	DOWERIN - KOORDA ROAD	13280.00	13400.00	120.00			
25	DOWERIN - KOORDA ROAD	13280.00	13400.00	120.00			
25	DOWERIN - KOORDA ROAD	13400.00	13420.00	20.00			
25	DOWERIN - KOORDA ROAD	13400.00	13420.00	20.00			
25	DOWERIN - KOORDA ROAD	13420.00	13820.00	400.00			

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
25	DOWERIN - KOORDA ROAD	13420.00	13820.00	400.00			
25	DOWERIN - KOORDA ROAD	13820.00	13870.00	50.00			
25	DOWERIN - KOORDA ROAD	13870.00	14150.00	280.00			
25	DOWERIN - KOORDA ROAD	14150.00	15030.00	880.00			
25	DOWERIN - KOORDA ROAD	15030.00	15480.00	450.00			
25	DOWERIN - KOORDA ROAD	15480.00	15500.00	20.00			
25	DOWERIN - KOORDA ROAD	15500.00	15690.00	190.00			
25	DOWERIN - KOORDA ROAD	15690.00	16720.00	1030.00			
25	DOWERIN - KOORDA ROAD	16720.00	18760.00	2040.00			
25	DOWERIN - KOORDA ROAD	16720.00	18760.00	2040.00			
25	DOWERIN - KOORDA ROAD	18760.00	19030.00	270.00			
25	DOWERIN - KOORDA ROAD	18760.00	19030.00	270.00			
25	DOWERIN - KOORDA ROAD	19030.00	19630.00	600.00			
25	DOWERIN - KOORDA ROAD	19030.00	19630.00	600.00			
25	DOWERIN - KOORDA ROAD	19630.00	20700.00	1070.00			
25	DOWERIN - KOORDA ROAD	19630.00	20700.00	1070.00			
25	DOWERIN - KOORDA ROAD	20700.00	20910.00	210.00			
25	DOWERIN - KOORDA ROAD	20700.00	20910.00	210.00			
25	DOWERIN - KOORDA ROAD	20910.00	22110.00	1200.00			
25	DOWERIN - KOORDA ROAD	20910.00	22110.00	1200.00			
25	DOWERIN - KOORDA ROAD	22110.00	22170.00	60.00			
25	DOWERIN - KOORDA ROAD	22110.00	22170.00	60.00			
183	DOWERIN - MECKERING ROAD	0.00	1.80	1.80		5+	Full width pavement failure between SLK 0.12-0.35, pavement failure western side SLK 1.33-1.46, Currently has a 10mm -7mm seal recommended to fix failures and reseal 10mm C170
183	DOWERIN - MECKERING ROAD	1.80	4.46	2.66		5+	Pavement Failures Between SLK 2.42-2.57 full width signs of stripping, 2.64-2.72 full width, 2.99-4.46 patchy failures. Recommendation is to repair all failures put 14mm on repairs the 10mm C170 Reseal entire section
183	DOWERIN - MECKERING ROAD	4.46	7.77	3.31		15+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	7.77	8.57	0.80		15+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	8.57	11.42	2.85		3-7+	Failures SLK 8.60 western side, 8.76 western side, 8.91 western side, 9.09 western side, 9.31 western side 9.71-9.92 push out failures both sides, 10.51-10.53 eastern side, 11.10-11.15 both sides, 11.19-11.24 eastern side, 11.34 eastern side. Recommendation is to fix failures the reseal 10mm C170
183	DOWERIN - MECKERING ROAD	11.42	13.83	2.41		3-5+	Reconstruct between patches that were repaired in 2020-21 as there failing around them
183	DOWERIN - MECKERING ROAD	13.83	15.82	1.99		20+	Reconstructed in 2021
183	DOWERIN - MECKERING ROAD	15.82	17.18	1.36		2-3+	Scheduled to reconstruct in RRG funding 2026/27
183	DOWERIN - MECKERING ROAD	17.18	17.78	0.60		2+	Scheduled reconstruction during Black spot upgrades 2024/25
183	DOWERIN - MECKERING ROAD	17.78	18.45	0.67		2-3+	Scheduled to reconstruct in RRG funding 2026/27
183	DOWERIN - MECKERING ROAD	18.45	21.50	3.05		1 NOW	Basecourse pavement is sound to preserve this section of road a Reseal is advised ASAP 10mm C170
183	DOWERIN - MECKERING ROAD	21.50	24.50	3.00		5-7+	Reseal 10mm C170
183	DOWERIN - MECKERING ROAD	24.50	25.63	1.13		3-5+	Failure at SLK 24.51-24.55 western side, Recommended to reconstruct this section as the road pavement shape is dangerous and inconsistent
87	DUDLEY STREET	0.00	0.13	0.13		10+	Good condition reseal 10mm C170
87	DUDLEY STREET	0.13	0.34	0.21		5+	Reseal 7mm C170
86	EAST STREET	0.00	0.20	0.20		15+	NOTE Tree root intrusion reseal 10mm C170
86	EAST STREET	0.20	0.44	0.24		15+	10mm C170
86	EAST STREET	0.44	0.58	0.14		12+	10mm C170
86	EAST STREET	0.58	0.64	0.06		12+	10mm C170
28	EJANDING EAST ROAD	0.00	340.00	340.00			Need to inspect
28	EJANDING EAST ROAD	340.00	580.00	240.00			Need to inspect
28	EJANDING EAST ROAD	580.00	600.00	20.00			Need to inspect
28	EJANDING EAST ROAD	600.00	690.00	90.00			Need to inspect
28	EJANDING EAST ROAD	690.00	750.00	60.00			Need to inspect
28	EJANDING EAST ROAD	750.00	1320.00	570.00			Need to inspect
28	EJANDING EAST ROAD	1320.00	1450.00	130.00			Need to inspect



Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
148	EJANDING SIDING ROAD	0.00	340.00	340.00			Need to Inspect
148	EJANDING SIDING ROAD	340.00	400.00	60.00			
10	EJANDING WEST ROAD	0.00	80.00	80.00			Need to Inspect
10	EJANDING WEST ROAD	80.00	490.00	410.00			Need to Inspect
10	EJANDING WEST ROAD	490.00	1030.00	540.00			Need to Inspect
10	EJANDING WEST ROAD	1030.00	1380.00	350.00			Need to Inspect
10	EJANDING WEST ROAD	1380.00	1820.00	440.00			Need to Inspect
10	EJANDING WEST ROAD	1820.00	3800.00	1980.00			Need to Inspect
10	EJANDING WEST ROAD	3800.00	3840.00	40.00			Need to Inspect
10	EJANDING WEST ROAD	10340.00	10380.00	40.00			Need to Inspect
114	ERHARDT STREET	0.00	0.13	0.13		15+	10mm C170
92	FRASER STREET	0.00	0.13	0.13		?	Undecided treatment seeking further advise
92	FRASER STREET	0.13	0.26	0.13		15+	Reseal 10mm C170
115	GRIFFITH STREET	0.00	0.08	0.08		15-20	Reseal 10mm C170
90	HAYTER STREET	0.00	0.09	0.09		10+	Reseal 10mm C170 , Note to jet patch current potholes
95	HILDA STREET	0.00	0.13	0.13		15+	Reseal 10mm C170
95	HILDA STREET	0.13	0.32	0.19		10+	Reseal 10mm C170, NOTE Tree root intrusion
15	HINDMARSH BACK ROAD	0.00	0.06	0.06		25+	2024/25 Blackspot funding upgrades to intersection
4	HINDMARSH ROAD	12.67	13.15	0.48		10+	5m Seal approach to Dowerin Meckering road routine patching required
96	JACKSON STREET	0.02	0.13	0.11		5+	Reseal but treatment is being investigated further
112	JONES STREET	0.00	1.06	1.06		15+	NOTE Tree root intrusion remove then reseal 10mm C170
112	JONES STREET	1.06	1.48	0.42		5+	NOTE Tree root intrusion recommended to remove reconstruct damaged areas then reseal full width 10mm C170
3	KOOMBEKINE NORTH ROAD	0.00	2.28	2.28		25+	Reconstructed in 2020-21 has a failure between SLK 1.10-1.90 that will be repaired under RRG 2023/24 funding
3	KOOMBEKINE NORTH ROAD	2.28	4.45	2.17		25+	Reconstructed in 2022/23 year
3	KOOMBEKINE NORTH ROAD	4.45	6.62	2.17		25+	Scheduled for reconstruction in 2023/24 year
23	KOORDA - WONGAN HILLS ROAD	13.88	16.45	2.57		2-5+	Recommended to look at reconstruction failures developing and bad pavement present
23	KOORDA - WONGAN HILLS ROAD	16.45	17.08	0.63		5-7+	Reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	17.08	18.20	1.12		1-2+	Reseal with 14mm C170
23	KOORDA - WONGAN HILLS ROAD	18.20	20.42	2.22		5+	Reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	20.42	22.64	2.22		5+	Failure identified at SLK 20.73 recommendation repair failure and reseal 10mm C170
23	KOORDA - WONGAN HILLS ROAD	22.64	22.77	0.13			RRG Reconstruction of floodway in 2023/24
23	KOORDA - WONGAN HILLS ROAD	22.77	23.43	0.66		5+	RRG 2023/24 funding will repair failed section between SLK 23.00-23.06 southern side, recommended to reseal 10mm in 5 years
89	MAISEY STREET	0.00	0.38	0.38		3-5+	10mm Reseal C170
89	MAISEY STREET	0.38	1.13	0.75		15+	10mm Reseal C170
36	MANMANNING TOWN ROAD	0.00	1280.00	1280.00			Need to Inspect
36	MANMANNING TOWN ROAD	0.00	1280.00	1280.00			Need to Inspect
36	MANMANNING TOWN ROAD	1280.00	1600.00	320.00			Need to Inspect
36	MANMANNING TOWN ROAD	2800.00	2950.00	150.00			Need to Inspect
184	MECKERING ROAD	0.00	0.65	0.65		20+	Great condition reseal 10mm C170
184	MECKERING ROAD	0.65	0.85	0.20		2+	Rack out stripping with 7mm then reseal 10mm C170

Road ID	Road Name	Start Metres	End Metres	Total Km	Priority	Reseal (years)	Comment
88	MEMORIAL AVENUE	0.00	0.84	0.84	1	1+	Reseal 10mm C170 ASAP
91	METCALF STREET	0.00	1.29	1.29		15+	Reseal 10mm C170
26	MINNIVALE NORTH EAST ROAD	0.00	1.52	1.52		5+	Possible to widen shoulders with jet patcher then full reseal over the top C170.
110	NORRIS STREET	0.00	0.36	0.36		20+	Good condition reseal 10mm C170
177	O'LOGHLEN STREET	0.00	0.25	0.25		20+	Good condition reseal 10mm C170
111	PLACE STREET	0.00	0.08	0.08		20+	Good condition reseal 10mm C170
2	REDDING ROAD	0.00	0.15	0.15		25+	Current Asphalt intersection good life left in it
2	REDDING ROAD	0.15	0.90	0.75		1-2+	Scope to reconstruct this section of road has numerous failures present and intersection with Stewart street needs attention, designs have been produced just need to allocate funding.
93	STACY STREET	0.00	0.57	0.57		1-2+	Reseal 10mm C170 possibility to tie in with Meckering Road reseal
93	STACY STREET	0.57	0.80	0.23		10-15+	Reseal 10mm C170
93	STACY STREET	0.80	0.97	0.17		15+	Reseal 10mm C170
101812	STEWART STREET (560)	560.00	590.00	30.00			Need to look at a more in depth treatment for the main street of town as there is tree root intrusion and various different pavement treatments here.
19	UBERIN ROAD	14.47	14.54	0.07		10+	Sealed Floodway ongoing maintenance
119	WARD STREET	0.00	0.36	0.36			Need to inspect

**SHIRE OF DOWERIN**  
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 AUGUST 2023**  
**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
<b>Revenue from operating activities</b>									
General Rates	6	1,503,992	1,503,992	1,561,417	1,561,669	252	0.02%		Within Variance
Other rates	6	57,425	57,425	0	0	0	0.00%		Within Variance
Grants, subsidies and contributions	12	968,914	968,914	341,837	387,322	45,485	13.31%	😊	Unbudgeted additional allocation of Financial Assistance Grants have been received. This increase in funding will be addressed with the budget review.
Fees and charges		830,409	830,409	358,077	353,469	(4,608)	(1.29%)		Within Variance
Interest revenue		146,488	146,488	2,748	17,512	14,764	537.26%	😊	Interest earnings are higher than YTD budget, this is due to maturities in early July that need to be transacted back into FY 23 with End of year processes.
Other revenue		78,912	78,912	13,050	10,102	(2,948)	(22.59%)		Within Variance
Profit on disposal of assets		35,122	35,122	0	0	0	0.00%		Within Variance
		<b>3,621,262</b>	<b>3,621,262</b>	<b>2,277,129</b>	<b>2,330,074</b>	<b>52,945</b>	<b>(2.33%)</b>		
<b>Expenditure from operating activities</b>									
Employee costs		(1,966,082)	(1,966,082)	(327,970)	(335,864)	(7,894)	(2.41%)		Within Variance
Materials and contracts		(1,875,967)	(1,875,967)	(357,123)	(433,904)	(76,781)	(21.50%)	😞	Unbudgeted costs of \$55K associated with the installation of rail and pathway for independence in the Aged and Disability Services area. This will be offset with additional revenue.
Utility charges		(179,196)	(179,196)	(29,856)	(30,585)	(729)	(2.44%)		Within Variance
Depreciation		(2,185,601)	(2,185,601)	(364,266)	(364,266)	0	0.00%		Within Variance
Finance costs		(30,120)	(30,120)	(5,016)	0	5,016	100.00%		Within Variance
Insurance		(185,189)	(185,189)	(30,816)	(30,816)	0	0.00%		Within Variance
Other expenditure		(90,409)	(90,409)	(8,507)	(5,499)	3,008	35.36%		Within Variance
Loss on disposal of assets		0	0	0	0	0	0.00%		
		<b>(6,512,564)</b>	<b>(6,512,564)</b>	<b>(1,123,554)</b>	<b>(1,200,934)</b>	<b>(77,380)</b>	<b>(6.89%)</b>		
Less: Profit on asset disposals		(35,122)	(35,122)	0	0	0	0		Within Variance
Movement in liabilities associated with restricted cash		4,970	4,970	0	0				Within Variance
Add: Depreciation on assets		2,185,601	2,185,601	364,266	364,266	0	0.00%		Within Variance
<b>Amount attributable to operating activities</b>		<b>(735,853)</b>	<b>(735,853)</b>	<b>1,517,841</b>	<b>1,493,406</b>	<b>(24,435)</b>	<b>1.61%</b>		

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
<b>CONTINUED</b>									
<b>Investing activities</b>									
<b>Inflows and Outflows from investing activities</b>									
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	377,608	342,599	(35,009)	(9.27%)		Within Variance
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊	Revenue has been received for the Trade of the Hino, staff will dispose of the item in the Asset register after the finalisation of the Annual Financial Report.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(24,000)	(21,605)	2,395	9.98%		Within Variance
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(160,826)	(218,831)	(58,005)	(36.07%)	😞	Refer to Note 8 for Detail.
<b>Amount attributable to investing activities</b>		<b>(788,897)</b>	<b>(788,897)</b>	<b>192,782</b>	<b>131,254</b>	<b>(61,528)</b>	<b>31.92%</b>		
<b>Financing Activities</b>									
<b>Inflows from financing activities</b>									
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%		Within Variance
		<b>218,510</b>	<b>218,510</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		
<b>Outflows from financing activities</b>									
Repayment of debentures	9	(106,134)	(106,134)	0	0	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%		Within Variance
		<b>(504,560)</b>	<b>(504,560)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Amount attributable to financing activities</b>		<b>(286,050)</b>	<b>(286,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>		
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>									
<b>Surplus or deficit at the start of the financial year</b>	(c)	<b>1,810,800</b>	<b>1,810,800</b>	<b>1,810,800</b>	<b>1,911,657</b>	100,857	5.57%		
Amount attributable to operating activities		(735,853)	(735,853)	1,517,841	1,493,406	(24,435)	(1.61%)		
Amount attributable to investing activities		(788,897)	(788,897)	192,782	131,254	(61,528)	(31.92%)		
Amount attributable to financing activities		(286,050)	(286,050)	0	0	0	0.00%		
<b>Surplus or deficit at the end of the financial year</b>	(c)	<b>0</b>	<b>0</b>	<b>3,521,423</b>	<b>3,536,317</b>	<b>14,894</b>	<b>(0.42%)</b>		

KEY INFORMATION



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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

## KEY TERMS AND DESCRIPTIONS

### FOR THE PERIOD ENDED 31 AUGUST 2023

#### REVENUE

##### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

##### Grants, subsidies and contributions

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

##### Capital grants, subsidies and contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

##### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

##### Fees and charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

##### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

##### Interest revenue

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

##### Other revenue

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

##### Profit on disposal of assets

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

## NATURE OR TYPE DESCRIPTIONS

#### EXPENSES

##### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

##### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

##### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

##### Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

##### Loss on disposal of assets

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

##### Depreciation

Depreciation expense raised on all classes of assets.

##### Finance costs

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

##### Other expenditure

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

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

**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.

	Notes	Adopted Budget	YTD Actual
<b>Non-cash items excluded from operating activities</b>		<b>\$</b>	<b>\$</b>
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	7	(35,122)	0
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	364,266
<b>Total non-cash items excluded from operating activities</b>		<b>2,155,449</b>	<b>364,266</b>

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

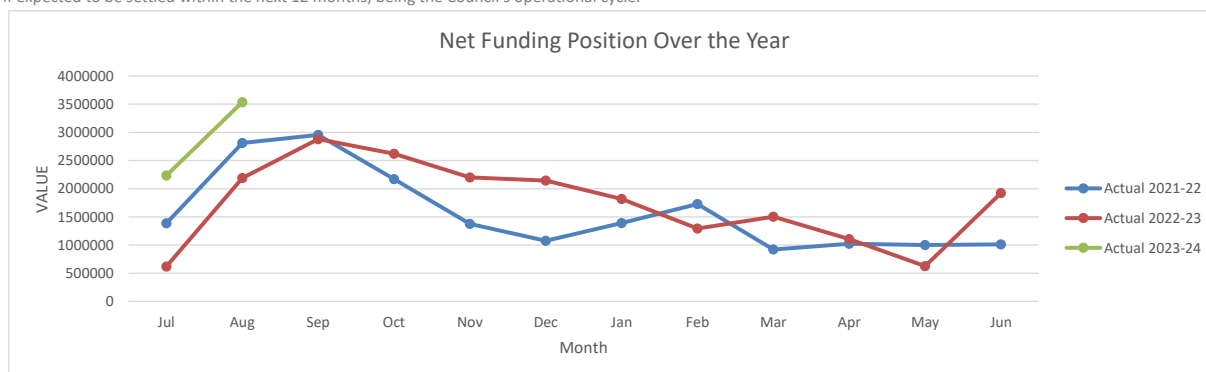
		Adopted Budget	Last Year Un- Audited Actual 30 June 2023	This Time Last Year 31 August 2022	Year to Date 31 August 2023
<b>Adjustments to net current assets</b>					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)	(2,984,280)
Add: Borrowings	9	83,711	106,129	113,970	106,129
Add: Provisions funded by Reserve		114,100	114,100	97,883	114,100
<b>Total adjustments to net current assets</b>		<b>(2,786,469)</b>	<b>(2,764,051)</b>	<b>(2,264,680)</b>	<b>(2,764,051)</b>

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

<b>Current assets</b>					
Cash and cash equivalents	2	4,713,673	4,932,690	3,408,295	5,042,330
Rates receivables	3	160,197	160,197	1,485,611	1,451,649
Receivables	3	563,601	573,403	560,760	800,862
Stock on Hand	4	23,825	17,171	15,500	50,165
<b>Total Current Assets</b>		<b>5,461,296</b>	<b>5,683,461</b>	<b>5,470,166</b>	<b>7,345,006</b>
<b>Less: Current liabilities</b>					
Payables	5	(346,994)	(433,740)	(279,154)	(470,623)
Borrowings	9	(83,711)	(106,129)	(113,970)	(106,129)
Contract liabilities	11	(231,024)	(231,024)	(433,769)	(231,024)
Provisions	11	(202,298)	(236,861)	(202,298)	(236,861)
<b>Total Current Liabilities</b>		<b>(864,027)</b>	<b>(1,007,754)</b>	<b>(1,029,191)</b>	<b>(1,044,637)</b>
		<b>4,597,269</b>	<b>4,675,707</b>	<b>4,440,975</b>	<b>6,300,368</b>
<b>Less: Total adjustments to net current assets</b>	(b)	<b>(2,786,469)</b>	<b>(2,764,051)</b>	<b>(2,264,680)</b>	<b>(2,764,051)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,810,800</b>	<b>1,911,657</b>	<b>2,176,295</b>	<b>3,536,317</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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



**SHIRE OF DOWERIN**  
**STATEMENT OF FINANCIAL POSITION**  
**FOR THE PERIOD ENDED 31 AUGUST 2023**

	NOTE	31 August 2023	30 June 2023
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents		5,042,330	4,932,690
Trade and other receivables		2,252,511	733,600
Inventories	4	50,165	17,171
<b>TOTAL CURRENT ASSETS</b>		<b>7,345,006</b>	<b>5,683,461</b>
<b>NON-CURRENT ASSETS</b>			
Trade and other receivables		24,594	24,594
Other financial assets		61,117	61,117
Property, plant and equipment		18,131,774	18,240,027
Infrastructure		65,253,913	65,269,490
<b>TOTAL NON-CURRENT ASSETS</b>		<b>83,471,398</b>	<b>83,595,228</b>
<b>TOTAL ASSETS</b>		<b>90,816,404</b>	<b>89,278,689</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables	5	470,623	433,740
Other liabilities		231,024	231,024
Borrowings	9	106,129	106,129
Employee related provisions		236,861	236,861
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,044,637</b>	<b>1,007,754</b>
<b>NON-CURRENT LIABILITIES</b>			
Borrowings	9	1,054,870	1,054,870
Employee related provisions		28,882	28,882
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>1,083,752</b>	<b>1,083,752</b>
<b>TOTAL LIABILITIES</b>		<b>2,128,389</b>	<b>2,091,506</b>
<b>NET ASSETS</b>		<b>88,688,015</b>	<b>87,187,183</b>
<b>EQUITY</b>			
Retained surplus		35,889,733	34,388,901
Reserve accounts	10	2,984,280	2,984,280
Revaluation surplus		49,814,002	49,814,002
<b>TOTAL EQUITY</b>		<b>88,688,015</b>	<b>87,187,183</b>

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



**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**BASIS OF PREPARATION**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 12 September 2023

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**SHIRE OF DOWERIN**  
**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 AUGUST 2023**

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

**Supporting Information for Councillor Information**

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

**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**SUMMARY INFORMATION**

**Funding surplus / (deficit) Components**

**Funding surplus / (deficit)**

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.91 M	\$0.10 M
Closing	\$0.00 M	\$3.52 M	\$3.54 M	\$0.01 M

Refer to Statement of Financial Activity

**Cash and cash equivalents**

	\$5.16 M	% of total
Unrestricted Cash	\$2.17 M	42.2%
Restricted Cash	\$2.98 M	57.8%

Refer to Note 2 - Cash and Financial Assets

**Payables**

	\$0.47 M	% Outstanding
Trade Payables	\$0.14 M	
Over 30 Days		0.0%
Over 90 Days		0%

Refer to Note 5 - Payables

**Receivables**

	\$0.80 M	% Collected
Rates Receivable	\$1.45 M	12.2%
Trade Receivable	\$0.80 M	
Over 30 Days		86.7%
Over 90 Days		2.4%

Refer to Note 3 - Receivables

**Key Operating Activities**

**Amount attributable to operating activities**

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.74 M)	\$1.52 M	\$1.49 M	(\$0.02 M)

Refer to Statement of Financial Activity

**Rates Revenue**

YTD Actual	\$1.56 M	% Variance
YTD Budget	\$1.56 M	0.0%

Refer to Note 6 - Rate Revenue

**Operating Grants and Contributions**

YTD Actual	\$0.39 M	% Variance
YTD Budget	\$0.34 M	13.3%

Refer to Note 12 - Operating Grants and Contributions

**Fees and Charges**

YTD Actual	\$0.35 M	% Variance
YTD Budget	\$0.36 M	(1.3%)

Refer to Statement of Financial Activity

**Key Investing Activities**

**Amount attributable to investing activities**

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.79 M)	\$0.19 M	\$0.13 M	(\$0.06 M)

Refer to Statement of Financial Activity

**Proceeds on sale**

YTD Actual	\$0.03 M	%
Adopted Budget	\$0.06 M	7.5%

Refer to Note 7 - Disposal of Assets

**Asset Acquisition**

YTD Actual	\$0.24 M	% Spent
Adopted Budget	\$5.04 M	(95.2%)

Refer to Note 8 - Capital Acquisition

**Non-Operating Grants**

YTD Actual	\$0.34 M	% Received
Adopted Budget	\$4.19 M	(91.8%)

Refer to Note 8 - Capital Acquisition

**Key Financing Activities**

**Amount attributable to financing activities**

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.29 M)	\$0.00 M	\$0.00 M	\$0.00 M

Refer to Statement of Financial Activity

**Borrowings**

Principal repayments	\$0.11 M	
Interest expense	\$0.03 M	0.0%
Principal due	\$1.15 M	

Refer to Note 9 - Borrowings

**Reserves**

Reserves balance	\$2.98 M
Interest earned	\$0.00 M

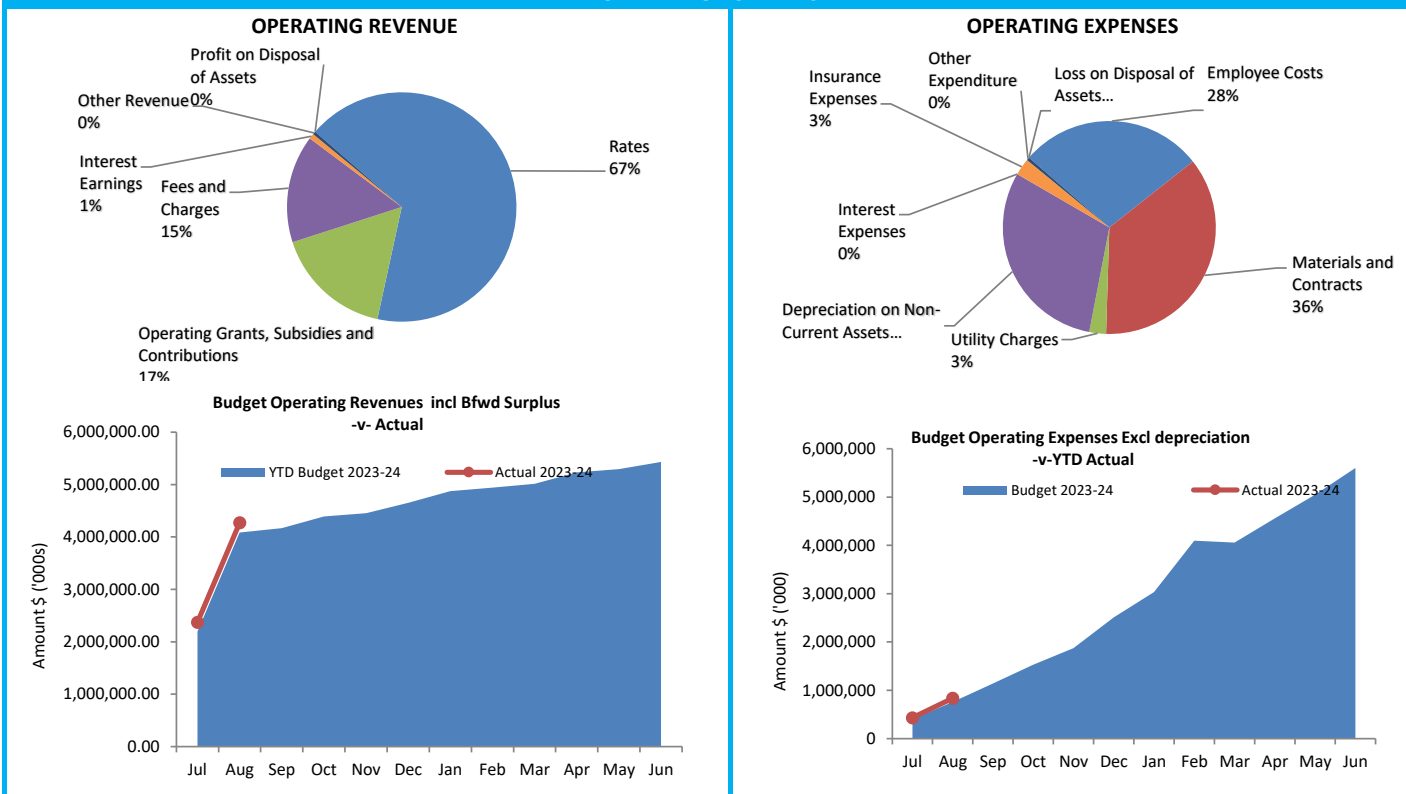
Refer to Note 10 - Cash Reserves

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

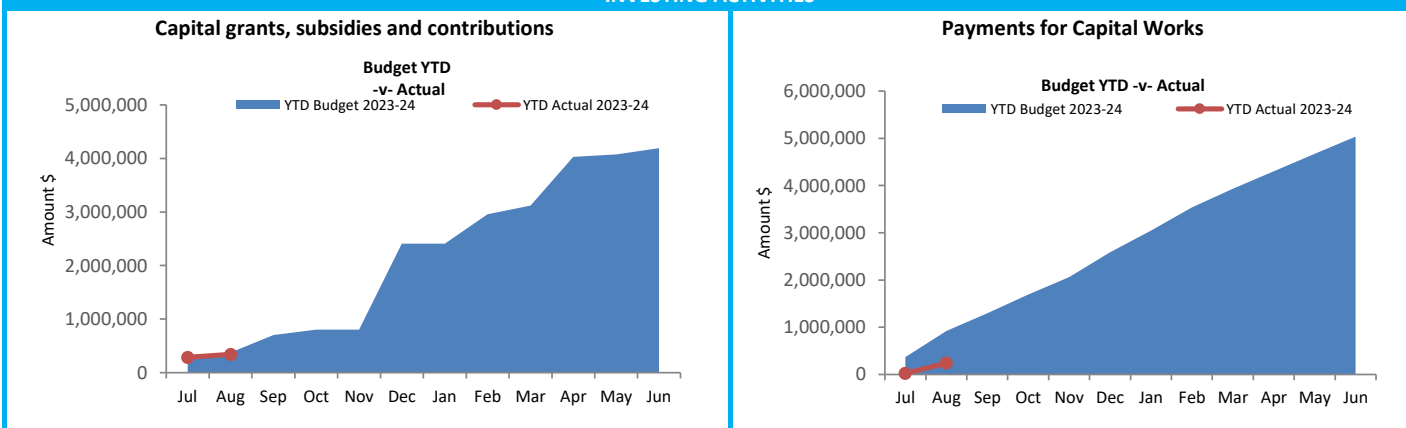
**MONTHLY FINANCIAL REPORT**  
**FOR THE PERIOD ENDED 31 AUGUST 2023**

**SUMMARY INFORMATION - GRAPHS**

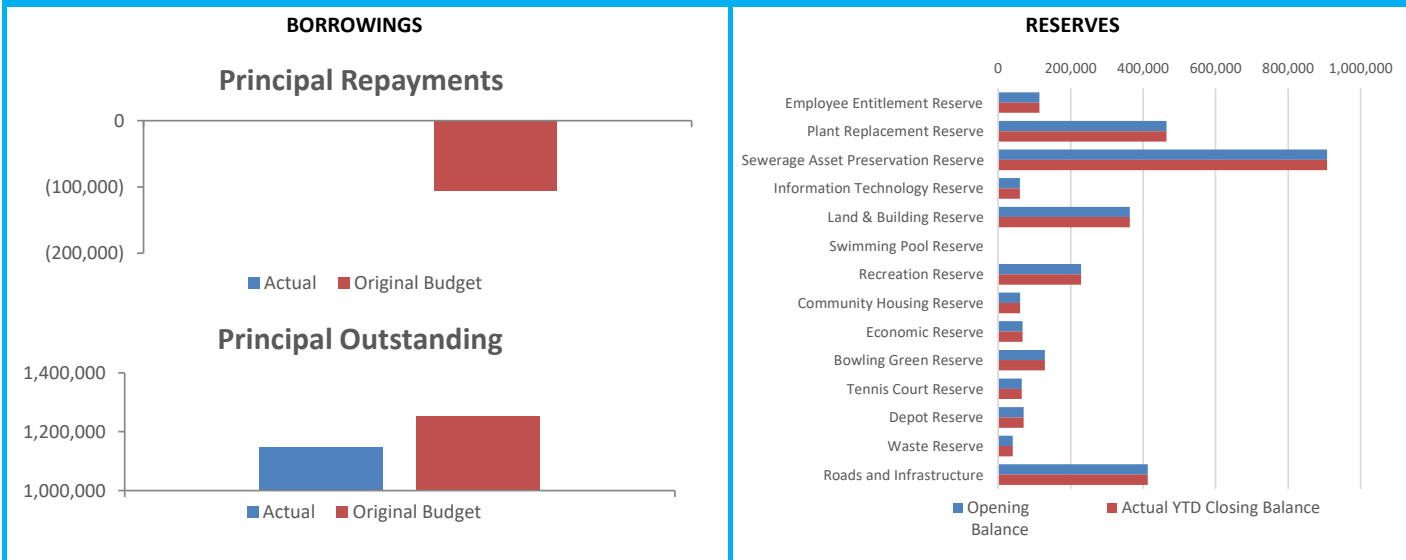
**OPERATING ACTIVITIES**



**INVESTING ACTIVITIES**



**FINANCING ACTIVITIES**



STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 1  
BY PROGRAM

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
Note	\$		\$	\$	\$	%		
<b>Revenue from operating activities</b>								
Governance	1,500	1,500	0	1,200	1,200	0.00%		Within Variance
General purpose funding	1,741,865	1,741,865	1,569,825	1,599,061	29,236	1.86%		Within Variance
Law, order and public safety	34,716	34,716	786	284	(502)	(63.87%)		Within Variance
Health	3,300	3,300	550	0	(550)	(100.00%)		Within Variance
Education and welfare	652,572	652,572	161,393	164,560	3,167	1.96%		Within Variance
Housing	161,992	161,992	26,998	33,623	6,625	24.54%		Within Variance
Community amenities	289,445	289,445	264,501	263,901	(600)	(0.23%)		Within Variance
Recreation and culture	50,180	50,180	4,752	4,122	(630)	(13.26%)		Within Variance
Transport	181,004	181,004	166,834	176,233	9,399	5.63%		Within Variance
Economic services	407,966	407,966	67,990	65,793	(2,197)	(3.23%)		Within Variance
Other property and services	96,722	96,722	13,500	21,297	7,797	57.76%		Within Variance
	<b>3,621,262</b>	<b>3,621,262</b>	<b>2,277,129</b>	<b>2,330,074</b>	52,945			
<b>Expenditure from operating activities</b>								
Governance	(560,449)	(560,449)	(93,789)	(69,880)	23,909	25.49%	😊	Administration employee costs are lower than YTD budget in Governance, but are offset by higher expenditure in Other property and services where the salaries have been costed too. Staff will review payroll postings asap.
General purpose funding	(197,452)	(197,452)	(33,742)	(47,541)	(13,799)	(40.90%)	😞	Administration allocations are \$15K higher than YTD budget. This may be a timing issue with allocation budgets spread evenly over the year.
Law, order and public safety	(164,240)	(164,240)	(27,288)	(25,197)	2,091	7.66%		Within Variance
Health	(61,229)	(61,229)	(10,014)	(6,020)	3,994	39.88%		Within Variance
Education and welfare	(590,578)	(590,578)	(98,963)	(164,138)	(65,175)	(65.86%)	😞	Unbudgeted costs of \$55K associated with the installation of rail and pathway for independence in the Aged and Disability Services area. This will be offset with additional revenue.
Housing	(269,675)	(269,675)	(48,154)	(43,193)	4,961	10.30%		Within Variance
Community amenities	(533,678)	(533,678)	(88,631)	(82,099)	6,532	7.37%		Within Variance
Recreation and culture	(1,278,073)	(1,278,073)	(203,188)	(187,157)	16,031	7.89%		Within Variance
Transport	(2,069,507)	(2,069,507)	(346,998)	(362,948)	(15,950)	(4.60%)		Within Variance
Economic services	(741,131)	(741,131)	(122,031)	(132,501)	(10,470)	(8.58%)		Within Variance
Other property and services	(46,552)	(46,552)	(50,756)	(80,259)	(29,503)	(58.13%)	😞	Over expenditure is offset by lower expenditure in employee costs in Governance.
	<b>(6,512,564)</b>	<b>(6,512,564)</b>	<b>(1,123,554)</b>	<b>(1,200,934)</b>	(77,380)			
Less: Profit on asset disposals	(35,122)	(35,122)	0	0	0	0		Within Variance
Movement in liabilities associated with restricted cash	4,970	4,970	0	0	0	0		Within Variance
Add: Depreciation on assets	2,185,601	2,185,601	364,266	364,266	0	0.00%		Within Variance
<b>Amount attributable to operating activities</b>	<b>(735,853)</b>	<b>(735,853)</b>	<b>1,517,841</b>	<b>1,493,406</b>	<b>(24,435)</b>			

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023

NOTE 1  
BY PROGRAM

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
<b>CONTINUED</b>									
<b>Investing Activities</b>									
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	377,608	342,599	(35,009)	(9.27%)		Within Variance
Proceeds from disposal of assets	7	56,000	56,000	0	29,091	29,091	0.00%	😊	Revenue has been received for the Trade of the Hino, staff will dispose of the item in the Asset register after the finalisation of the Annual Financial Report.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(24,000)	(21,605)	2,395	(9.98%)		Within Variance
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(160,826)	(218,831)	(58,005)	(36.07%)	😞	Refer to Note 8 for Detail.
<b>Amount attributable to investing activities</b>		<b>(788,897)</b>	<b>(788,897)</b>	<b>192,782</b>	<b>131,254</b>	<b>(61,528)</b>			
<b>Financing Activities</b>									
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%		Within Variance
Repayment of debentures	9	(106,134)	(106,134)	0	0	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%		Within Variance
<b>Amount attributable to financing activities</b>		<b>(286,050)</b>	<b>(286,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>			
<b>Surplus or deficit at the start of the financial year</b>	(c)	1,810,800	1,810,800	1,810,800	1,911,657	100,857	5.57%		
<b>Amount attributable to operating activities</b>		<b>(735,853)</b>	<b>(735,853)</b>	<b>1,517,841</b>	<b>1,493,406</b>	<b>(24,435)</b>	<b>0</b>		
<b>Amount attributable to investing activities</b>		<b>(788,897)</b>	<b>(788,897)</b>	<b>192,782</b>	<b>131,254</b>	<b>(61,528)</b>	<b>0</b>		
<b>Amount attributable to financing activities</b>		<b>(286,050)</b>	<b>(286,050)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Surplus or deficit at the end of the financial year</b>	(c)	<b>0</b>	<b>0</b>	<b>3,521,423</b>	<b>3,536,317</b>	<b>14,894</b>	<b>0</b>		

KEY INFORMATION

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

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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

**KEY TERMS AND DESCRIPTIONS**  
**FOR THE PERIOD ENDED 31 AUGUST 2023**

**Note 1 (Cont'd)**  
**REPORTING PROGRAMS**

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

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

**GENERAL PURPOSE FUNDING**

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

**LAW, ORDER, PUBLIC SAFETY**

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

**HEALTH**

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

**EDUCATION AND WELFARE**

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

**HOUSING**

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Provision and maintenance of all Shire responsible housing.

**COMMUNITY AMENITIES**

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

**RECREATION AND CULTURE**

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

**TRANSPORT**

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

**ECONOMIC SERVICES**

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

**OTHER PROPERTY AND SERVICES**

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

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

OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	2,170,436	0	2,170,436	0	NAB	0.05%	At Call
<b>Term Deposits</b>								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	4.70%	25/12/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	4.22%	7/01/2024
	Financial assets at amortised cost	4,001	984,280	988,281		Bendigo	4.30%	1/11/2023
<b>Total</b>		<b>2,174,837</b>	<b>2,984,280</b>	<b>5,159,117</b>				
<b>Comprising</b>								
Cash and cash equivalents		2,170,836	0	2,170,836	0			
Financial assets at amortised cost		4,001	2,984,280	2,988,281	0			
		<b>2,174,837</b>	<b>2,984,280</b>	<b>5,159,117</b>	<b>0</b>			

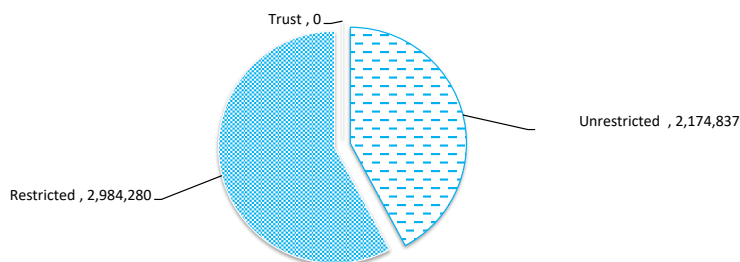
KEY INFORMATION

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

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

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

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





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

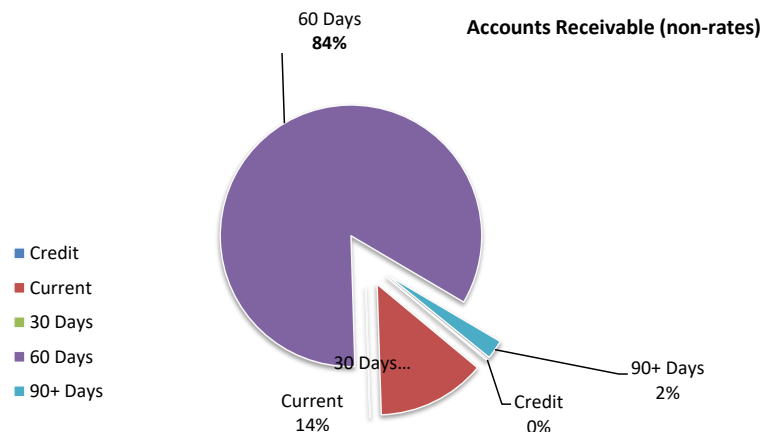
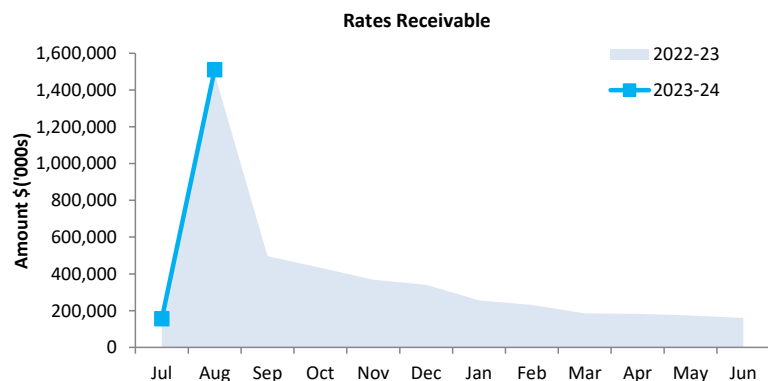
**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

Rates receivable	30 Jun 2023	31 Aug 2023
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,402,771	1,561,669
Less - collections	(1,362,166)	(210,435)
Equals current outstanding	<b>160,197</b>	<b>1,511,431</b>
Less allowance for impairment of receivables		(59,782)
<b>Net rates collectable</b>	<b>160,197</b>	<b>1,451,649</b>
% Collected	89.5%	12.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,163)	76,427	208	477,169	13,453	566,094
Percentage	(0.2%)	13.5%	0%	84.3%	2.4%	
<b>Balance per trial balance</b>						
Sundry receivable	(1,163)	76,427	208	477,169	13,453	566,094
Accrued Income	0	220,267	0	0	0	220,267
GST receivable	0	(10,497)	0	0	0	(10,497)
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Loans Club/Institutions - Current	0	0	0	0	0	0
<b>Total receivables general outstanding</b>						<b>800,862</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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



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

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance  1 July 2023	Asset Increase/(Decrease)	Closing Balance 31 August 2023
<b>Other current assets</b>	\$	\$	\$
<b>Inventory</b>			
Stock On Hand	17,171	32,994	50,165
<b>Total other current assets</b>	<b>17,171</b>	<b>32,994</b>	<b>50,165</b>
<b>Amounts shown above include GST (where applicable)</b>			

**KEY INFORMATION**

**Inventory**

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

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

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

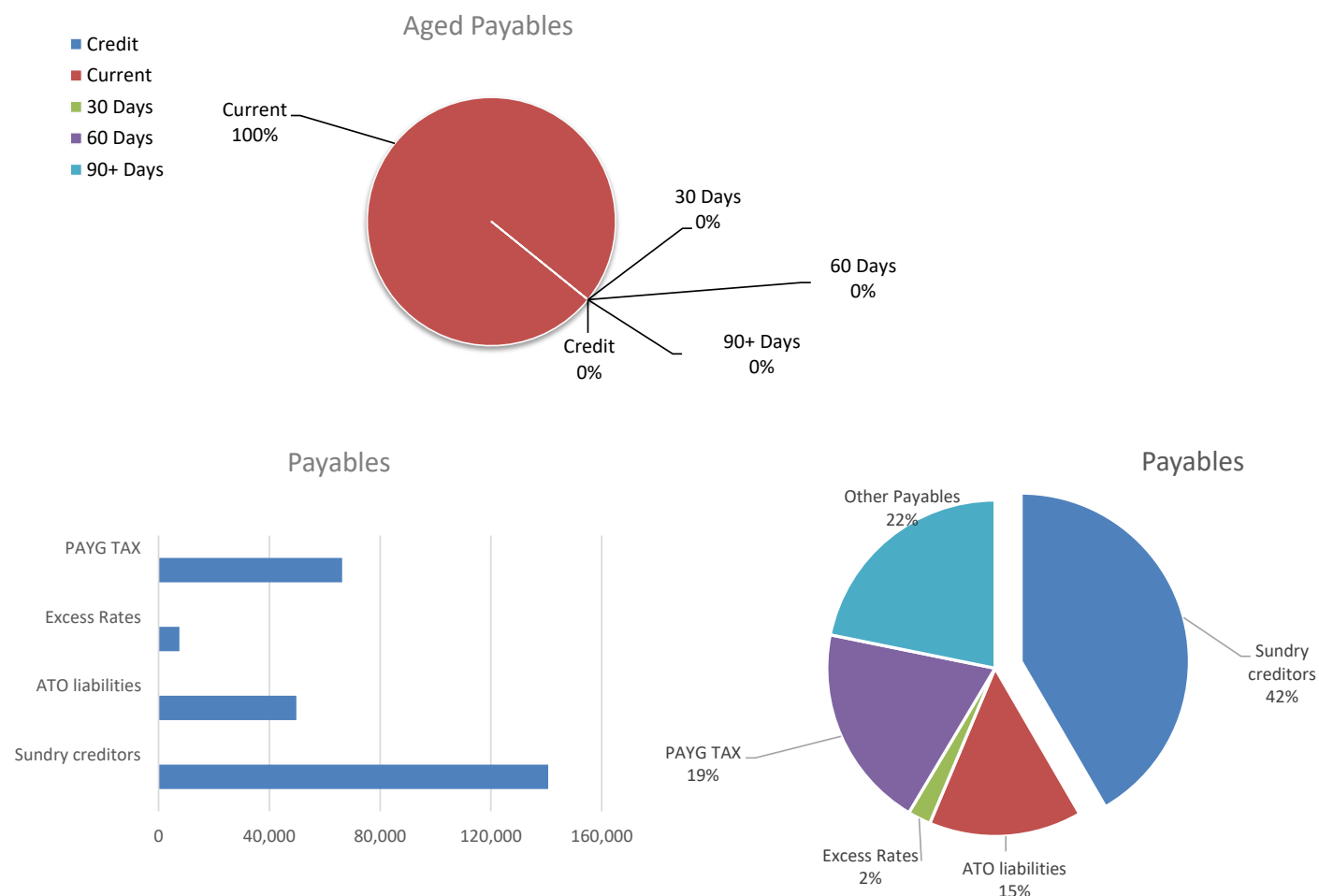
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	470,652	0	(29)	0	470,623
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	140,699	0	(29)	0	140,670
ATO liabilities	0	49,705	0	0	0	49,705
Excess Rates	0	7,498	0	0	0	7,498
PAYG TAX	0	66,322	0	0	0	66,322
Other Payables	0	73,690	0	0	0	73,690
Payroll Creditors	0	132,527	0	0	0	132,527
Gst Payable		0				0
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - CI	0	12,045	0	0	0	12,045
Accrued Expenses	0	(18,568)	0	0	0	(18,568)
<b>Total payables general outstanding</b>						<b>470,623</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

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

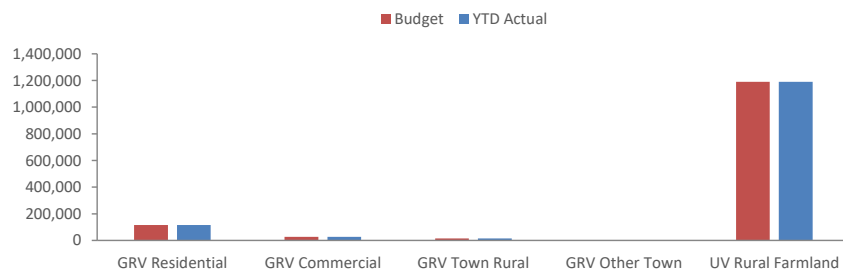


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 AUGUST 2023**

**OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE**

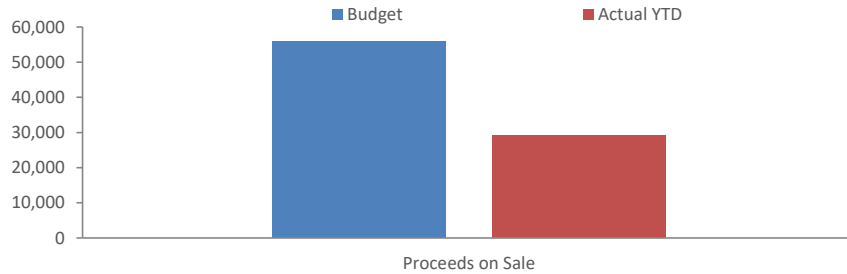
General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	172,058	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	40,850	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	27,890	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	8,399	0	0	3,439
<b>Unimproved value</b>								0			
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,244,286	0	0	1,190,799
<b>Sub-Total</b>		<b>374</b>	<b>213,441,201</b>	<b>1,350,773</b>	<b>(39)</b>	<b>0</b>	<b>1,350,734</b>	<b>1,493,483</b>	<b>0</b>	<b>0</b>	<b>1,350,986</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	849	66	445,279	56,034	0	0	56,034	56,034	0	0	56,034
GRV Commercial	849	17	65,470	14,433	0	0	14,433	14,433	0	0	14,433
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	13,584	0	0	13,584
GRV Other Town	248	20	7,974	4,960	0	0	4,960	4,960	0	0	4,960
<b>Unimproved value</b>											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	53,487	0	0	53,487
UV Commercial	849	4	500	3,396	0	0	3,396	3,396	0	0	3,396
UV Town Rural	849	4	137,000	3,396	0	0	3,396	3,396	0	0	3,396
UV Mining	248	16	130,350	3,968	0	0	3,968	3,968		0	3,968
<b>Sub-total</b>		<b>206</b>	<b>5,960,558</b>	<b>153,258</b>	<b>0</b>	<b>0</b>	<b>153,258</b>	<b>153,258</b>	<b>0</b>	<b>0</b>	<b>153,258</b>
<b>Amount from general rates</b>							<b>1,503,992</b>	<b>1,646,741</b>	<b>0</b>	<b>0</b>	<b>1,504,244</b>
Ex-gratia rates							57,425				57,425
<b>Total general rates</b>							<b>1,561,417</b>				<b>1,561,669</b>

**KEY INFORMATION**



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

Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>												
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	56,000	35,122	0	0	0	0	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	0	0	0	0	0	29,091	0	0
		<b>20,878</b>	<b>56,000</b>	<b>35,122</b>	<b>0</b>	<b>20,878</b>	<b>56,000</b>	<b>35,122</b>	<b>0</b>	<b>0</b>	<b>29,091</b>	<b>0</b>	<b>0</b>



\*\* Item to be disposed after EOY Asset processes are complete.

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

**INVESTING ACTIVITIES**

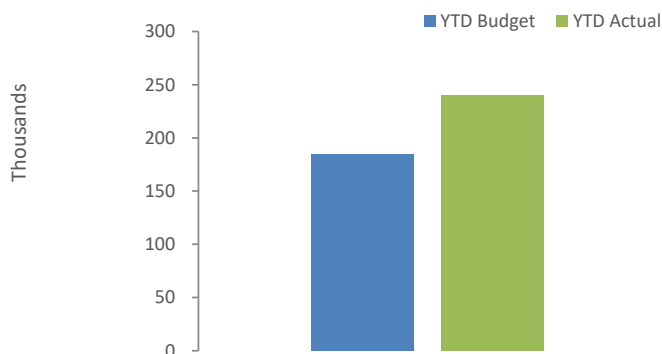
**NOTE 8**

**CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	24,000	21,605	(2,395)
Furniture and equipment	52,000	52,000	0	0	0
Plant and equipment	172,669	172,669	0	0	0
Infrastructure - roads	4,410,569	4,410,569	160,826	218,569	57,743
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	0	262	262
<b>Payments for Capital Acquisitions</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>184,826</b>	<b>240,436</b>	<b>55,610</b>
<b>Total Capital Acquisitions</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>184,826</b>	<b>240,436</b>	<b>55,610</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	377,608	342,599	(35,009)
Other (disposals & C/Fwd)	56,000	121,000	0	29,091	29,091
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(192,782)	(131,254)	61,528
<b>Capital funding total</b>	<b>5,036,112</b>	<b>5,036,112</b>	<b>184,826</b>	<b>240,436</b>	<b>55,610</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



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

INVESTING ACTIVITIES

NOTE 8

CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
<b>Land and Buildings</b>						
BC044	Sports Recreation Centre - Building (Capital)	24,000	24,000	21,605	2,395	Ceiling repairs complete
BC049	Hockey Pavilion - Building (Capital)	156,114	0	0	0	
<b>Total</b>		<b>180,114</b>	<b>24,000</b>	<b>21,605</b>	<b>2,395</b>	
<b>Furniture and equipment</b>						
FE001	Council Chambers Audio System	12,000	0	0	0	Commencing Oct23
FE002	IT Renewal Server	40,000	0	0	0	Commencing Oct23
<b>Total</b>		<b>52,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Plant and Equipment</b>						
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	0	0	0	
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	0	0	0	
PE100	Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	
<b>Total</b>		<b>172,669</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Infrastructure - Roads</b>						
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	0	4,976	(4,976)	Commencing Oct23
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	0	0	0	Commencing Mar24
LRC013	LRCIP - Berring East Road	190,826	160,826	163,401	(2,575)	Completed, gravel pit rehabilitation pending.
LRC164	Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000	Road Construction General (Budgeting Only)	60,000	0	0	0	By May24 - as this was budgeted for Rehab. Purposes.
R2R003	Koombekine North Road (R2R)	24,413	0	0	0	Commencing Nov23
R2R015	Hindmarsh Back Road (R2R)	93,145	0	0	0	Commencing Nov23
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040	Booralaming West Road (R2R)	112,500	0	12,990	(12,990)	Commencing Dec23
R2R041	Moonijin East Road (R2R)	123,615	0	0	0	Commencing Apr24
R2R042	McHugh Road (R2R)	67,327	0	0	0	Commencing Nov23
RRG003	Koombekine North Road (RRG)	585,184	0	2,294	(2,294)	Commencing Feb24
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	0	3,425	(3,425)	Commencing Sep23
BS183	Dowerin-Meckering Road (BS)	801,922	0	0	0	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	0	31,483	(31,483)	Commencing Jan24
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	0	0	0	Commencing Oct23
<b>Total</b>		<b>4,410,569</b>	<b>160,826</b>	<b>218,569</b>	<b>(57,743)</b>	

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

INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
<b>Infrastructure -Parks And Ovals</b>					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0
PC075	Town Site Greening Water Scheme	142,560	0	0	0
<b>Total</b>		<b>182,560</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Infrastructure - Other</b>					
OC11	Public Art Projects	25,000	0	0	0
OC018	Dowerin Standpipe Upgrade	13,200	0	0	0
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	262	(262) Costing to be corrected
<b>Total</b>		<b>38,200</b>	<b>0</b>	<b>262</b>	<b>(262)</b>
<b>TOTALS</b>		<b>5,036,112</b>	<b>184,826</b>	<b>240,436</b>	<b>(55,610)</b>



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

**FINANCING ACTIVITIES  
NOTE 9  
BORROWINGS**

**Repayments - borrowings**

**Information on borrowings**

Particulars	Loan No.	1 July 2023	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>								
Government Regional Officer Housing	100	227,550	0	(11,489)	227,550	239,039	0	(8,218)
<b>Recreation and culture</b>								
Dowerin Community Club	97	0	0	0	0	0	0	0
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
DEM Interest Free Swimming Pool Loan*	LP000	0	0	0	0	0	0	0
<b>Transport</b>								
Multi Tyre Roller	103	108,846	0	(21,070)	108,846	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
<b>Economic services</b>								
Short Stay Accommodation	99	564,486	0	(35,189)	564,486	599,675	0	(17,982)
<b>Total</b>		1,148,163	0	(106,134)	1,148,163	1,254,297	0	(30,120)
Current borrowings		106,134			106,129			
Non-current borrowings		1,042,029			1,042,034			
		1,148,163			1,148,163			

All debenture repayments were financed by general purpose revenue.

\* The DEM Loan to the Shire has been extinguished, via a Donation as agreed.  
The Budget did not provide for any new borrowing during the year.

**KEY INFORMATION**

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

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

**FINANCING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

Reserve name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	0	0	0	0	0	119,070	114,100
Plant Replacement Reserve	464,535	20,236	0	0	0	(35,310)	0	449,461	464,535
Sewerage Asset Preservation Reserve	907,424	39,529	0	0	0	(12,000)	0	934,953	907,424
Information Technology Reserve	60,144	2,620	0	0	0	(40,000)	0	22,764	60,144
Land & Building Reserve	363,390	15,830	0	252,426	0	0	0	631,646	363,390
Swimming Pool Reserve	0		0	0	0		0	0	0
Recreation Reserve	229,175	9,983	0	0	0	(41,200)	0	197,958	229,175
Community Housing Reserve	60,751	2,646	0	0	0	0	0	63,397	60,751
Economic Reserve	67,803	2,954	0	0	0	(30,000)	0	40,757	67,803
Bowling Green Reserve	128,702	5,606	0	10,000	0	0	0	144,308	128,702
Tennis Court Reserve	64,850	2,825	0	6,000	0	0	0	73,675	64,850
Depot Reserve	70,264	3,061	0	0	0	0	0	73,325	70,264
Waste Reserve	40,264	1,754	0	0	0	0	0	42,018	40,264
Roads and Infrastructure	412,878	17,986	0	0	0	(60,000)	0	370,864	412,878
	<b>2,984,280</b>	<b>130,000</b>	<b>0</b>	<b>268,426</b>	<b>0</b>	<b>(218,510)</b>	<b>0</b>	<b>3,164,196</b>	<b>2,984,280</b>

**KEY INFORMATION**

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

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 August 2023
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
<b>Total unspent grants, contributions and reimbursements</b>		<b>231,024</b>	<b>0</b>	<b>0</b>	<b>231,024</b>
<b>Provisions</b>					
Annual leave		149,078	0	0	149,078
Long service leave		87,783	0	0	87,783
<b>Total Provisions</b>		<b>236,861</b>	<b>0</b>	<b>0</b>	<b>236,861</b>
<b>Total other current assets</b>		<b>467,885</b>	<b>0</b>	<b>0</b>	<b>467,885</b>
Amounts shown above include GST (where applicable)					

**KEY INFORMATION**

**Provisions**

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

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

**Employee benefits**

**Short-term employee benefits**

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

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

**Other long-term employee benefits**

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

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

**Contract liabilities**

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

**OPERATING ACTIVITIES**

**NOTE 12**

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

**OPERATING GRANTS AND CONTRIBUTIONS**

**Operating grants, subsidies and contributions revenue**

Provider	Original Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Operating grants and subsidies, Contributions and reimbursements</b>			
<b>Governance</b>			
MEMBERS - Contributions & Donations	1,500	0	0
OTH GOV - Reimbursements	0	0	1,200
<b>General purpose funding</b>			
GEN PUR - Financial Assistance Grant - General	0	0	11,079
GEN PUR - Financial Assistance Grant - Roads	0	0	8,559
<b>Law, order, public safety</b>			
ESL BFB - Operating Grant	30,000	0	0
<b>Education and welfare</b>			
AGED OTHER - Grant Funding - CHSP	226,260	56,565	31,069
AGED OTHER - Grant Funding - HCP	404,912	101,228	131,999
WELFARE - Grants	5,400	900	0
<b>Housing</b>			
OTH HOUSE - Rental Reimbursements	0	0	6,194
<b>Community amenities</b>			
ENVIRON - Reimbursements	504	0	300
<b>Recreation and culture</b>			
REC - Contributions & Donations	504	84	1,551
REC - Reimbursements - Other Recreation	504	84	0
LIBRARY - Other Grants	5,000	0	0
OTH CUL - Contributions & Donations - Other Culture	2,400	0	0
OTH CUL - Grants - Other Culture	13,764	0	0
<b>Transport</b>			
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621
<b>Economic services</b>			
TOUR - Other Income Relating to Tourism & Area Promotio	396	66	0
CRC - Grants	100,970	16,828	26,262
CRC - Grants (excl GST)	5,000	832	0
<b>Other property and services</b>			
PWO - Other Reimbursements	300	0	0
POC - Fuel Tax Credits Grant Scheme	7,500	1,250	0
ADMIN - Reimbursements	0	0	488
	<b>968,914</b>	<b>341,837</b>	<b>387,322</b>

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

INVESTING ACTIVITIES

NOTE 13

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue					
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varanace
	\$	\$	\$	\$	
<b>Non-operating grants and subsidies</b>					
<b>General purpose funding</b>					
Gen Pur - Grant Funding (No Gst)	577,376	577,376	90,826	55,575	35,251
<b>Law, order, public safety</b>					
Esl Bfb - Capital Grant	0	0	0	697	(697)
<b>Recreation and culture</b>					
Rec - Grants	237,223	237,223	9,306	8,851	455
Oth Cul - Grants - Other Culture	42,500	42,500	0	0	0
<b>Transport Funding</b>					
RRG Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	277,476	277,476	0
R2R Roadc - Roads To Recovery Grant	544,750	544,750	0	0	0
WSFN Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	0	0	0
<b>TOTALS</b>	<b>4,191,215</b>	<b>4,191,215</b>	<b>377,608</b>	<b>342,599</b>	<b>35,009</b>

**SHIRE OF DOWERIN**  
**List of Payments for the Period Ending**  
**31-Aug-23**



Last EFT No: 1      11172

<u>Chg/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11173	02/08/2023	Avon Waste	Rubbish collection services	\$ 2,892.39	
EFT11174	02/08/2023	Courtney's Cleaning	Domestic Assistance and travel	\$ 2,116.88	Fully Funded
EFT11175	02/08/2023	Bear Pantry Cafe	Catering for the Seniors Christmas in July lunch	\$ 2,464.00	
EFT11176	02/08/2023	Allison Begley	Staff reimbursement for PPE gear	\$ 467.00	
EFT11177	02/08/2023	Bandwidth Holdings Pty Ltd	Point to Point from Shire office to CRC	\$ 1,870.00	Funds covered from merger
EFT11178	02/08/2023	Complete Office Supplies	Assorted office supplies and A4 copy paper for Admin and Home Care	\$ 870.37	
EFT11179	02/08/2023	Dowerin Refrigeration & Airconditioning Service	Service call re transmission fault CRC aircon	\$ 206.25	
EFT11180	02/08/2023	Eastern Hills Chainsaws & Mowers	Repairs to Stihl pole saw	\$ 425.20	
EFT11181	02/08/2023	LJ & BL Green	Supply 146.74T Cracker dust	\$ 2,179.09	
EFT11182	02/08/2023	Garden of Vegan	HCP L3- Provision of vegan meals for 6 months	\$ 459.38	Fully Funded
EFT11183	02/08/2023	KAOS Electrical	Install new air conditioner in the library at the CRC	\$ 5,657.00	Funds covered from merger
EFT11184	02/08/2023	Lo-Go Appointments	Provision of Governance Projects Officer - 22 April - 30 June 2023	\$ 2,883.58	
EFT11185	02/08/2023	Lite n' Easy	HCPL3- provision of Lite N Easy meals	\$ 700.19	Fully Funded
EFT11186	02/08/2023	Local Government Professionals	2023-24 Bronze Local Government Subscription	\$ 550.00	
EFT11187	02/08/2023	James Newton	Step repairs to Shire bus	\$ 188.20	
EFT11188	02/08/2023	5Rivers Plumbing & Gas	Shire Admin blocked toilet drains	\$ 439.45	
EFT11189	02/08/2023	Georgie Sadler	Seniors Christmas In July Luncheon Live Entertainment	\$ 250.00	
EFT11193	02/08/2023	WA Local Government Association	WALGA Subscriptions 2023 - 2024	\$ 29,906.75	
EFT11194	02/08/2023	WHEATBELT BUSINESS NETWORK	WBN Annual Membership 2023-2024	\$ 360.00	
EFT11195	02/08/2023	Xenex Systems Pty Ltd	Yealink (phone system) for CRC	\$ 1,061.50	Funds covered from merger
EFT11196	02/08/2023	Dun Direct Pty Ltd	Supply & deliver 10,000lt diesel	\$ 17,057.04	
EFT11197	02/08/2023	LG Best Practices Pty Ltd	Internal Practices and Processes finance support - Bank Reconciliations, Payroll, Rates, Training, audit.	\$ 26,070.00	

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11198	02/08/2023	Holberton Earthmoving	Supply road building services for variation #23 as per tender 2022-01 for spoil removal, extended form up scope, gravel pit and turn around establishment, for Berring East Road LRC013	\$ 27,043.50	<b>Fully Funded</b>
EFT11199	02/08/2023	Merredin Telephone Services	Supply and install RU12 and 16 data points in CRC	\$ 4,973.21	
EFT11200	02/08/2023	Marketforce	Saturday West Australian adcopy for Tender T2023-05	\$ 762.01	<b>Funds covered from merger</b>
EFT11201	02/08/2023	Rebecca McCall	Construction program Reimbursement for power usage as per employment contract	\$ 254.04	
EFT11202	02/08/2023	Michael J Boyle	Valuation, road condition and error target report	\$ 3,850.00	<b>Fully Funded</b>
EFT11203	02/08/2023	Rural Ranger Services	Ranger Services July 2023	\$ 1,888.92	
EFT11204	02/08/2023	Sally J Design	Banner Project - Graphic Design for 4x sets.	\$ 1,606.00	<b>Fully Funded</b>
EFT11205	02/08/2023	Team Global Express	Courier service	\$ 47.06	
EFT11206	02/08/2023	Telly's Auto Electrical & Air-Conditioning	Replace evaporator on Water Cart D040	\$ 770.81	<b>Fully Funded</b>
EFT11207	02/08/2023	Wallis Computer Solutions	Sophos UTM Managed Solution annual fee	\$ 7,766.88	
EFT11208	04/08/2023	Harbour Software Pty Ltd	Doc Assembler Initial Annual Subscription Fee	\$ 7,700.00	<b>Fully Funded</b>
EFT11209	04/08/2023	Local Health Authorities Analytical Committee	Analytical services 2022/2023	\$ 396.00	
EFT11210	04/08/2023	Wallis Computer Solutions	Agreement ITS GOLD - Annual Billing	\$ 30,996.37	<b>Fully Funded</b>
EFT11211	04/08/2023	Bitutek Pty Ltd	Supply 2000lt cold emulsion	\$ 1,963.50	
EFT11212	04/08/2023	Dowerin & Districts Farmshed	Supply 200L Grosorb soil wetter agent for town ovals	\$ 6,783.20	<b>Fully Funded</b>
EFT11213	04/08/2023	Harbour Software Pty Ltd	Cancelled - Duplicated entry in error		
EFT11214	04/08/2023	Local Health Authorities Analytical Committee	Cancelled - Duplicated entry in error		<b>Fully Funded</b>
EFT11215	04/08/2023	Enviroline Group	Repairs to remote receiver on Sewer Jetter	\$ 198.00	
EFT11216	04/08/2023	IT Vision User Group	Full day training session - Debtors and Creditors	\$ 825.00	<b>Fully Funded</b>
EFT11217	04/08/2023	Wallis Computer Solutions	Cancelled - Duplicated entry in error		
EFT11218	04/08/2023	Red Fix Home Maintenance	HCPL3 - Piesse St, Wyalkatchem. Replace / renovate bathroom	\$ 25,000.00	<b>Fully Funded</b>
EFT11219	11/08/2023	Avon Waste	Rubbish collection service	\$ 2,909.13	
EFT11220	11/08/2023	Courtney's Cleaning	Domestic assistance and travel	\$ 1,665.00	<b>Fully Funded</b>
EFT11221	11/08/2023	BOC Limited	Monthly Cylinder hire	\$ 26.27	
EFT11222	11/08/2023	Bear Pantry Cafe	Catering for CEO farewell dinner with Council	\$ 1,486.10	<b>Fully Funded</b>
EFT11223	11/08/2023	Complete Office Supplies	Stationary supplies for CRC	\$ 549.46	
EFT11224	11/08/2023	Dowerin Tyre & Exhaust	Supply x2 new Tyres for Toro Zero Turn Mower P29	\$ 90.00	<b>Fully Funded</b>
EFT11225	11/08/2023	Digga West & Earthparts WA	BC-100038 Tooth kit BC-100039 Blade kit to suit Rotary Axe	\$ 2,277.00	
EFT11226	11/08/2023	Dowerin Men's Shed	June Tip Management	\$ 1,000.00	<b>Fully Funded</b>

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11227	11/08/2023	Eastern Hills Chainsaws & Mowers	Cox Combo	\$ 52.20	
EFT11228	11/08/2023	Emerg Solutions Pty Ltd	BFB BART Annual license renewals and subscriptions 23/24	\$ 922.00	
EFT11229	11/08/2023	MJB Industries Pty Ltd	Culvert & drainage materials	\$ 37,389.35	<b>Part Funded</b>
EFT11230	11/08/2023	Rural Ranger Services	Ranger services 28/07/2023-03/08/2023-04/08/2023	\$ 834.68	
EFT11231	11/08/2023	Goomalling Medical Surgery	Pre-Employment Medical	\$ 165.00	
EFT11232	11/08/2023	T-Quip	Supply 5 X TOP114-0435-03 blades to suit Zero Turn mower	\$ 428.60	
EFT11233	11/08/2023	Whitney Consulting	Growing Regions - Wheatbelt Worker Housing Project	\$ 2,629.00	<b>Fully Funded</b>
EFT11234	11/08/2023	Wongan Hills Pharmacy	Home care	\$ 59.99	
EFT11235	11/08/2023	Zone 50 Engineering Surveys Pty Ltd	Supply Survey services for the crest cut pegging for Koombekine North Road RRG003	\$ 2,523.73	
EFT11236	11/08/2023	Holberton Earthmoving	Supply road building services as per Tender 2022-01 for the gravel re-sheeting of Berring East Road SLK 0.00-4.95 LRC013	\$ 64,680.00	<b>Part Funded</b>
EFT11237	11/08/2023	Petchell Mechanical	Carry out 1000hr service on Cat 120M grader	\$ 11,185.56	
EFT11238	11/08/2023	Linley Dreghorn	Cards and gifts for departing staff	\$ 528.90	
EFT11239	11/08/2023	Holberton Earthmoving	Supply services as per tender T2023-01 for winter grading Spark Rd	\$ 17,567.00	
EFT11240	11/08/2023	Interfire Agencies	PPE for Minnivale Bush Fire Brigade	\$ 553.36	
EFT11241	11/08/2023	Local Government Professionals	Project Management Essentials Workshop training	\$ 2,360.00	
EFT11242	11/08/2023	LG Best Practices Pty Ltd	Mini Audit - financials including payroll and bank reconciliations	\$ 3,712.50	
EFT11243	11/08/2023	Shelley Matthews	Melissa Welsh Event	\$ 66.83	<b>Fully Funded</b>
EFT11244	11/08/2023	Marda Property Care	Gardening Service - Best St Koorda	\$ 975.00	<b>Fully Funded</b>
EFT11245	11/08/2023	Safe Avon Valley	Impound fees x 5 for cats July 2023	\$ 375.00	
EFT11246	11/08/2023	Wallis Computer Solutions	Managed Back up service - annual subscription	\$ 7,907.99	
EFT11247	11/08/2023	Xenex Systems Pty Ltd	Phone system upgrade	\$ 60.50	
EFT11248	11/08/2023	BriJarCass Security	Cleaning Service - Johnson St Wylie - 2023-2024	\$ 115.50	<b>Fully Funded</b>
EFT11249	11/08/2023	Complete Office Supplies	Office supplies for Admin and Home Care	\$ 114.35	
EFT11250	11/08/2023	Country Copiers	Copier readings 05/07/2023 - 06/08/2023	\$ 953.76	
EFT11251	11/08/2023	Dun Direct Pty Ltd	Duplicate payment in error corrected in September offset to new invoice	\$ 17,057.04	
EFT11252	11/08/2023	Department of Mines, Industry Regulation &	BSL July 2023	\$ 908.68	
EFT11253	11/08/2023	The Rural Movement	Gym inductions 18/07/2023 - 28/07/2023	\$ 80.00	
EFT11254	17/08/2023	Ampac Debt Recovery WA Pty Ltd	Debt collection for July 2023	\$ 643.50	



<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11255	17/08/2023	Boekeman Machinery	Carry out 50,000km service on D4 Hilux	\$ 445.60	Fully Funded
EFT11256	17/08/2023	Bandwidth Holdings Pty Ltd	SSA WiFi for August 2023	\$ 121.00	
EFT11257	17/08/2023	C&F Building Approvals	Monthly Reporting July 2023 BSL Levy, Form 81, CTF	\$ 440.00	
EFT11258	17/08/2023	Gym Care	Set of 5 Power Bands for Gym (replacing broken set)	\$ 132.00	
EFT11259	17/08/2023	Holberton Earthmoving	supply services as per panel tender T2023-01 for winter grading Rifle Range rd	\$ 5,500.00	
EFT11260	17/08/2023	Lo-Go Appointments	Contract CEO services w/e 29/07/23	\$ 802.56	
EFT11261	17/08/2023	Lite n' Easy	HCPL3-Provision of Lite N Easy meals	\$ 294.97	
EFT11262	17/08/2023	Perth Laundry Equipment	Washing machine and dryer rental 22/6/23 - 21/7/23	\$ 1,258.38	
EFT11263	17/08/2023	Red Fix Home Maintenance	Remove old damaged ceilings and replace with new water proof ceiling, insulate and paint in the male/female toilets and entrance to Rec Centre	\$ 23,765.00	
EFT11264	17/08/2023	Scott Print	Printing of 23/24 Rates Information Booklets - Design Supplied	\$ 1,787.50	
EFT11265	17/08/2023	Shred-X Pty Ltd	240L Security Bin August 2023	\$ 13.00	Fully Funded
EFT11266	17/08/2023	Shauna Wells	HCP L3 - Madison Lift Chair	\$ 3,500.00	
EFT11267	17/08/2023	Ray's Auto Mech & Engineering Services	Supply 95 round plates for sprinkler covers at the football and hockey ovals	\$ 1,485.00	
EFT11268	17/08/2023	Wallis Computer Solutions	ITS GOLD 22-23 overage hours	\$ 1,513.60	Fully Funded
EFT11269	17/08/2023	Xenex Systems Pty Ltd	3 Access points for wifi- Short Stay Accommodation	\$ 825.00	
EFT11270	24/08/2023	Courtney's Cleaning	Domestic Assistance and travel	\$ 419.60	
EFT11271	24/08/2023	BriJarCass Security	Provide Domestic assistance fortnightly	\$ 654.50	
EFT11272	24/08/2023	Competent Solutions Pty Ltd	Uniform order	\$ 361.04	
EFT11273	24/08/2023	Dowerin & Districts Farmshed	Bolts, washers, screws, cement	\$ 296.95	
EFT11274	24/08/2023	Department of Mines, Industry Regulation &	July BSL underpaid	\$ 60.69	
EFT11275	24/08/2023	Lo-Go Appointments	Provision of Governance Projects Officer w/e 08/07/23	\$ 802.56	
EFT11276	24/08/2023	Local Government Professionals	Community Development Conference 2023 - CRC Coordinator	\$ 1,010.00	
EFT11277	24/08/2023	LG Best Practices Pty Ltd	Financial services to June 23 - Payroll audit and reconciliation	\$ 1,732.50	
EFT11278	24/08/2023	Melissa Welsh Style and Design	Interior Styling Workshop - 20th July	\$ 800.00	Fully Funded
EFT11279	24/08/2023	Natasha Jade Pt	Personal Training - Oct 22 - Jun 23	\$ 580.00	
EFT11280	24/08/2023	Pattons Panel and Paint	Carry out repairs to Hilux D4 as per quote	\$ 1,447.04	
EFT11281	24/08/2023	Sally J Design	23/24 Rates Information Booklets - Design 16 DL Tabbed Panels, Existing Branding and PDF Final	\$ 561.00	
EFT11282	24/08/2023	MD Windsor	Erect garden shed at 1/13 Stacy St	\$ 350.00	

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11283	24/08/2023	Wallis Computer Solutions	Microsoft 365 Business Premium 21/06/2023-22/02/2024	\$ 2,431.21	
EFT11284	30/08/2023	Toolmart Australia	Supply Imex 012-IMELS5E Staff	\$ 85.00	
EFT11285	30/08/2023	Avon Waste	Rubbish collection services	\$ 2,885.27	
EFT11286	30/08/2023	Courtney's Cleaning	Domestic assistance and travel	\$ 878.80	<b>Fully Funded</b>
EFT11287	30/08/2023	Central Regional Tafe	Traffic Management course	\$ 138.02	
EFT11288	30/08/2023	Complete Office Supplies	Stationery Supplies	\$ 847.48	
EFT11289	30/08/2023	Landgate	Rural UV Schedule R2023/02	\$ 91.60	
EFT11290	30/08/2023	Dowerin & Districts Farmshed	Consumables for July 2023	\$ 2,342.45	
EFT11291	30/08/2023	Direct Trades Supply Pty Ltd	1 X DTS-SKSSSP600100 spray seal starter paper roll	\$ 140.25	
EFT11292	30/08/2023	E Fire & Safety	Supply fire hose reel to suit pole mounting	\$ 324.50	
EFT11293	30/08/2023	Holberton Earthmoving	Supply road building services as per Tender 2022-01 for the gravel re-sheeting of Berring East Road SLK 0.00-4.95 LRC013	\$120,164.00	<b>Part Funded</b>
EFT11294	30/08/2023	State Library Of Western Australia	Better Beginings	\$ 33.00	
EFT11295	30/08/2023	Lite n' Easy	HCPL3-provision of Lite N Easy meals	\$ 262.14	<b>Fully Funded</b>
EFT11296	30/08/2023	Petchell Mechanical	Various invoices paid for services rendered Jul23 - (D004, D003, Cat 120M, Cat 299 Skid Steer)	\$ 13,015.87	
EFT11297	30/08/2023	5Rivers Plumbing & Gas	Excavator dry hire 1 day	\$ 290.00	
EFT11298	30/08/2023	Red Fix Home Maintenance	3 x repairs and maintenance for HCPL	\$ 61,572.50	<b>Fully Funded</b>
EFT11299	30/08/2023	Star Track Express Pty Ltd	Freight from Bayswater - Fire hose for SSA	\$ 71.64	
EFT11300	30/08/2023	Goomalling Medical Surgery	Staff Medical - Staff recruitment	\$ 165.00	
EFT11301	30/08/2023	Telstra Limited	CRC Telstra Inv for July 23	\$ 84.40	
EFT11302	30/08/2023	Vernice Pty Ltd	Supply dozer as per rates provided to stockpile gravel for Booralamming West Road R2R040	\$ 14,289.00	<b>Fully Funded</b>
EFT11303	30/08/2023	Ray's Auto Mech & Engineering Services	Supply 9 grease cartridges	\$ 92.27	
EFT11304	30/08/2023	Wallis Computer Solutions	Fixed Price Service Contract CRC	\$ 15,218.35	
				<b>\$693,133.99</b>	
<b><u>Direct Debits</u></b>					
DD12579.1	02/08/2023	Water Corporation	Water Usage charges 09/05/2023 - 11/07/2023	\$ 128.67	
DD12586.1	03/08/2023	Shire of Dowerin - Visa Payments	VISA Card expenses - Jul23	\$ 2,680.83	
DD12561.1	07/08/2023	Xenex Systems Pty Ltd	Telephone VOIP system for July23	\$ 460.41	
	09/08/2023	NAB Connect	Bank Fees	\$ 24.99	

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
DD12563.1	09/08/2023	Synergy	Energy Supply 15/06/2023-19/07/2023	\$ 2,723.72	
DD12565.1	10/08/2023	Synergy	Energy supply 22/05/2023-20/07/2023	\$ 2,328.63	
DD12581.1	11/08/2023	Synergy	Energy Supply 24/05/2023 - 20/07/2023	\$ 996.52	
	11/08/2023	Wylie Weekly	Advertising costs - Position Vacant (Finance)	\$ 25.00	
DD12589.1	14/08/2023	Synergy	Supply and usage 25/05/23 - 24/07/23	\$ 4,815.33	
DD12591.1	14/08/2023	Water Corporation	Water usage charges 18/05/23 - 27/07/23	\$ 808.33	
DD12583.1	15/08/2023	Resonline Pty Ltd	July 2023 Room Manager Fee (Short Stay Booking System)	\$ 242.00	
DD12583.2	15/08/2023	Telstra Limited	Calls and usage charges 27/07/23 - 26/8/23	\$ 591.91	
DD12597.2	21/08/2023	Synergy	Electricity consumption 28/06/23 - 27/07/23	\$ 616.70	
DD12597.3	21/08/2023	Water Corporation	Water service charges 01/07/23 - 31/08/23	\$ 47.87	
DD12597.1	21/08/2023	Wesfarmers Kleenheat Gas	LPG Bulk	\$ 241.37	
DD12603.1	22/08/2023	Synergy	Electrcity supply & usage 25/06/23-24/07/2023	\$ 2,014.07	
DD12603.2	22/08/2023	Water Corporation	Water usage 26/05/23 - 31/07/23	\$ 81.11	
DD12616.1	25/08/2023	Water Corporation	Water usage and service 06/06/23 - 08/08/23	\$ 444.41	
DD12618.1	28/08/2023	Water Corporation	Water usage and service charges	\$ 1,120.66	
DD12621.2	29/08/2023	Telstra Limited	Mobile SMS to 09/08/23	\$ 75.98	
DD12630.1	29/08/2023	Telstra Limited	TIMS 10/08/23 - 09/09/23	\$ 75.98	
DD12621.1	29/08/2023	Water Corporation	Water usage and service charges 06/06/23 - 07/08/23	\$ 187.40	
DD12633.1	30/08/2023	Water Corporation	Water usage and service charges 09/06/23 - 08/08/23	\$ 2,061.28	
DD12635.1	31/08/2023	Water Corporation	Water usage and service charges 06/06/23 - 08/08/23	\$ 1,648.49	
	16/08/2023	Precision Administration Services Pty Ltd	Superannuation PPE 1/8/23 & 16/8/23	\$ 16,616.87	
	24/08/2023	NAB Connect	Bank Fees	\$ 45.99	
	30/08/2023	Precision Administration Services Pty Ltd	Superannuation PPE 30/8/23	\$ 7,828.86	
	31/08/2023	NAB Connect	Merchant Fees	\$ 227.57	
	31/08/2023	NAB Bpay Fees	Bpay Fees	\$ 89.29	
				<b>\$ 49,250.24</b>	

**Payroll**

01.08.2023	Payroll	PPE 1/8/23	\$ 53,268.00
16.08.2023	Payroll	PPE 16/8/23	\$ 57,343.54
30.08.2023	Payroll	PPE 30/8/23	\$ 58,855.08

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
				<u>\$169,466.62</u>	
<b><u>SUMMARY</u></b>					
	EFT	11173 - 11304		\$693,133.99	
	Direct Debits			\$ 49,250.24	
	Payroll			\$169,466.62	
				<u><u>\$911,850.85</u></u>	

# SHIRE OF DOWERIN



**JULY 23**

Date: 3/08/2023  
Voucher: 704

Two thousand one hundred fifty six dollars and fifty three cents

**\$ 2,680.83**

Dr to. **NAB VISA D89**

**MUNICIPAL FUND**

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
5/07/2023	121402200	Corporate Internet - monthly subs	\$70.45	\$ 775.00 ✓
7/07/2023	P134.261.2261	Fuel for jerry cans	7.71	\$ 84.83 ✓
14/07/2023	P 009	Plate transfer D009 P009.266.2266	-	\$ 31.10 ✓
17/07/2023	121402870	Desk storage for new CEO	10.64	\$ 117.00 -
18/07/2023	121404180	Unpaid invoice due to error in procressing GST	-	\$ 9.06
19/07/2023	P711.260	12v battery P711.260.2704 2101	2.18	\$ 23.95
19/07/2023	120301160	Stamps for rates postage .2101	54.55	\$ 600.00
20/07/2023	P134.261.2261	Fuel for jerry cans	7.90	\$ 86.91
10/07/2023	121402410	ADOBE Monthly subs -CDO	2.64	\$ 28.99
17/07/2023	121402410	ADOBE Monthly subs -EGO	2.64	\$ 28.99
24/07/2023	121402410	LG Professionals Membership Renewal DCEO	48.27	\$ 531.00
26/07/2023	121402080	Leaving gift for CEO	31.45	\$ 346.00
28/07/2023	120302110	NAB Visa card fee CEO .2100		\$ 9.00
28/07/2023	120302110	NAB Visa card fee DCEO .2100		\$ 9.00
			Sub	\$ 2,680.83
			Sub	\$ -
				\$ 2,680.83

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

CERTIFIED SPECIAL EMERGENCY PAYMENT ..... *R. Hepp* ..... 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, 7 days a week)

Attachment 11.2A

## Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL  
Account No: 4557 0455 3794 2934  
Statement Period: 29 June 2023 to 28 July 2023  
Cardholder Limit: \$10,000

## Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
5 Jul 2023	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Monthly subs		775-00	2140220	74564723184
7 Jul 2023	\$84.83	PUMA DOWERIN MAHOMET'S FLAT	Fuel - jerry cans		84-83	P134	74211983187
14 Jul 2023	\$31.10	SHIRE DOWERIN DOWERIN	Plak transfer - D009		31-10	D009	00917527830
17 Jul 2023	\$117.00	KMART MULGRAVE	Desks storage - CEO		117-00	2140287	74940523194
18 Jul 2023	\$9.06	Boekman Machinery - Northam	Overdue invoice - error with GST		9-06	2140418	74249233198
19 Jul 2023	\$23.95	JAYCAR PTY LTD RYDALMERE	12v Battery		23-95	P711-260	00517370406
19 Jul 2023	\$600.00	AP DOWERIN LPO DOWERIN	Stamps for rates postage		600-00	2030116	74940523198
20 Jul 2023	\$86.91	PUMA DOWERIN MAHOMET'S FLAT	Fuel - jerry cans		86-91	P134	74211983200
28 Jul 2023	\$9.00	CARD FEE	Fee		9-00	2030211	74557043209
<b>Total for this period</b>	<b>\$1,736.85</b>		<b>Totals</b>		<b>1736-85</b>		

## Employee declaration

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

Cardholder signature:

*[Signature]* *R Trepp* Date: *7/8/23*

2



## 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)

Attachment 11.2A

### Cardholder Details

Cardholder Name: MR AARON GARTH WOOLDRIDGE  
Account No: 4557 0455 3822 0801  
Statement Period: 29 June 2023 to 28 July 2023  
Cardholder Limit: \$5,000

### Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
10 Jul 2023	\$28.99 ✓	ADOBE ACROPRO SUBS Sydney	Monthly subs.		28.99	2140241	74773883188
17 Jul 2023	\$28.99 ✓	ADOBE ACROPRO SUBS Sydney	Monthly subs.		28.99	2140241	74773883196
24 Jul 2023	\$531.00	LOCAL GOVERNEMENT MANA MT HAWTHORN	LG Prof. m'ship renewal.		531.00	2140241	74940523202
26 Jul 2023	\$346.00 ✓	SQ *PHOTO MOSAICS 1800595310	CEO leaving gift		346.00	2140208	74064143206
28 Jul 2023	\$9.00	CARD FEE	Fees.		9.00	20302110	74557043209
<b>Total for this period</b>	<b>\$943.98</b>		<b>Totals</b>		<b>943.98</b>		

### Employee declaration

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

Cardholder signature: 

Date: 3.8.23

0001174 209/4557049800027159 / E-26860 S-44473 L88945



Shire of Dowerin  
13 Cottrell Street.  
Dowerin WA 6461

24<sup>th</sup> August 2023

**Re: Grant Funding – REED Dowerin**

To whom it may concern,

We are writing to request the possibility of grant funding or financial support from the shire of Dowerin to finish our landscape area which will cost us \$5390.00. We currently have a fundraised amount of \$2997.00 to contribute, leaving us with a shortfall of \$2393.00. The area has recently started producing prickles, so we have had to restrict the children's play and are now looking for ways to get the landscape finished as soon as possible.

The purpose of the landscape project is to upgrade the service facilities to offer more natural and nurturing environments outdoors for the children we provide care for. Within this space we have planned to incorporate the sensory elements that are missing from other areas of our outdoor environment, a mud pit area with a mud kitchen and natural herbs children can grow as well as a sensory path connecting to our custom built teepee that has been donated by one of our families in partnership with the local community men's shed. The purpose of this space is to ensure our regional children have the same access and opportunities as metro children, by providing a planned meaningful outdoor area that children can further extend use of their senses as they explore their world through sensory play and actively build nerve connections in the brain's pathways that is crucial to their early brain development.

We thank you for your time and consideration of our request.

Warm regards,

Melissa Elliott

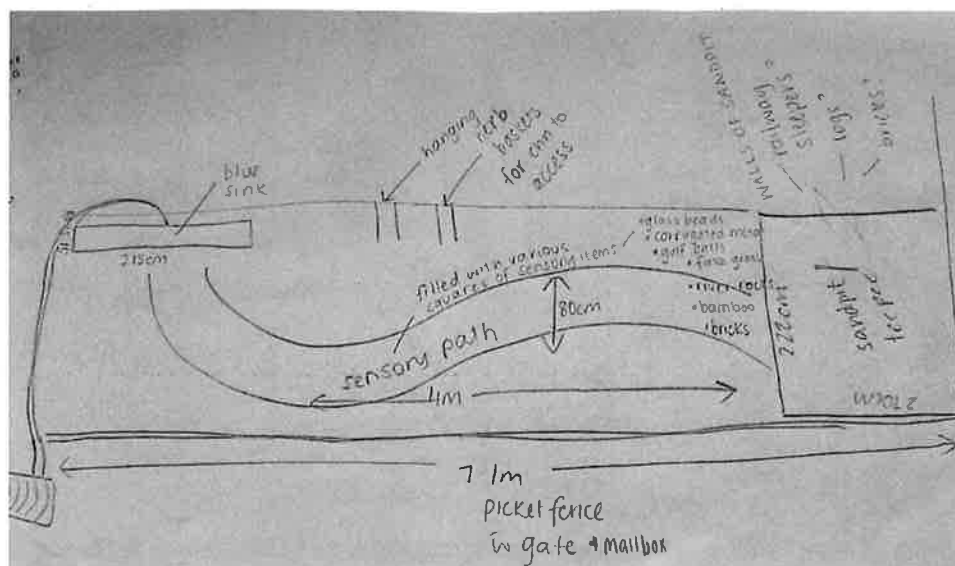
**REED Dowerin – Cluster Manager**

E: [Melissa.Elliott@reedwa.org.au](mailto:Melissa.Elliott@reedwa.org.au)

M: 0447 504 467



## Planned Landscape Design



## Current Outdoor Area.





# Dowerin Bushfire Brigade Policy Manual July 2023



## PREMABLE

## FOREWORD

The three bushfire brigades (below) are owned and operated by the Shire of Dowerin. Operational and capital costs are funded by the DFES, using monies raised by the ESL.

The Shire of Dowerin oversees the Dowerin Bushfire Brigade, Minnivale Bushfire Brigade and Ucarty Farmer Response Brigade.

Our primary role is to provide fire prevention, preparedness, response & recovery service (PPRR) to the areas in the Shire of Dowerin that lie inside of the gazetted Fire District. Whilst our primary responsibility is to the residents of the Shire of Dowerin, in times of emergency we are available to assist with incidents in other Local Government areas, DBCA reserves and inside all ESL Category areas as requested. Mutual aid agreements ensure that assistance is available in all areas when required.

## MISSION STATEMENT

“To provide fire prevention, preparedness, response & recovery service to the Dowerin District.”

## CHANGING POLICIES

Only Council may amend or rescind a policy. Policies may be amended or rescinded at any time, but each policy must be reviewed at least once every three years.

## ACRONYM LIST

<b>CBFCO</b>	Chief Bushfire Control Officer
<b>AGM</b>	Annual General Meeting
<b>LGTO</b>	Local Government Training Officer
<b>DFES</b>	Department of Fire and Emergency Services
<b>PPE</b>	Personal Protection Equipment
<b>SOD</b>	Shire of Dowerin
<b>SODBFB</b>	Shire of Dowerin Bushfire Brigade
<b>CEO</b>	Chief Executive Officer
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>EEO</b>	Equal Employment Opportunity
<b>BAC</b>	Blood Alcohol Content

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## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.1</b>
<b>POLICY SUBJECT</b>	<b>8.1 Roles of Brigade Officers</b>
<b>DATE ADOPTED</b>	XXX
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer
<b>REVIEWED</b>	

---

### Objective

The purpose of this policy is to establish the roles of persons appointed as officers of Volunteer Bush Fire Brigades of the Shire of Dowerin.

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### Policy Statement

Through the application of this Policy, officers of Volunteer Bush Fire Brigades of the Shire of Dowerin, shall have a clear understanding of the extent of their authority and how their role will contribute to the strong management and operations of the brigades.

---

### Roles and Responsibilities

#### Chief Bush Fire Control Officer (CBFCO)

A CBFCO is a delegated representative of the local government responsible for the administration of provisions within the Act. The position is required to perform active operational duties in relation to both fire defence and fire prevention strategies within the local community.

A member of the Brigade may be nominated for this position at the Brigade Annual General Meeting (AGM).

Chief Bush Fire Control Officers are nominated by the brigade to the Bush Fire Advisory Committee. The nomination is considered by BFAC and the CBFCO and if appropriate it is forwarded to the local government for its consideration and ratification.

Duties and responsibilities of the CBFCO include:

- authorise permits for hazard reduction burns within the local government in accordance with the Act,
- identify and conduct risk assessments of fire hazards within the local government,
- perform duties prescribed by the Act and authorised by the local government,
- may take overall control of fire suppression activities or operational incidents where the local government is the Controlling Agency,
- maintain a personal incident diary to include a record of events and decisions during an incident,
- conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- provide advice and guidance and assist in Brigade management to effect improvements to fire management in the area,
- carry out normal brigade activities,
- ensure conduct of members is in accordance with the Code of Conduct.

In the absence of the CBFCO, the Deputy Chief Bush Fire Control Officer of the brigade has authority to exercise the powers of the Act delegated to the CBFCO.

## BRIGADE MEMBERS AND OPERATIONS

### Captain

The Captain of the brigade shall be responsible for the leadership and management of brigade operations in liaison with the Chief Bush Fire Control Officer (CBFCO). Nominating Captains must have served a minimum of 2 years as a Lieutenant prior to appointment.

As a role model and mentor for members, the Captain should always act with integrity and consider each member equally. All decisions should be in the interest of the Brigade and its members. The position reports to the CBFCO on brigade related matters.

Duties and responsibilities of the Captain include:

- a. Demonstrate positive leadership and mentor members,
- b. If the Captain is the senior officer at an incident:
  - i. command, control and confidently manage activities at emergency incidents to ensure incident control systems and management principles are implemented and maintained during all emergency incidents if required,
  - ii. maintain some form of personal incident diary with a record of events and decisions that occur at an incident,
  - iii. conduct Brigade briefings and post incident analysis of any incident involving firefighting, incident support or management issues,
  - iv. ensure members deployed for operational duties have the competencies to complete the task or duty assigned and hold currency in training to carry out the functions required, in accordance with training recommendations,
  - v. to undertake responsibility for the proper management and maintenance of Brigade property and equipment to the best of their ability,
  - vi. ensure conduct of members is in accordance with the Code of Conduct, and
  - vii. report any injuries of personnel or damage to fire fighting vehicles or equipment immediately to the CBFCO.
- c. preside over all brigade meetings,
- d. ensure meeting procedure and protocol is maintained,
- e. promote the aims and objectives of the brigade where possible,
- f. advise the brigade on administrative matters,
- g. report brigade matters to the CBFCO,
- h. promote open fair discussion during debate in relation to brigade matters, and
- i. ensure minutes of meetings are signed and dated.

In the absence of the Captain, the next senior officer of the brigade has authority to exercise the powers of the Act delegated to the Captain.

## BRIGADE MEMBERS AND OPERATIONS

### **Lieutenant**

The Lieutenant of a brigade is responsible for the operational management of members during brigade activities. The position is required to provide operational support to the Captain in managing the brigade. The position reports to the Captain on all matters relevant to the functioning of the Brigade and/or personnel they are supervising. Lieutenants must have served a minimum of four (4) years of active service prior to appointment.

The Brigade should appoint a minimum of one (1) Lieutenant. Additional Lieutenants may be appointed according to the needs of the Brigade. If operational circumstances require the number of Lieutenants for a brigade to be more than four (4), as decided by the Brigade Executive Committee, a request is to be submitted in writing or email to the CBFCO for endorsement.

The brigade must rank all Lieutenants numerically according to seniority including length of service and relevant skills.

Duties and responsibilities of a Lieutenant include:

- a. provide support to the Captain and assist with the operational management of the brigade,
- b. in the absence of the Captain administer all powers and responsibilities of the Act,
- c. command and manage members during emergencies and other brigade related incidents and activities,
- d. maintain a personal incident diary with a record of events that occur during all incidents if assuming the role of the most Senior Officer,
- e. in the absence of a more Senior Officer, conduct brigade briefings and post incident analysis of any incident involving firefighting or management issues,
- f. encourage positive interaction and teamwork between members,
- g. ensure Bush Fire Operating Procedures are adhered to at brigade activities,
- h. to endeavour to ensure active members engaged in brigade activities are allocated tasks relevant to their competencies,
- i. work cohesively with the Brigade Training Officer to conduct training activities for active members,
- j. to ensure the behaviour of members is in accordance with the Code of Conduct

### **Brigade Equipment Officer**

The role of the Brigade Equipment Officer is to manage brigade property, fleet vehicles, general equipment, and stock levels of personal protective equipment. The position is not required to perform active operational duties but may be able to demonstrate a degree of knowledge of brigade equipment. The position may be inclusive to an operational position held within the brigade.

The equipment officer shall perform the following functions:

- a. Manage brigade equipment and maintain a register of all assets,
- b. Coordinate and record maintenance of brigade equipment,
- c. Report all damage of brigade equipment or property to the CBFCO,
- d. Manage brigade requests for replacement items and equipment,
- e. Compile documentation of replacement items and submit to the CBFCO.



## BRIGADE MEMBERS AND OPERATIONS

### Brigade Training Officer

The Brigade Training Officer is responsible for the management and co-ordination of brigade training in conjunction with the Local Government Training Officer, including the documentation of these activities. The position is not required to perform active operational duties and is inclusive to an operational position held within the Shire of Dowerin. The Officer is expected to maintain a sound knowledge of the Competencies required by members.

Duties and Responsibilities of the Brigade Training Officer may include:

- a. Ensure brigade members maintain necessary skill levels equivalent to the competency standards required by the local government and as recommended by DFES,
- b. Endeavour to ensure regular training sessions are conducted within the brigade to maintain currency of qualifications and skills,
- c. Maintain accurate records of training undertaken by members and ensure that qualification and training updates are forwarded to the Local Government Training Coordinator as required,
- d. Provide mentoring for members who express an interest in training to encourage future facilitators,
- e. Liaise the CBFCO on training operations.

### Secretary

The Secretary is to record and manage administrative matters of the brigade. The position is not required to perform active operational duties and may be inclusive to an additional position held within the brigade.

The position reports to the Captain on administrative matters relevant to the brigade. This position may be held in conjunction with the Treasurer position.

The Secretary shall perform the following functions:

- a. Ensure members receive notification of brigade meetings in accordance with Council Policy: *Brigade Meetings*,
- b. Where deemed appropriate, prepare an agenda for brigade meetings, and distribute to members prior to meetings,
- c. Ensure minutes of brigade meetings are recorded and distributed to all members prior to next meeting,
- d. Document and record all brigade correspondence,
- e. Ensure brigade information is disseminated to all listed members,
- f. Make available circulars and other information to members,
- g. Work cohesively with local government management and administration staff on matters relevant to brigade administration.
- h. Maintain a register of Brigade Members



## BRIGADE MEMBERS AND OPERATIONS

### Treasurer

The role of the Treasurer is to manage and report on all financial matters relevant to the brigade. The position is not required to perform active operational duties and may be inclusive to an operational position held within the brigade.

The position reports to the Captain on financial matters relevant to the brigade.

This position may be held in conjunction with the Secretary position.

The Treasurer shall perform the following functions:

- a. Manage financial affairs including budgets of the brigade,
- b. Maintain brigade financial records and provide detailed reports of income and expenditure at all meetings,
- c. Work cohesively with the Shire of Dowerin on matters pertinent to brigade financial matters, including providing annual copies of financial statements, or as requested by the Shire.

---

### Related Documentation

#### Related Legislation/Local Law/Policy/Procedure

*Bush Fire Brigades Local Law*

*Bush Fires Act 1954*

*Local Government Act 1995*

#### Related Delegation

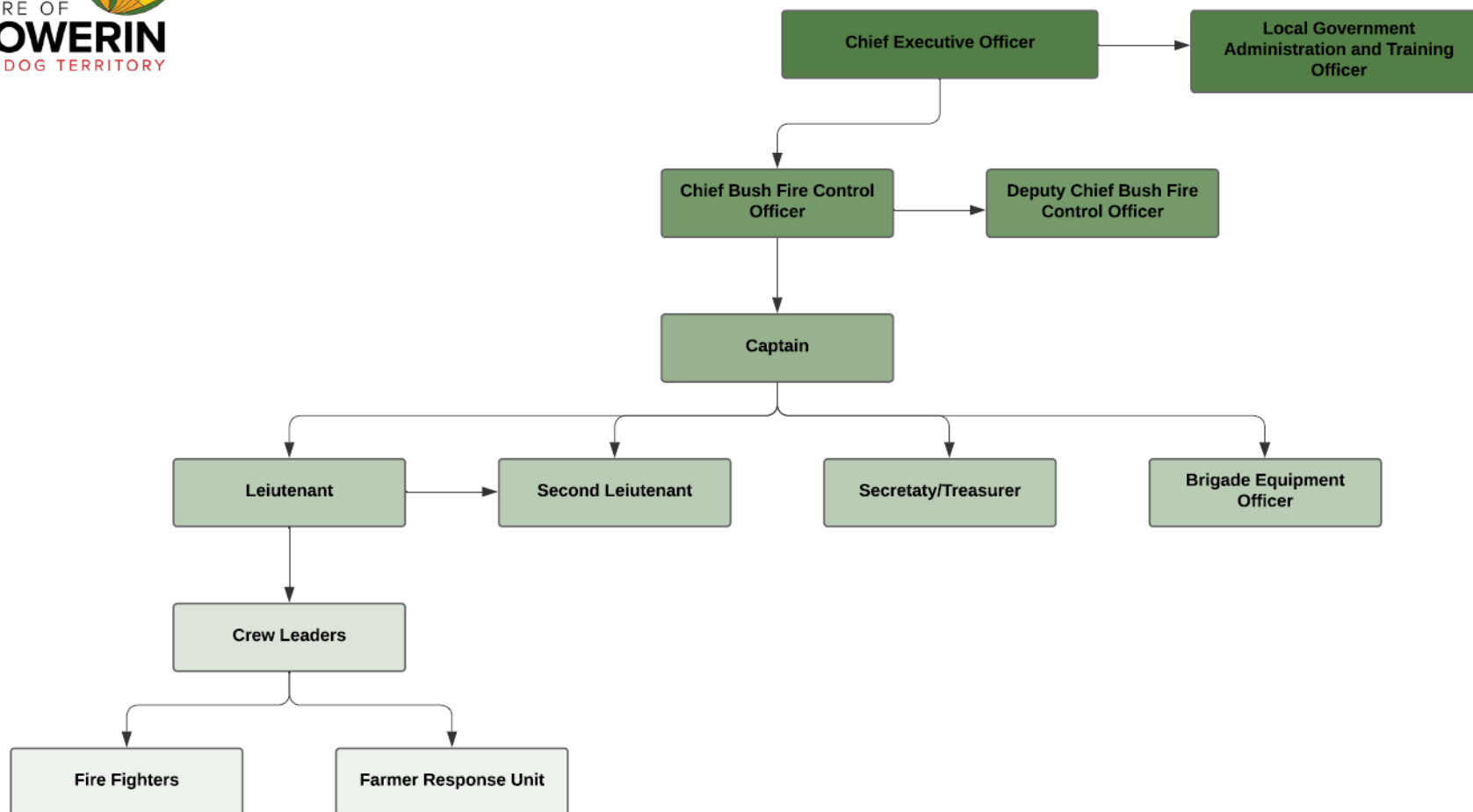
*Nil*

Document Control	
Policy Number	8.1
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS



### Dowerin Bushfire Brigade Organisation Chart



## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.2</b>
<b>POLICY SUBJECT</b>	<b>8.2 Brigade Meetings</b>
<b>DATE ADOPTED</b>	XXX
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer
<b>REVIEWED</b>	

---

### Objective

To ensure Brigade Members are aware in advance of when Meetings will take place.

---

### Policy

In accordance with Regulation 3.6 of the *Bush Fire Brigades Local Law*, the Bushfire Brigade is to hold its Annual General Meeting (AGM) during the month of March each year. The Brigade Captain is to present the dates for the following AGM during that meeting.

In accordance with Regulation 5.1 of the *Bush Fire Brigades Local Law*, Ordinary Meetings may be called at any time by the Secretary by giving at least 7 days' notice to all Brigade members, and to the Chief Bush Fire Control Officer, for the purpose of:

- a) Organising and checking equipment.
  - b) Requisitioning new or replacement equipment.
  - c) Organising field excursions, training sessions, hazard reduction programs, and the preparation of fire breaks.
  - d) Establishing new procedures in respect of any of the normal brigade activities.
  - e) Dealing with any general business.
- 

### Roles and Responsibilities

#### Members

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

#### Chief Executive Officer

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

#### Executive & Governance Officer

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

---

### Related Documentation

#### Related Legislation/Local Law/Policy/Procedure

Nil

#### Related Delegation

Nil

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## BRIGADE MEMBERS AND OPERATIONS

Document Control	
Policy Number	8.2
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.3</b>
<b>POLICY SUBJECT</b>	<b>8.3 Firefighter Induction</b>
<b>DATE ADOPTED</b>	XXX
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer
<b>REVIEWED</b>	

---

### Objective

To ensure all Firefighters are provided with the appropriate orientation to enable them to fulfil their duties.

---

### Policy

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

1. Local Laws,
2. Details of membership,
3. Bushfire Brigade Policy Manual,
4. Bushfire Brigade Procedure Manual,
5. Contact Information Form.
6. DFES Volunteer Hub walkthrough

These documents will be available in hard copy, and the DFES Volunteer Hub walkthrough will be given online.

The Captain will conduct a general induction with the new members providing information on the details and administration of being a volunteer firefighter.

---

### Roles and Responsibilities

#### Members

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

#### Chief Executive Officer

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

#### Executive & Governance Officer

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

---

## BRIGADE MEMBERS AND OPERATIONS

### Related Documentation

#### Related Legislation/Local Law/Policy/Procedure

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

*Local Government (Rules of Conduct) Regulations 2007*

*Code of Conduct*

### Related Delegation

Nil

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Document Control	
Policy Number	8.3
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.4</b>
<b>POLICY SUBJECT</b>	<b>8.4 Personal Protective Equipment</b>
<b>DATE ADOPTED</b>	<b>XXX</b>
<b>RESPONSIBLE OFFICER</b>	<b>Chief Executive Officer</b>
<b>REVIEWED</b>	

---

### Objective

To assist Firefighters in wearing appropriate Personal Protective Equipment.

---

### Policy

Prior to training all Recruit Firefighters and new Members will be issued their own Personal Protective Equipment (PPE). All Firefighters will be issued with:

- Kit Bag
- Safety Helmet (and visor),
- Level 1 Firefighters Jacket,
- Level 1 Gloves,
- Level 1 Firefighters Trousers,
- Firefighters Boots, and
- Respirator and Filters.

PPE is only to be worn by a Firefighter when they are in attendance to an incident.

---

### Roles and Responsibilities

#### Members

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

#### Chief Executive Officer

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

#### Executive & Governance Officer

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

---

### Related Documentation

#### Related Legislation/Local Law/Policy/Procedure

Nil

#### Related Delegation

Nil

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## BRIGADE MEMBERS AND OPERATIONS

Document Control	
Policy Number	8.4
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.



## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.5</b>
<b>POLICY SUBJECT</b>	<b>8.5 Use of Brigade Sheds</b>
<b>DATE ADOPTED</b>	<b>XXX</b>
<b>RESPONSIBLE OFFICER</b>	<b>Chief Executive Officer</b>
<b>REVIEWED</b>	

---

### Objective

To provide direction on the use of Fire Brigade sheds by members.

---

### Policy

The use of the Brigade sheds is limited to Brigade Meetings, and meetings where Brigade Officer or members representation is present in accordance with the following guidelines:

1. The meeting is related to Brigade business, or associated with Brigade involvement, or at the discretion of the Chief Bush Fire Control Officer.
2. The meeting is not a private function, nor used for political or electoral purposes.
3. The Brigade shed area is a smoke free zone including veranda areas directly adjacent to open doorways.

All building maintenance will be performed by the Shire of Dowerin, with general cleanliness being a responsibility of the relevant Brigade members. The Shire of Dowerin will perform a biannual building inspection, with at least 7 days' notice given to the Brigade Captain.

---

### Roles and Responsibilities

#### Brigade Officers & Members

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

#### Chief Executive Officer

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

#### Executive & Governance Officer

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

---

### Related Documentation

#### Related Legislation/Local Law/Policy/Procedure

Nil

#### Related Delegation

Nil

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## BRIGADE MEMBERS AND OPERATIONS

Document Control	
Policy Number	8.5
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.6</b>
<b>POLICY SUBJECT</b>	<b>8.6 Vehicle Use for Operational Activities</b>
<b>DATE ADOPTED</b>	XXX
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer
<b>REVIEWED</b>	

---

### Objective

This operating policy is to provide Members of the Shire of Dowerin Bush Fire Brigade with guidance and direction around the safe and effective use of fire appliances.

The requirement of this policy applies to all Shire of Dowerin Bush Fire Brigade members and is subject to provisions outlined in this procedure.

---

### Policy

#### Licence Requirements

##### Licence According To Class

Licencing requirements according to class as outlined in schedule 1 of Road Traffic (Authorisation to Drive) Regulations 2014.

- C** A motor vehicle, other than a motorcycle or motor carrier, that:
  - has a GVM of 4.5 t or less, and
  - that is equipped to seat not more than 12 adults including the driver.
- LR** A motor vehicle, other than a motorcycle or motor carrier, that:
  - has a GVM of 4.5 t or less and that is equipped to seat more than 12.
  - adults including the driver: or
  - has a GVM of more than 4.5 t but not more than 8 t.
- MR** A motor vehicle, other than a motorcycle or motor carrier, that:
  - has 2 axles and a GVM of more than 8t.
- HR** A motor vehicle, other than a motorcycle or motor carrier, that:
  - has at least 3 axles and a GVM of more than 8t.

It is a requirement that all members are to produce their Drivers Licences, once a year, at the Brigade's Annual General Meeting, to the requesting Officer, or at any other time at the Chief Bush Fire Control Officers request.

### **Novice (Learner) Driver**

The learner driver must be accompanied by an instructor as defined under the Road Traffic (Authorisation to Drive) Regulations 2014, who has held an authorised driver's licence for a minimum of 4 years, the instructor must always supervise the learner both in and out of the vehicle.

The learner driver:

- Must not exceed a speed limit of 100km/hr, and
- Must display two L plates on the vehicle, one of which is visible from the front of the vehicle, and one which is visible from the back of the vehicle.

The Learner driver is not permitted to drive to or at the fire ground, and at no time is the learner driver permitted to drive Emergency Road conditions.

### **Novice (Provisional) Driver**

As defined in section 10 of the Road Traffic (Authorisation to Drive) Regulations 2014, the novice driver (Type 1A) may only drive between the hours of 2400 and 0500 if it is for the purpose of travelling to or from employment and by the shortest practicable route for achieving that purpose. This means only when travelling between the station and home.

The provisional driver may not under any circumstance drive a Shire of Dowerin Vehicle under Emergency road conditions.

### **Extraordinary Licence**

Members who hold an Extraordinary Licence are not permitted to drive a Shire of Dowerin vehicle under Emergency road or Normal road conditions and must always adhere to the conditions of their licence.

---

## **Requirements per Road Conditions**

### **Qualification Requirements For Emergency Road Conditions**

All members of the Shire of Dowerin Bush Fire Brigades must hold the following to be able to drive a fire appliance under operational conditions:

- Current Western Australian drivers licence stating the relevant class,
- Have undertaken an accredited driving under operational conditions unit of competency, PUAVEH001B Drive vehicles under operational conditions or DFES On Road Course,
- Has been a volunteer Fire Fighter within the Shire of Dowerin Fire Service for a minimum of 2 years, and
- Has been approved by the brigade captain and endorsed by the Chief Bush Fire Control Officer.

Any driver whose licence has been disqualified must advise their Brigade Captain immediately and are not authorised to drive a Shire of Dowerin vehicle.

## BRIGADE MEMBERS AND OPERATIONS

### Qualification Requirements For Normal Road Conditions

All members of the Shire of Dowerin Bush Fire Brigade must hold the following to be able to drive a fire appliance under Normal road conditions.

- Current Western Australian drivers licence stating the relevant class, and
- Has been approved by the Brigade Captain.

Any driver whose licence has been disqualified must advise their brigade captain immediately and are not authorised to drive a Shire of Dowerin vehicle.

### Driving Emergency Road Conditions

Any member who has met the qualification requirements as outlined in this document may proceed under Emergency road conditions providing the member is:

- On official duty responding to a fire or fire alarm,
- On official duty responding to an emergency or rescue operation where it is reasonable to assume that human life is likely to be in danger,
- The driver is taking all reasonable care,
- The vehicle is displaying a blue or red flashing light and/or sounding an alarm (As per section 61 B of the Road Traffic Act 1974), and
- The vehicle is an Emergency Vehicle as defined under the Road Traffic (Vehicle) Regulations 2014.

The driver must, when instructed by a Fire Control Officer, DFES Officer, COMCEN, or the Incident Controller, proceed under Normal road conditions, and are subject to all laws and regulations as detailed under the Road Traffic Code 2000.

Members may be authorised by a Fire Control Officer at their discretion from time to time under certain circumstances for a specific incident to respond to an incident under operational conditions, should the Fire Control Officer believe it is required. Under no circumstances is any other member authorised to upgrade a driver to operational conditions.

### Seat Belts

Members must always wear a seat belt when traveling in a vehicle belonging to the Shire of Dowerin, except for when engaged in Fire Fighting activities as per section 284.1(b) of the *Road Traffic Code 2000*.

### Drugs And Alcohol

A driver or any other member must not operate a Shire of Dowerin vehicle with a blood alcohol content greater than 0.00% or any prescribed illicit drugs in the persons systems, as described in section 64AC of the Road Traffic 1974.

## BRIGADE MEMBERS AND OPERATIONS

### Disciplinary Process And Penalties

Every member who drives a motor vehicle without due care and attention and fails in their duties as described in the aforementioned sections of this document, commits an offence and is subject to disciplinary process which includes any or all the following:

- Suspension from all driving privileges for a set period,
- Suspension of membership for a set period, and/or
- Termination of membership.

Any member found to be in breach of these rules will be subject to the disciplinary process as provided here within. The Chief Bush Fire Control Officer or their nominated representative (Deputy Chief Bush Fire Control Officer, Captain) may at his discretion prohibit a member from proceeding under operational conditions for a period to be determined at the time, if they feel the member has breached any of the conditions of this document or if they believe the member has acted in an unsafe manner at any time whilst driving a Shire of Dowerin Vehicle, the Chief will notify the member in writing the terms of their suspension from driving.

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### Roles and Responsibilities

#### Members

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

#### Chief Executive Officer

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

#### Executive & Governance Officer

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

### Related Legislation/Local Law/Policy/Procedures

*Bushfires Act 1954*

*Department of Transport Western Australia*

*Road Traffic Act 1974*

*Road Traffic Code 2000*

*Road Traffic (Authorisation to Drive) Act 2008*

*Road Traffic (Vehicle) Act 2012*

Document Control	
Policy Number	8.6
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS

<b>POLICY NUMBER</b>	<b>8.7</b>
<b>POLICY SUBJECT</b>	<b>8.7 Shire Owned Equipment at Bushfires</b>
<b>DATE ADOPTED</b>	XXX
<b>RESPONSIBLE OFFICER</b>	Chief Executive Officer
<b>REVIEWED</b>	

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### Objective

Council is fully supportive of our volunteer brigades' efforts to protect the Shire from a dangerous fire situation. To that end, Council-owned plant and equipment, and operators are available to assist in the containment of a fire.

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### Policy

The Chief Bush Fire Control Officer (CBFCO) or person in control of the fire, is to determine if the equipment is required.

The CBFCO or person in control of the fire is to contact the Chief Executive Officer to request the Shire equipment to attend the fire.

If the Chief Executive Officer is unavailable, authority for the use of plant and equipment will be delegated to the Asset & Works Coordinator.

Requests for Shire equipment are to be for assistance in the containment and control of bushfires.

Requests from landowners to assist in "mopping up" procedures will be charged at private works rates.

If land tenure is Department of Biodiversity, Conservation and Attractions /Unallocated Crown Land/Unmanaged Reserves contact the relevant agency to enable the Shire to claim payment for equipment use.

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Document Control	
<b>Policy Number</b>	8.7
<b>Policy Version</b>	1
<b>Policy Owner(s)</b>	Chief Executive Officer
<b>Creation Date</b>	18 July 2023
<b>Last Review Date</b>	
<b>Next Review Date</b>	This policy will be reviewed as required.

## BRIGADE MEMBERS AND OPERATIONS

**POLICY NUMBER**  
**POLICY SUBJECT**  
**DATE ADOPTED**  
**RESPONSIBLE OFFICER**  
**REVIEWED**

**8.8**  
**8.8 Police Statements**  
XXX  
Chief Executive Officer

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### Objective

To provide direction for the provision of statements to the police regarding incidents.

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### Scope

Personnel attending incidents may occasionally be required to submit a statement to Police for internal police enquiries and/or presentation to a Coroner's Inquest.

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### Policy

#### POLICE STATEMENTS

Statements are not to be submitted, presented, or made either verbally or in writing directly to any police officer regarding any incident attended.

Upon receiving a request for a witness statement, the witness (Shire employee or volunteer) is to contact the Chief Executive Officer.

The Chief Executive Officer will provide the witness with internal advice and support and will solicit external legal advice if considered necessary.

The Chief Executive Officer will assist the witness through the statement development and delivery process.

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### Roles and Responsibilities

#### **Brigade Officers & Members**

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

#### **Chief Executive Officer**

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

#### **Executive & Governance Officer**

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

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### Related Documentation

#### **Related Legislation/Local Law/Policy/Procedure**

Nil

#### **Related Delegation**

Nil

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## BRIGADE MEMBERS AND OPERATIONS

Document Control	
Policy Number	8.8
Policy Version	1
Policy Owner(s)	Chief Executive Officer
Creation Date	18 July 2023
Last Review Date	
Next Review Date	This policy will be reviewed as required.

POLICY NUMBER	- 7.20
POLICY SUBJECT	- 7.20 Management of Bushfire Volunteers
DATE ADOPTED	- 21 December 2021
RESPONSIBLE OFFICER	- Chief Executive Officer
REVIEWED	-

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## Objective

This policy is designed to give guidance in managing the Shire's valuable bushfire volunteers in relation to their competency in fighting fires and expectations and requirements when attending a bush fire.

The State Government's new Work Health and Safety Act 2020 commences in January 2022 and will impact on the Shire's bushfire volunteers through the new Industrial Manslaughter provisions.

The new regulations require the Shire to adopt a more structured approach to managing its registered bushfire volunteers. The legislation states that all registered bushfire volunteers are deemed to be employees of the Shire of Dowerin to whom the Shire has a duty of care with respect to safety, training, performance and compliance.

As volunteers come under the Shire umbrella, liability wise, as well as any employer who has an employee attending a fire, volunteers are covered through the Shire's insurance scheme.

The Shire of Dowerin is adopting a protocol that recognises and addresses the issue of training. *Recognition of Prior Learning*, that is experience in fire situations, will be recognised and registered as a competency level. Inexperienced volunteers will need to have a recorded basic introduction to fire safety and procedure training or have been issued a Shire *Competency Certificate*.

The Shire of Dowerin deems the Chief Bushfire Control Officer, Bushfire Advisory Committee Chairperson and Shire Chief Executive Officer as being qualified to assess the volunteer's recognition of prior learning and to approve and sign the **Competency Certificate**.

Other requirements for volunteers who attend a bushfire include:

- Following orders of a Fire Control Officer (FCO)
  - Wearing appropriate fire-fighting PPE
  - Understanding and using the correct communication methods
  - Notifying when arriving and leaving the fire grounds
  - Ensuring firefighting plant and equipment is operational
- 

## Roles and Responsibilities

The Chief Executive Officer is responsible for ensuring this policy is implemented.

## Related Documentation

RPL Assessment Form/ Certificate of Competency

## Related Legislation/Local Law/Policy/Procedure

Bushfire Act 1954

Work Health and Safety Act 2020

## Related Delegation

Nil

<b>POLICY NUMBER</b>	- 7.6
<b>POLICY SUBJECT</b>	- 7.6 Disciplinary Policy
<b>DATE ADOPTED</b>	- 20 August 2019 (CMRef 0034)
<b>RESPONSIBLE OFFICER</b>	- Manager Corporate & Community Services
<b>REVIEWED</b>	- 9 June 2022

### **Policy Statement**

The Shire of Dowerin (Local Government) is committed to ensuring its employees conduct themselves in an appropriate and professional manner and perform their duties in accordance with Local Government policies, procedures and guidelines (Policies).

The Local Government may from time to time consider that issues of employee behaviour, misconduct or less than satisfactory performance require disciplinary action. All disciplinary action will be applied in a consistent, fair and objective manner as set out in this policy, and in appropriate circumstances employees may be given an opportunity and assistance to improve.

### **Application**

This policy applies to all employees who work at the Shire of Dowerin including contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity.

### **Authority to take Disciplinary Action**

Disciplinary action, with the exception of termination of employment, will only be taken when authorised by the employee's Manager. The Manager may only approve disciplinary action after consultation with the Chief Executive Officer.

A decision to terminate an employee's employment with the Local Government must be authorised by the Chief Executive Officer.

### **When the Disciplinary Policy Applies**

Some examples of when this policy may be invoked include breaches of the Shire of Dowerin policies and procedures including, but not limited to:

1. breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift; or
2. poor performance such as frequently attending for work late or producing a poor quality of work; or
3. inappropriate behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

### General Disciplinary Principles

The following principles will apply to any disciplinary action taken:

1. **Nature of allegation and investigation:** Before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may follow, in accordance with the *Grievances, Investigations & Resolution Policy and Procedure*;
2. **Right to a support person:** Where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support;
3. **Confidential:** All parties must keep matters related to a disciplinary process confidential; and
4. **Fair and impartial:** The Shire of Dowerin strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

### Serious Misconduct

Serious misconduct pursuant to the *Fair Work Regulations 2009* includes, but is not limited to:

1. Wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
2. Conduct that causes serious and imminent risk to the health or safety of a person; or the reputation, viability or profitability of the Shire of Dowerin's organisation;
3. The employee, in the course of the employee's employment, engaging in:
  - a. theft; or
  - b. fraud; or
  - c. assault;
4. The employee being intoxicated at work; or
5. The employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

### Other Disciplinary Action

With the exception of serious misconduct, where an employee has engaged in misconduct in breach of the Shire of Dowerin's Policies, procedures, code of conduct, employment contract and/or legislation, the employee could be disciplined as follows:

1. **Verbal warning** –Management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file;
2. **Written warning** –Management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning and it must be placed on the employee's personnel file.; and
3. **Termination of employment with notice** – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire of Dowerin has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary

action taken against an employee is at the Shire of Dowerin's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

### Principles to be Applied

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire of Dowerin's Grievances, Investigations, and Resolutions Policy and Procedure.

### Investigation Procedures for Alleged Misconduct

Investigations into alleged misconduct should follow the processes detailed in the Shire of Dowerin's Grievances, Investigations, and Resolutions Policy and Procedure.

### Reporting Obligations

If an officer or employee of the Shire of Dowerin has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Pursuant to the Corruption, Crime and Misconduct Act 2003 (WA) it is the responsibility of the Principal Officer acting in their official capacity to notify where they suspect on reasonable grounds, a matter that concerns or may concern either serious or minor misconduct. Minor misconduct is reported to the Public Sector Commission. Please note that what constitutes 'minor' or 'serious misconduct' for the purpose of the CCM Act differs from the industrial definition of 'misconduct' and 'serious misconduct'.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

### Variation to this Policy

This policy may be cancelled or varied from time to time. All the organisation's employees will be notified of any variation to this policy by the normal correspondence method.

### Related Corporate Documents

*Grievances, Investigations, and Resolutions Policy*  
*Grievances, Investigations, and Resolutions Procedure*  
*Code of Conduct for Employees*

Document Control	
Policy Number	7.6
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.7
POLICY SUBJECT	- 7.7 Discrimination, Bullying and Harassment Policy
DATE ADOPTED	- 20 August 2019 (CMRef 0034)
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

### Policy Statement

The Shire of Dowerin and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity.

### Unlawful Discrimination

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; but where a high proportion of employees with a protected ground cannot comply with, or are affected by, that practice or requirement.

The Shire of Dowerin acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

1. Age;
2. Family responsibility or status;
3. Race, colour or ethnic origin;
4. Sex including gender identity, sexual orientation and intersex status;
5. Physical or mental disability;
6. Marital status;
7. Political or religious conviction;
8. Pregnancy;
9. Criminal record;
10. Breastfeeding;
11. Gender history;
12. Impairment;
13. National extraction or social origin; and
14. Trade union activity

### Sexual Harassment

The *Equal Opportunity Act 1984 (WA)* and the *Sex Discrimination Act 1984 (Cth)* provides that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

1. Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
2. Gestures of a sexual nature;

3. Leering or staring;
4. Offensive telephone calls, emails, text messages or notes;
5. Sexual suggestive jokes or comments;
6. sexually explicit posts on social networking sites
7. Tales of sexual exploits;
8. Repeated requests for a date;
9. Unwelcome comments or questions about a person's sex life, appearance or dress; and
10. Displaying sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

Just because someone does not object to inappropriate behaviour in the workplace at the time, it does not mean that they are consenting to the behaviour.

### **Bullying**

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the *Occupational Safety and Health Act 1984 (WA)* and the *Occupational Safety and Health Regulations 1996 (WA)*.

Some examples of bullying include, but are not limited to:

1. Loud, abusive or offensive language or comments;
2. Yelling and screaming;
3. Unjustified criticism and insults;
4. Unjustified threats of dismissal or other disciplinary action;
5. Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
6. Spreading malicious rumours or misinformation;
7. Inappropriate comments about an employee's appearance, lifestyle of family;
8. Deliberately excluding an employee from workplace meetings or activities;
9. Hiding documents or equipment or withholding vital information required for effective work performance;
10. Constantly changing targets or work guidelines;
11. Overloading an employee with work and impossible deadlines;
12. Setting tasks that are unreasonably below or beyond an employee's level of skill;
13. Threats of assault or violence or actual violence;
14. Teasing and practical jokes; and
15. Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee the police should be called.

### **Ways in which Bullying can Occur**

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers

### **Reasonable Management Action**

The Shire of Dowerin has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

1. The establishment and regular use of performance management systems;
2. The setting of reasonable performance targets and deadlines;
3. Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
4. Issuing a lawful and reasonable direction to an employee to complete a work task;
5. Preparing and amending a roster for employees;
6. Transferring an employee to a different work location for operational reasons;
7. Implementing organisational change;
8. Informing an employee about inappropriate behaviour in a confidential manner; and
9. Taking disciplinary action against an employee.

### **Other Behaviours not Considered to be Bullying**

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated it may meet the definition of workplace bullying.

Additionally, bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety.

### **What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied**

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

### **Roles & Responsibilities**

To ensure the intent of this policy is realised various roles within the Shire of Dowerin must assume certain responsibilities.

#### **The Employer**

The Shire of Dowerin will endeavour to:

1. provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
2. provide and maintain safe systems of work;
3. provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
4. treat all employees fairly; and
5. take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.



### All the Organisation's Employees

Employees, contractors and volunteers are required to:

1. report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
2. follow all policies and procedures of the Shire of Dowerin;
3. ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying; and
4. treat all employees fairly and with respect.

Employees should be aware that discrimination, bullying and sexual harassment may expose them individually to legal action.

### Consequences of Breaching This Policy

Any breach of this policy may result in disciplinary action up to and including termination of employment.

### Variation to this Policy

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the normal correspondence method.

### Related Corporate Documents

*Grievances, Investigations and Resolution Policy and Procedure*

*Disciplinary Policy and Procedure*

*Code of Conduct for Employees*

*EEO Management Plan*

### Related External Documents

*Equal Opportunity Act 1984 (WA)*

*Racial Discrimination Act 1975*

*Disability Services Act 1993*

*Age Discrimination Act 2004*

*Australian Human Rights Commission Act 1986*

*Sex Discrimination Act 1984*

*WALGA Employee Relations Services*

Document Control	
Policy Number	7.7
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed bi-annually or more often where circumstances require.

POLICY NUMBER	- 7.10
POLICY SUBJECT	- 7.10 Drug and Alcohol Policy
DATE ADOPTED	- November 2020
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

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### Objective

The Shire of Dowerin (Local Government) is committed to providing a safe and healthy workplace for all employees, contractors, sub-contractors and volunteers. As a part of this commitment the Shire will not tolerate the misuse of alcohol and/or other drugs in the workplace.

The purpose of this policy is to ensure the following:

- That all employees, contractors, sub-contractors and volunteers are fit for work and not under the influence of alcohol and/or other drugs while at work.
  - That the safety and wellbeing of staff and the public are not placed at risk by the actions of an employee under the influence of drugs and/or alcohol.
  - That the illegal and/or criminal activity of possession or dealing in drugs does not occur at the workplace.
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### Policy Statement

#### The Shire of Dowerin's Commitment

The Shire of Dowerin and its employees must take all reasonable care not to endanger the safety of themselves or others (including customers) in the workplace. Alcohol and/or other drug usage becomes a work health safety issue if a worker's ability to exercise judgment, coordination, motor control, concentration and alertness at the workplace is impaired.

This policy applies to all employees, contractors, visitors and volunteers engaged or appointed by the Local Government while on the Local Government's premises or while engaged in Local Government related activities.

#### The Individual's Responsibility

Under the *Work Health and Safety Act 2020* workers must take reasonable care of their own safety and health and not endanger the safety and health of others at the workplace. The consumption of alcohol and/or drugs while at the workplace is unacceptable, except in relation to any authorised and responsible use of alcohol at workplace social functions. The workplace extends to Shire owned vehicles and plant. At any time as a worker of the Shire whilst undertaking their respective duties, employees are required to present themselves for work and remain, while at work, capable of performing their work duties safely. An employee who is under the influence or impaired by alcohol and/or drugs at the workplace, may face disciplinary action up to and including termination of employment.

#### Reporting Requirements

Employees must report to their employer any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

#### Drug Use on the Premises

## APPENDIX 4

Employees who buy, take, or sell drugs on Local Government premises, may be found to have engaged in serious misconduct. Such behaviour may result in disciplinary action up to and including dismissal.

Employees who have been prescribed medication/drugs by a medical practitioner that could interfere with their ability to safely carry out their role must inform their Manager or Chief Executive Officer and disclose any side effects that these prescribed medication/drugs may cause.

### Consumption of Alcohol on the Premises

Except in situations where the Local Government holds a function on the premises and alcohol is provided, employees must not consume alcohol in the workplace.

### Managers' Responsibilities – Consumption of Alcohol at Work Sponsored Functions

Managers are required to:

- encourage employees to make alternative arrangements for transport to and from work prior to the function;
- ensure that the following is made available: water, soft drinks, low alcohol drink options, tea and/or coffee and food;
- assist the employee with safe transport home, including contacting a family member or arranging transport, if the manager believes a person may be over the BAC 0.05 limit; and
- appoint a delegate to oversee the remainder of the function if the manager must leave early.

### Counselling and Rehabilitation

All personnel will be offered the opportunity to seek appropriate counselling and rehabilitation services where the need arises. The Council intends in appropriate circumstances to help employees with problems associated with the abuse of drugs and alcohol and to encourage their rehabilitation.

However, no part of this Policy or any related procedures is intended to affect the Shire's right to manage its workplace and discipline its employees or to offer employment or continued employment, nor to make the Shire liable for the costs associated with counselling and rehabilitation.

If an employee feels they require assistance with a substance abuse or dependence related issue they may bring this to the attention of their Safety Representative, Supervisor or CEO. No disciplinary action will result from such a request, even if it is obvious that the Policy must have been previously breached, provided that the request is made well in advance of and not as a result of a drug and alcohol test.

Counselling and Rehabilitation, if required, can be arranged on a strictly confidential basis. This may be arranged through other agencies as listed below:

Service Provider	Metro No.	Toll Free
Occupational Services (WA)	9225 4522	1800 198 191
Alcohol and Drug Information Service (24hrs)	9442 5000	1800 198 024
Alcoholics Anonymous (24 hrs)	9325 3566	
Narcotics Anonymous	9227 8361	
Parents Alcohol and Drug Information Service	9442 5050	1800 653 203

### Identification of Impairment & Testing

## APPENDIX 4

If the Local Government has reasonable grounds to believe that an employee is affected by drugs and/or alcohol it will take steps to address the issue.

Reasonable grounds may include, but are not limited to, where an employee's coordination appears affected, has red or bloodshot eyes or dilated pupils, smells of alcohol, acts contrary to their normal behaviour, or otherwise appears to be affected by drugs and/or alcohol.

If the Local Government suspects that an employee is under the influence of drugs and/or alcohol it may pursue any or all of the following actions:

- direct an employee to attend a medical practitioner and submit to a medical assessment to determine whether the employee is fit to safely perform their duties;
- require that an employee undergo drug and alcohol testing administered by a suitably qualified person appointed by the Local Government; and/or
- direct an employee to go home.

A medical assessment may include a drug and/or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 – Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

In circumstances where an employee indicates the consumption of prescription or pharmacy drugs, the Local Government may request further information from the medical practitioner conducting the assessment about the effects and proper usage of the prescription or pharmacy drugs being taken. The Local Government may direct the employee to go home following the medical assessment until it can be established that they are fit to undertake their duties.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

The following steps are to be taken where an employee, who has submitted to a medical assessment, returns a positive test result for alcohol and/or drugs:

- the employee tested and the supervisor (or respective employer) will be informed of the result, and
- a disciplinary discussion will take place in accordance with the disciplinary policies and procedures of the Local Government.

### Testing Methods

Employees and other persons in the workplace are required to undertake alcohol and drug testing when, where and as required. This will include:

- Random testing
- Extraordinary testing
- Incident testing
- Fitness for Work testing
- Pre-Employment testing

All initial drug testing undertaken will comprise of a saliva test. Confirmatory test may comprise of either a urine or saliva test.

Urine testing will be conducted in accordance with Australian/New Zealand Standard AS/NZS 4308:2008. Saliva testing will be conducted in accordance with Australian Standard 4760-2019.

Alcohol testing will be conducted in accordance with current random breath testing procedures in Western Australia (Australian Standard AS 3547:2019).

All drug testing shall be conducted at a Shire approved testing facility for urine testing or by authorised and trained persons at the workplace for oral testing. Authorised and trained persons will conduct all alcohol testing at the workplace.

Where an employee or other person in the workplace returns a positive screening test result a confirmatory test will be conducted.

A person who returns a positive screening test will not be permitted to remain in or return

to the workplace pending the receipt by the employer of the confirmatory test result. Where a person is so required to leave the Shire's premises or property the Shire will ensure that it is in a safe and responsible manner.

If an employee refuses to attend a medical examination or refuses to submit to an alcohol or drug test, the employee will be immediately directed to go home. Refusal to attend a medical assessment or refusal to go home constitutes a breach of this policy and may result in disciplinary action being taken against the employee, up to and including the termination of employment.

A positive confirmatory test result will be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

A person who returns a negative confirmatory test result will be permitted to return to the workplace.

### **Random Testing**

All employees and other persons in the workplace may be required to provide a sample for testing as a result of a random selection process. The Shire reserves the right to amend and adjust the random selection process from time to time as appropriate.

### **Extraordinary Testing**

An employee once found to have obtained a positive result in either drug or alcohol testing shall be required to undergo further urine testing at the rate of three extraordinary tests over six months not including normal selection for random testing.

The Shire's Chief Executive Officer shall determine when extraordinary testing is to take place.

### **Incident Testing**

Employees involved in significant incidents will be tested immediately following an incident. Significant incidents may include, but are not limited to:

- Vehicle and plant accidents
- Injuries treated by a medical practitioner
- Property/ vehicle/ plant/ equipment damage
- Reportable near misses

Persons involved in such incidents will be tested for alcohol and/or drugs as per the procedures under this policy. They will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work.

A person who is required to provide a post-incident sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

## **Fitness for Work Testing**

Any employee who has reason to believe that another employee, a contractor's employee, or a visitor is under the influence of drugs or alcohol must report their suspicions to their supervisor/manager. If the supervisor/manager agrees that there is cause for suspicion, they must arrange for the person to be removed from the workplace and undertake to provide a urine or breathalyser test in consultation with the CEO. The employee reporting the suspicion will also be tested.

The person will not be permitted to commence work until a negative test result is returned and they are considered to be fit for work. The persons who are required to provide the sample will be on full pay until the testing process is completed at which time they will either return to work or be dealt with in accordance with the "Action in Relation to Test Results" provisions as contained in this Policy.

Employees have the opportunity to voluntarily self-test "without prejudice" at least 10 minutes prior to the commencement of work if they are in doubt of their fitness for work. An employee who removes themselves from the workplace prior to any incident or disciplinary action will do so either on annual or unpaid leave. Repeated events will be treated as a performance matter.

## **Pre-Employment Testing**

All prospective employees shall be required to provide a urine sample that will be analysed for traces of prohibited or restricted drugs in accordance with Australian Standard 4308 as a pre-requisite for employment with the Shire.

The prospective employee will be requested to declare to the person administering the test whether they are taking any medication, including prescription and/or non-prescription over the counter drugs.

## **Refusal to Undertake a Test**

Refusal by an employee to submit to or cooperate fully with the administration of a drug and alcohol test will be deemed to be the same as a First Positive result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice.

The employee will be given a verbal warning. This will be performed in accordance with the relevant Shire procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.

The employee will present themselves at an authorised testing centre within 24 hours of the first refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'second positive' result and the employee will be sent home on either earned annual leave or unpaid leave at the employee's choice. The employee will be given a final written warning assuming there are no mitigating circumstances.

The employee will present themselves for another test within 24 hours of the second refusal and undergo a test. If the employee continues to refuse to take a test, it will be treated as a 'third positive' result. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case. Unless there are convincing arguments to the contrary, the individual may be dismissed without notice.

### **Provision of an Invalid Sample or Inability to Provide a Sample**

An employee or other person in the workplace who provides an invalid sample for testing will be required to provide a valid sample for testing within 24 hours at an authorised testing centre and to comply with the instructions of the authorised testing centre to ensure the provision of a valid sample. In the absence of a medical explanation acceptable to the employer for the provision of an invalid sample, the provision of a second consecutive invalid sample will be treated as a Positive result for the purposes of this Policy.

Where an employee or other person in the workplace asserts that they are unable to provide a sample for testing, in the absence of an explanation acceptable to the employer and when given a reasonable timeframe, the person will be deemed to have returned a positive confirmatory test result for the purposes of this Policy.

### **Requirement to Declare Use of Drugs Prior to Testing**

As part of the drug testing process where Staff are on certain medication or prescriptions they are to provide a photocopy of same in a sealed envelope which is placed in the employees file and only opened if a positive reading is registered.

Where a positive test result is returned indicating the presence of a class of drugs consistent with the declared prescription and/or over the counter drugs no further action will be taken pending receipt of the confirmatory test results and provided the person is fit for work. If the confirmatory test result is consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs it will not be considered a Positive result for the purposes of this Policy and no further action will be taken, provided that the person is fit for work.

Where the confirmatory test result is not consistent with the proper and/or prescribed use of the declared prescription and/or non-prescription over the counter drugs or where the use of prescription and/or non-prescription over the counter drugs has not been declared it will be considered a Positive result for the purposes of this Policy.

### **Testing Levels**

#### **Alcohol**

##### **Range zero to less than 0.02%**

Where an individual, after the 20 minute break, records a BAC greater than zero and up to and including 0.02% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

For the first offence of a positive recording between zero and 0.02% the employee will be given a verbal warning by their supervisor.

Any subsequent positive test will result in formal disciplinary action being taken and a letter of warning issued.

##### **Range 0.02% to 0.10%**

Where an individual, after the 20 minute break, records a BAC greater than 0.02% and up to and including 0.10% they will be stood down and provided with safe transport off site. Time off is to be taken as annual/unpaid leave.

A formal written warning will be issued.



## APPENDIX 4

### Range greater than 0.10%

A positive result greater than 0.10% will be stood down for 24 hours immediately with a view to termination of their employment at the discretion of the Chief Executive Officer.

### Other Drugs

The screening test cut-off levels for urine tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	300 ug/l
Cannabis metabolites	50 ug/l
Cocaine metabolites	300 ug/l
Benzodiazepines	200 ug/l
Opiates	300 ug/l

The screening test cut-off levels for oral tests are:

Class of Drug	Cut-off Level
Methyl amphetamine and Amphetamine	50 ng/ml
Cannabis metabolites	25 ng/ml
Cocaine metabolites	50 ng/ml
Opiates	50 ng/ml

The confirmatory test cut-off levels are:

Class of Drug	Cut-off Level
Opiates*	300
Codeine	300
Amphetamine	300
Methyl amphetamine	300
Methylene dioxy methylamphetamine	300
Phentermine	500
Ephedrine	500
Pseudoephedrine	500
11-nor- $\Delta^9$ -tetrahydrocannabinol-9-carboxylic acid	15
Benzoyllecgonine	150
Ecgonine methyl ester	150
Oxazepam	200
Temazepam	200
Diazepam	200
Nordiazepam	200
7-amino-clonazepam	200
7-amino-flunitrazepam	200
7-amino-nitrazepam	200



## Action in Relation to Test Results

### First Positive

If an employee or other person in the workplace returns a positive confirmatory test result for the first time for other drugs then the following will apply:

1. They will be provided with a copy of the laboratory drug and alcohol test results.
2. The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a verbal warning. This will be performed in accordance with the Shire's relevant disciplinary procedure which requires a record to be kept including the full details of the misconduct, time and date of warning, and names of witnesses.
3. The employee shall enter into discussions with their manager and the CEO regarding the positive result. The employee may request a representative to be present in a purely observatory capacity.
4. The Shire will recommend to the employee that they seek medical and/or counselling help.

In the event of the positive result being for drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further test. If the test is positive, it will be treated as a Second Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing, as required, and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy, or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy, as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

## Second Positive

If an employee or other person in the workplace records a positive confirmatory test result for the second time for alcohol or drugs then the following will apply:

1. They will be provided with a copy of the laboratory drug and alcohol test results.
2. The employee will be sent home on either annual leave or unpaid leave at the employee's choice and given a final written warning.
3. The employee shall present themselves as soon as possible to a panel consisting of:
  - Direct Manager
  - Chief Executive Officer, and
  - Health and Safety Representative (employee's choice)

The objective of the panel is to discuss;

1. Source of problem
2. Explain the repercussions of a Third Positive test
3. Reinforce the Fit to Work Policy
4. Organise counselling and/or medical help

The employee shall undertake counselling and provide some proof or display an undertaking as to a change in lifestyle. The Counsellor shall decide when such proof or display is sufficient and when enforced counselling is over. Failure to complete enforced counselling or to provide sufficient proof of a change in lifestyle will result in disciplinary action up to and including termination of employment.

In the event of the positive result being for alcohol and drugs other than cannabis, the employee will present themselves within 48 hours at an authorised testing centre and undergo a further urine or breath test. If the test is positive, it will be treated as a Third Positive.

Only if the test is negative will the employee be able to resume their normal duties. In the event of the positive result being for cannabis, the employee shall undertake weekly drug testing at an authorised testing centre. The employee will not be permitted to commence work until a negative result is achieved. This may continue for a maximum period of up to six weeks.

The cost of testing to provide a negative result shall be at the employee's own expense.

The employer will consider failure to undertake weekly drug testing, as required, and to return a test result that indicates a decline in the level of the drug which was found to be at or above the cut-off level prescribed in this Policy, or to return a test result which indicates the presence of any other drug at or above the cut-off level prescribed in this Policy, as evidence of the employee's intention not to return to work and may terminate the contract of employment accordingly.

In the case of any other person in the workplace they will be removed from Shire premises and will not be permitted to perform work for or with the Shire or to enter Shire premises until a negative result is achieved. The cost of testing to provide a negative result shall be at the person's own cost and shall be conducted by an authorised testing centre approved by the Shire.

On return to work the employee or other person in the workplace will be subject to extraordinary testing in addition to the usual testing programme. Further contravention of this Policy will result in disciplinary action up to and including termination of employment.

Disputed results will be dealt with in accordance with Australian Standard 4308 and at the employee's own cost. The referee sample will be made available for testing by an authorised testing centre and all records of the original test made available for re-examination. Due to possible degradation of sample over time, re-testing need only detect the presence of the drug or metabolite using mass spectrometry.

### **Third Positive**

The employee will be immediately suspended from work without pay pending an investigation of the incident or occurrence. Formal disciplinary procedures will be invoked to ascertain if any mitigating circumstances exist and to allow the employee to state their case.

Unless there are convincing arguments to the contrary, the individual may be dismissed without notice. Where a person in the workplace other than an employee returns a positive confirmatory test result for the third time, the Shire of Dowerin may refuse to permit the person to perform work for or on behalf of the Council or to perform work on the premises or property of the Shire.

### **Disciplinary Record**

Where an employee has not breached this Policy for a period of not less than 24 months the individual will be regarded as successfully rehabilitated and any future incident or occurrence will be treated as a First Positive.

### **Variation to this policy**

This policy may be cancelled or varied from time to time. The Local Government's employees will be notified of any variation to this policy by the usual correspondence method.

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### **Roles and Responsibilities**

The Chief Executive Officer is responsible for ensuring the successful implementation and operation of the Drug and Alcohol Policy. This will ensure that all employees understand and support the Policy and adequate resources are provided for appropriate education, training, counselling, and other requirements of the Policy.

Managers and Supervisors are accountable for ensuring that all individuals are aware of and comply with the provisions of this Policy and that the Policy is applied fairly and consistently to everybody in their areas of responsibility. This includes the provision of training, education, and other support programmes and periodic review of the implementation, application, and effectiveness of the Policy.

Managers and Supervisors also have responsibility for determining the fitness for work of individuals under their control and for taking prompt and appropriate action to address declining safety or work performance as a result of alcohol or other drug misuse. Failure to apply and enforce the Policy in a timely and effective manner will be treated as a performance matter.

All Managers and Supervisors will be appropriately trained to ensure their competency in handling these matters

## APPENDIX 4

### Related Corporate Documents

*Code of Conduct for Employees*

*Grievances, Investigations and Resolution Policy*

*Grievance Procedures*

*Disciplinary Policy*

*Disciplinary Procedure*

### Related Legislation/Local Law/Policy/Procedure

*Work Health and Safety Act 2020*

*Australian/New Zealand Standard AS/NZS 4308:2008*

*Australian Standard 4760:2019.*

*Australian Standard AS 3547:2019*

### Related Delegation

Nil

Document Control	
Policy Number	7.10
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	November 2020
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.5
POLICY SUBJECT	- 7.5 Grievances, Investigations and Resolution Policy
DATE ADOPTED	- 20 August 2019 (CMRef 0034)
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 9 June 2022

### Policy Statement

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith. For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Dowerin in any capacity. This policy does not apply to complaints about the Chief Executive Officer (CEO).

### Roles

*Complainant:* An employee who raises a complaint about a matter regarding the workplace.

*Respondent:* An employee who is alleged to have acted in a manner which caused the Complainant to raise a complaint.

*Support Person:* A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

*Witness:* A person (including an employee) who is requested by the Shire of Dowerin to assist the process by providing relevant information regarding the complaint.

### What to do if you have a Complaint?

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire of Dowerin’s Code of Conduct, policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or the Chief Executive Officer directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their Manager. If the Manager is the Respondent in the matter or if the employee feels uncomfortable approaching their Manager, the Complainant should approach the Chief Executive Officer.

The employee who receives the complaint must contact the Chief Executive Officer and decide upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

If the complainant believes they are the subject of behaviour that is inconsistent with the Local Government’s Code of Conduct, policies and procedures, the complainant may raise a complaint by following the process in the Grievance Procedure.

### If a complaint is about the CEO

If the complaint is about the CEO, the Grievance Policy and Procedure does not apply. A complaint about the CEO must be raised directly with the President

### Key Principles in the Complaint Resolution Process

The following principles are necessary for the fair investigation and resolution of a

complaint:

1. **Confidential** – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire of Dowerin may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint.  
  
This requirement does not preclude a complainant, respondent, witness or Local Government from seeking legal, financial or other professional advice.
2. **Impartial (fair/unbiased)** – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered by either an impartial employee of the Local Government or an externally appointed investigator;
3. **Sensitive** – The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation;
4. **Timely** – The Shire of Dowerin aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements;
5. **Documented** – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient;
6. **Natural Justice** – The principles of natural justice provide that:
  - a. a Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
  - b. a Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation;
  - c. anyone involved in the investigation should be unbiased and declare any conflict of interest;
  - d. decisions must be based on objective considerations and substantiated facts; and
  - e. the Complainant and the Respondent have the right to have a support person present at any meetings where practicable.
7. **Procedural Fairness** – The principles of procedural fairness provide that:
  - a. the Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable;
  - b. the Respondent is entitled to receive verbal or written communication from the Shire of Dowerin of the potential consequences of given forms of conduct, as applicable to the situation;
  - c. the Respondent is given an opportunity to respond to any allegations made against them by a Complainant;
  - d. any mitigating circumstances presented to the Shire of Dowerin through the grievance process are investigated and considered;
  - e. the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
  - f. any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
  - g. all interviews of witnesses are conducted separately and confidentially.

### Outcome of Making a Complaint

If a complaint is substantiated, there are a number of possible outcomes. If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the Disciplinary Policy.

If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with the Chief Executive Officer, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

If a complaint against a respondent is substantiated, there are a number of possible outcomes as detailed in the Grievance Procedure.

### **Vexatious or Malicious Complaints**

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

### **Victimisation of complainant, respondent or witness**

A complainant, respondent or witness should not be victimised for making a complaint, being the subject of a complaint or providing information about a complaint. Anyone responsible for victimising a complainant, respondent or witness may be subject to disciplinary action, including but not limited to termination of employment.

### **Reporting obligations**

The Local Government must comply with its obligations to report minor or serious misconduct to either the Public Sector Commission or Corruption and Crime Commission in accordance with the Corruption, Crime and Misconduct Act 2003 (WA).

Employees must also be aware of and adhere to any obligations pursuant to the Public Interest Disclosure Act 2003 (WA).

### **Variation to This Policy**

This policy may be cancelled or varied from time to time. All the Shire of Dowerin's employees will be notified of any variation to this policy by the normal correspondence method.

### **Related Corporate Documents**

*Grievances, Investigations and Resolution Procedure*

*Discrimination, Harassment & Bullying Policy*

*Code of Conduct for Employees*

*EEO Management Plan*

<b>Document Control</b>	
Policy Number	7.5
Policy Version	2
Policy Owners	Manager Corporate & Community Services
Creation Date	20 August 2019 (CMRef 0034)
Last Review Date	9 June 2022
Next Review Due	This policy will be reviewed bi-annually or more often where circumstances require.



POLICY NUMBER	- 1.12
POLICY SUBJECT	- 1.12 Communications & Use of Social Media
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- 20 December 2022 (CMRef 0712)

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### Objective

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

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### Policy

This policy applies to:

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

### Official Communications

The purposes of the Shire's official communications include:

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

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

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

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



### **Speaking on behalf of the Shire**

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

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

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

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

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

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

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

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

### **Responding to Media Enquiries**

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

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

### **Website**

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

### **Social Media**

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

The Shire maintains the following Social Media accounts:

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

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

The Shire actively seeks ideas, questions and feedback from our community however we expect participants to behave in a respectful manner. The Shire will moderate its social

media accounts to address, and where necessary delete, content deemed to be:

1. Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
2. Promotional, soliciting or commercial in nature;
3. Unlawful or incites others to break the law;
4. Information which may compromise individual or community safety or security;
5. Repetitive material copied and pasted or duplicated;
6. Content that promotes or opposes any person campaigning for election to Council, appointment to official office, or any ballot;
7. Content that violates intellectual property rights or the legal ownership of interests or another party; and
8. Any other inappropriate content or comments at the discretion of the Shire.

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

### **Use of Social Media in Emergency Management and Response**

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

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

### **Record Keeping and Freedom of Information**

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

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

### **Personal Communications**

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

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

### **Councillor Statements on Shire Matters**

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

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

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

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

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

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## Roles and Responsibilities

### Councillors

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

### Chief Executive Officer

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

### Executive & Governance Officer

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

### Related Legislation/Local Law/Policy/Procedure

*Local Government Act 1995*

*Local Government (Rules of Conduct) Regulations 2007*

*Local Government (Administration) Regulations*

*Freedom of Information Act 1992*

*State Records Act 2000*

*Code of Conduct*

### Related Delegation

Nil

Document Control	
Policy Number	1.12
Policy Version	2
Policy Owners	Executive & Governance Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	20 December 2022 (CMRef 0712)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 7.9
POLICY SUBJECT	- 7.9 Work Health Safety Policy
DATE ADOPTED	- 30 September 2016
RESPONSIBLE OFFICER	- Rebecca McCall
REVIEWED	- 20 December 2022 (CMRef 0713)

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### Objective

The Shire of Dowerin (the Shire) is committed to achieving zero harm to all stakeholders whether internal or external, when engaged in any capacity with the Shire.

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### Policy

The Shire is committed to providing a safe working environment for all internal and external stakeholders that may be impacted by any of its activities.

The Shire will endeavour to improve health and safety in the workplace with the philosophy that all injuries and accidents are preventable and that a healthy and safe working environment is conducive to job satisfaction whilst achieving the objectives of the Shire.

### Safety and Health Objectives

Commitment, co-operation and effective teamwork is fundamental to achieving the following key safety and health objectives:

The Shire will:

- Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;
- Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;
- Provide all Personal Protective Equipment to its staff;
- Provide a workplace that ensures safe work practices and systems are of the highest standard;
- Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable; Involve employees in health and safety matters and consult with them in ways to reduce workplace hazards and prevent injuries;
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- Conform to statutory requirements as a minimum standard; and
- Take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

## Responsibilities

The Shire understands and accepts responsibilities imposed under Work Health and Safety (WHS) legislation and is committed to providing healthy and safe working conditions.

Safety and health are both an individual and a collective responsibility of all employees, in particular;

### Chief Executive Officer

The Chief Executive Officer is the responsible officer for all Work Health Safety practices within the organisation.

### Managers and Supervisors

Managers and supervisors are responsible for implementing the Work Health Safety Policy and ensure that appropriate planning, development, implementation and monitoring of Work Health Safety Procedures is kept up to date and adhered to on a daily basis.

### Employees

Employees are required to follow all safe working practices and use provided personal protective equipment at all times to minimise risks. Employees are to take responsibility in ensuring that both their own safety, along with the safety of others, is a priority consideration when undertaking work for the Shire. It is a requirement that all employees immediately, or as soon as practicable, report all accidents and hazardous situations that arises in the course of their work and file a completed Incident Report.

## Related Documentation

*Health, Safety and Environmental Management Plan*

## Related Legislation/Local Law/Policy/Procedure

*Work Health and Safety Act 2020*

*Work Health and Safety (General) Regulations 2022*

*Australian Standard AS 4801 – Occupational Health and Safety Management Systems*

## Related Delegation

Nil

## CEO Endorsement

Signed:	 Rebecca McCall, Chief Executive Officer	Dated: 21 December 2022
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## APPENDIX 7

Document Control	
Policy Number	7.9
Policy Version	6
Policy Owners	Executive & Governance Officer
Creation Date	30 September 2016
Last Review Date	March 2017 (CMRef 2762) 26 March 2019 February 2021 (CMRef 0370) September 2021 (CMRef 0491) 20 December 2022 (CMRef 0713)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.

POLICY NUMBER	- 1.10
POLICY SUBJECT	- 1.10 Councillor IT Device
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- 19 September 2023 (CMRef X)

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## Objective

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

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

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

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

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

## Terms and Conditions:

1. The device may be used for private use in terms of accessing emails, downloading music/films/books/apps, utilising the camera feature etc, however this information must be removed at the Councillor's expense when the equipment is returned to the Shire and all costs associated with having personal information on the device is at the expense of the Councillor.
2. Councillors are entitled to claim reimbursement for communication expenses, should they choose.
3. The devices must not be used to access any information, applications or videos that are deemed inappropriate or illegal.
4. If a device is lost or stolen it must be reported to the Chief Executive Officer immediately in order for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised.
5. If a device is lost or stolen, Council or the Chief Executive Officer may determine that the Councillor is liable for the replacement or repairs.
6. Any queries related to the non-operation or malfunctioning of the device are to be directed to the Executive & Governance Officer. Under no circumstances is a Councillor to undertake repairs or maintenance to the equipment themselves, without the prior authorisation of the Chief Executive Officer.
7. Unless the need for maintenance arises from the use of an application or document which is not Council related, the Shire will cover the cost of the maintenance and repair. If the costs of maintenance or repair relate to a Councillor's personal information those costs will be invoiced to the Councillor.
8. .
9. The Shire IT provider will be responsible for ensuring the devices are updated as and when required.

10. During the Councillor's term of office the devices will be covered under the Shire's insurance policies.
  11. Upon retirement or resignation, the device is to be returned to the Shire so it can be used for incoming Councillors.
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## **Roles and Responsibilities**

### **Councillors**

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

### **Chief Executive Officer**

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

### **Executive & Governance Officer**

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

## **Related Documentation**

### **Related Legislation/Local Law/Policy/Procedure**

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

### **Related Delegation**

Nil

<b>Document Control</b>	
Policy Number	1.10
Policy Version	3
Policy Owners	Executive & Governance Officer
Creation Date	17 December 2019 (CMRef 0111)
Last Review Date	19 September 2023 (CMRef XX)
Next Review Due	This policy will be reviewed annually or more often where circumstances require.



