



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

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

ABN: 35 939 977 194

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Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 20 April 2021



**1. Official Opening / Obituaries**

The President welcomed those in attendance and declared the Meeting open at 2.00pm. In opening the meeting, the President and Councillors acknowledged the passing of Cr Rachel Nightingale, Mrs Margaret Philips and Mrs Shirley Ferguson with a minutes silence.

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

**Councillors:**

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

**Staff:**

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

**Members of the Public:** Nil

**Apologies:** Cr JC Sewell

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

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Nil

**5. Applications for Leave of Absence**

Nil

**6. Petitions and Presentations**

Nil

2:01pm - C Delmage entered the Meeting.

2:02pm - L Vidovich entered the Meeting.

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

7.1 Ordinary Council Meeting held on 16 March 2021  
**Attachment 7.1A**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

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

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

**CARRIED 5/0**

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

8.1 Bush Fire Advisory Committee Meeting held on 7 April 2021  
**Attachment 8.1A**

8.1 Audit and Risk Committee Meeting held on 20 April 2021  
**Tabled at the Council Meeting as Attachment 8.1B**

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

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

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

**CARRIED 5/0**

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

9.1 Audit and Risk Committee Meeting held on 20 April 2021

**Voting Requirements**

Simple Majority  Absolute Majority

7.1 Appointment of External Member

**Committee's Recommendation**

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



## Resolution

**Moved:** Cr Ward

**Seconded:** Cr Hagboom

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

**CARRIED 5/0**

## Reason

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

### Voting Requirements



Simple Majority



Absolute Majority

7.2 Consideration of Internal Audit Report

## Committee's Recommendation/Council Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Ward

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

**CARRIED 5/0**

## 10. Announcements by the President Without Discussion


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

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

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

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

### 11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	15 April 2021	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate and Community Services	
<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 / 2020-2021 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.1A</b> – Financial Activity Statement	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 – Statement of Financial Activity

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

### Note 2 – Cash and Financial Assets

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

### Note 3 – Receivables

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

### Note 4 – Other Current Assets

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

### Note 5 – Payables

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

### Note 6- Rate Revenue

This note provides details of rates levied during the year.

### Note 7 – Disposal of Assets

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

### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

### Note 9 – Borrowings

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

### Note 10 – Cash Backed Reserves

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

### Note 11 – Other Current Liabilities

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

### Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

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

This note provides information on non-operating grants received.

### Note 14 – Explanation of Material Variances

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

## **Consultation**

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate and Community Services

## **Policy Implications**

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

## **Strategic Implications**

### **Strategic Community Plan**

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

<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**

**Moved:** Cr Ward

**Seconded:** Cr Holberton

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

**CARRIED 5/0**

## 11.2 List of Accounts Paid

# Corporate and Community Services



<b>Date:</b>	15 April 2021
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate and Community Services
<b>Author:</b>	Jasmine Pietrocola, Accounts Finance 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

### Purpose of Report

Executive Decision



Legislative Requirement

### Summary

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

### Background

Nil

### Comment

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

### Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Jasmine Pietrocola, Accounts Finance Officer

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2 and 3

Reference: L3, L4 and L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

<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

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

**Financial Implications**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Trepp


**Seconded:** Cr Ward

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

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

**CARRIED 5/0**

### 11.3 Recalcitrant Rates Debtors

<h2>Corporate and Community Services</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	7 April 2021	
<b>Location:</b>	Various	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate and Community Services	
<b>Author:</b>	Sheldon Cox, Rates 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/2020 Recalcitrant Rates Debtors	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.3A</b> – Recalcitrant Rates Debtors	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

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

#### Comment

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

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

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

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

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

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



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

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

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

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

**Consultation**

Sheldon Cox, Rates Officer  
Cherie Delmage, Manager Corporate and Community Services  
Lauren Marsh, Senior Account Manager - AMPAC Debt Recovery  
Damian Barr, Director, Local Government Services, AMPAC Debt Recovery  
Association of Rates Officers  
Troy Hancock, Legislation Officer, DLGSC

**Policy Implications**

Nil

**Statutory Implications**

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

**Strategic Implications**

**Strategic Community Plan**

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

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<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 has now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in the risk description and the Shire’s long-term outstanding debts are now over \$64,000.

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

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer’s Recommendation/Resolution**

**Moved:** Cr Holberton

**Seconded:** Cr Hagboom

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

**CARRIED 5/0**

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

## Corporate and Community Services



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

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

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

The purpose of Policy 5.2 is to;

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

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

### Comment

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

### Consultation

Senior Management Team

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

Community Priority: Our Lifestyle

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

Outcome: 1, 3

Reference: C1, C4

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Statutory Implications

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

#### **"2.7. Role of council**

(1) *The council –*

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

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

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

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

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

### Risk Implications

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

<b>Action (Treatment)</b>	Undertake Community Facilities Review
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution


**Moved:** Cr Ward

**Seconded:** Cr Holberton

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

**CARRIED 5/0**

**11.5 2020/2021 Budget Review**

<h2>Corporate and Community Services</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	1 April 2021	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate and Community Services	
<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/Budgeting/2021	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 11.5A</b> – 2020/2021 Annual Budget Review	

**Purpose of Report**

Executive Decision

Legislative Requirement

**Summary**

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

**Background**

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

**Comment**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Les Vidovich, Manager Works and Assets

Megan Shirt, Consultant

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 2, 3

Reference: L3, L4, L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

#### **“33A. Review of budget**

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

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

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

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

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

- (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
- (3) *A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*  
*\*Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department."*

### Risk Implications

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

### Financial Implications

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

### Meeting Comment

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation

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

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

### Resolution

**Moved:** Cr Trepp

**Seconded:** Cr Ward

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

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

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

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

**CARRIED BY ABSOLUTE MAJORITY 5/0**

### Reason

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

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

## Corporate and Community Services



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

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

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

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

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

### Comment

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

### Consultation

Senior Management Team

### Policy Implications

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

### Strategic Implications

### Strategic Community Plan

Community Priority:      Our Leaders

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

Outcome: 3

Reference: L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**“2.7. Role of council**

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

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

**“11. Payments, procedures for making etc.**

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of –*
  - (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained; and*
  - (b) *petty cash systems.*
- (2) *A local government is to develop procedures for the approval of accounts to ensure that before payment of an account a determination is made that the relevant debt was incurred by a person who was properly authorised to do so.*
- (3) *Payments made by a local government –*
  - (a) *subject to subregulation (4), are not to be made in cash; and*
  - (b) *are to be made in a manner which allows identification of –*
    - (i) *the method of payment; and*
    - (ii) *the authority for the payment; and*
    - (iii) *the identity of the person who authorised the payment.*
- (4) *Nothing in subregulation (3)(a) prevents a local government from making payments in cash from a petty cash system.”*

**Risk Implications**

<b>Risk Profiling Theme</b>	Misconduct
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact
<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>	Corporate Credit Card Policy
<b>Action (Treatment)</b>	Centralise Checklists, Controls and Procedures, Review Purchasing Policy & Procurement Process, Review Code of Conduct
<b>Risk Rating (after treatment)</b>	Adequate

#### Financial Implications

Nil

#### Voting Requirements



Simple Majority



Absolute Majority

#### Officer's Recommendation/Resolution

**Moved:** Cr Ward

**Seconded:** Cr Holberton

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


**CARRIED 5/0**



2:39pm – C Delmage left the meeting.

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

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

<h1>Corporate &amp; Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	15 April 2021	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Linley Dregghorn, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Corporate Management/Tendering	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Confidential Attachment 11.7A</b> – Tender Evaluation	

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

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

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

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

### Comment

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

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

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



## Consultation

State-wide Public Notice 6 February 2021  
Senior Management Team

## Policy Implications

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

## Statutory Implications

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

### **“3.57. Tenders for providing goods or services**

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

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

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

## Strategic Implications

### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: 12

### Asset Management Plan

Nil

### Long Term Financial Plan

Nil

## Risk Implications

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

### Financial Implications

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Hagboom

**Seconded:** Cr Trepp

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


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

**CARRIED 5/0**

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

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

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

<h1>Governance and Compliance</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	25 March 2021	
<b>Location:</b>	Lot 4666 Metcalf/Ucarty Road, Ucarty	
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer	
<b>Author:</b>	Paul Bashall, Planwest (WA) Pty Ltd; Vanessa Green, Executive and Governance Officer	
<b>Legislation:</b>	<i>Planning and Development Act 2005</i>	
<b>SharePoint Reference:</b>	Compliance/Development and Building/Development Applications	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 12.1A</b> – DPIRD Report, Application and Plans <b>Attachment 12.1B</b> – Submissions	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

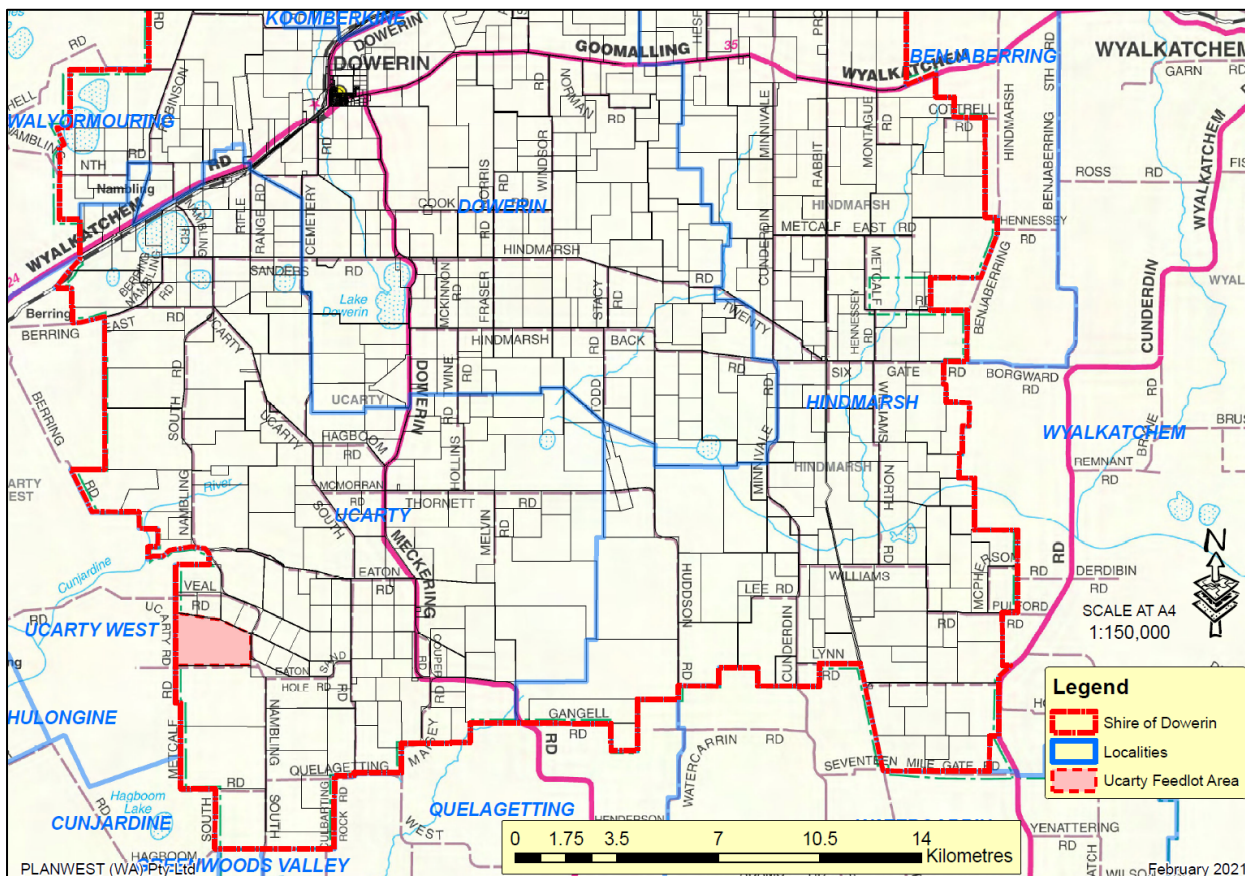
The proposal has been informed with the assistance of the Department of Primary Industries and Regional Development (DPIRD). As the proposal includes new development a DA is deemed necessary.

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

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

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

**FIGURE 1 - LOCATION PLAN**



**Source:** Landgate, Planwest

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

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

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

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

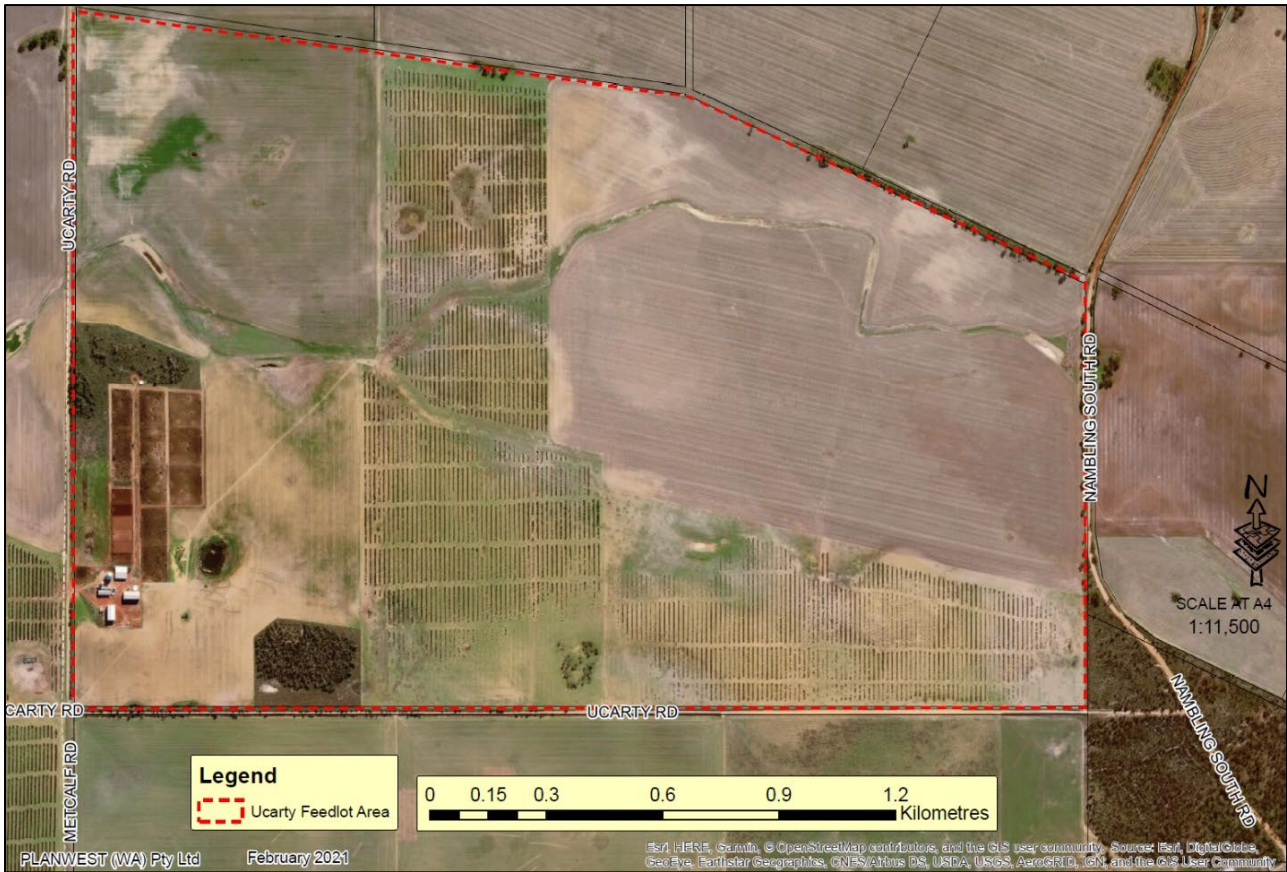
Figure 2 provides an aerial photograph of the whole property (Lot 4666). This photograph shows a significant amount of planting of tagasaste around the site.

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

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



**FIGURE 2 - AERIAL PHOTOGRAPH OF SITE**



Source: ArcMap, Planwest

**FIGURE 3 - MAIN AREA OF FEEDLOT DEVELOPMENT**



Source: Google, Planwest

**FIGURE 4 - GOOGLE 'STREET VIEW' FROM UCARTY ROAD**



**Source:** Google, Planwest

**Comment**

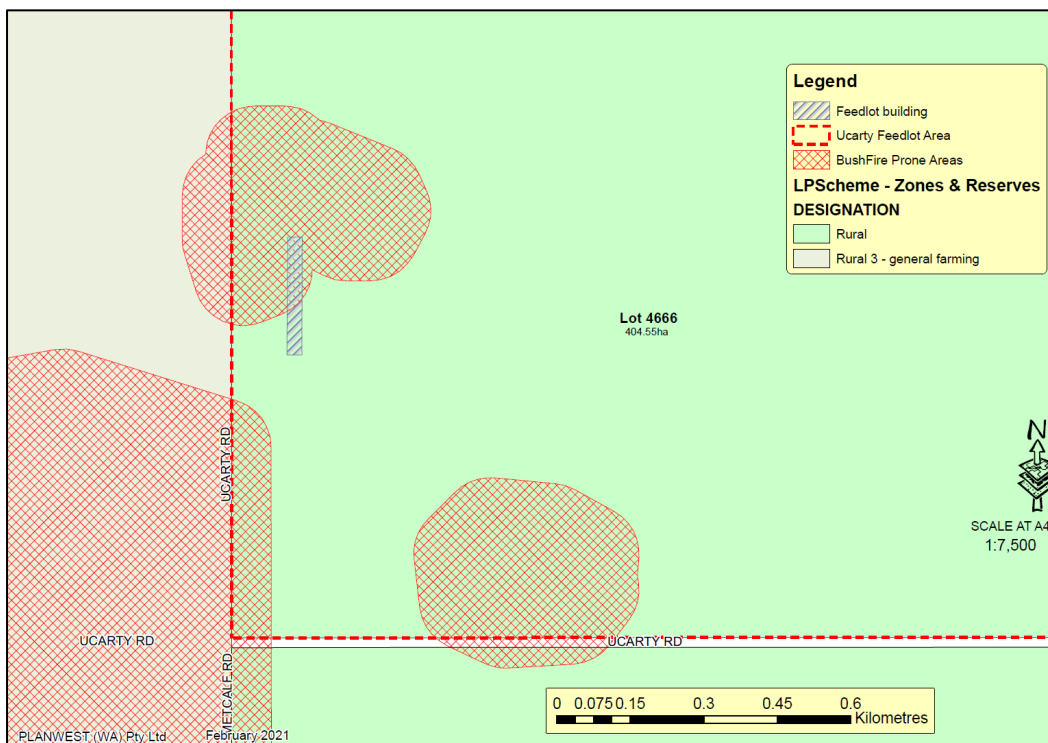
The proposed use is consistent with the objectives of the Rural zone as defined in the Shire of Dowerin Local Planning Scheme No 2 (Scheme), and the increased capacity of the feedlot is not in conflict with the Local Planning Strategy (Strategy). DPIRD has stated that there have been no objections to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

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

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

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

**FIGURE 5 - BUSHFIRE PRONE MAPPING**



**Source:** DFES, Planwest



## Consultation

Claire Coffey, Senior Agribusiness Development Consultant, DPIRD

Kylie Neaves, Environmental Health Officer

Peter Bentley, CEO, Shire of Goomalling

Neighbouring Property Owners

Paul Bashall, Planning Consultant, Planwest WA

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate and Community Services

Les Vidovich, Manager Works and Assets

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

### Submission 1 -

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

### Submission 2 -

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

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

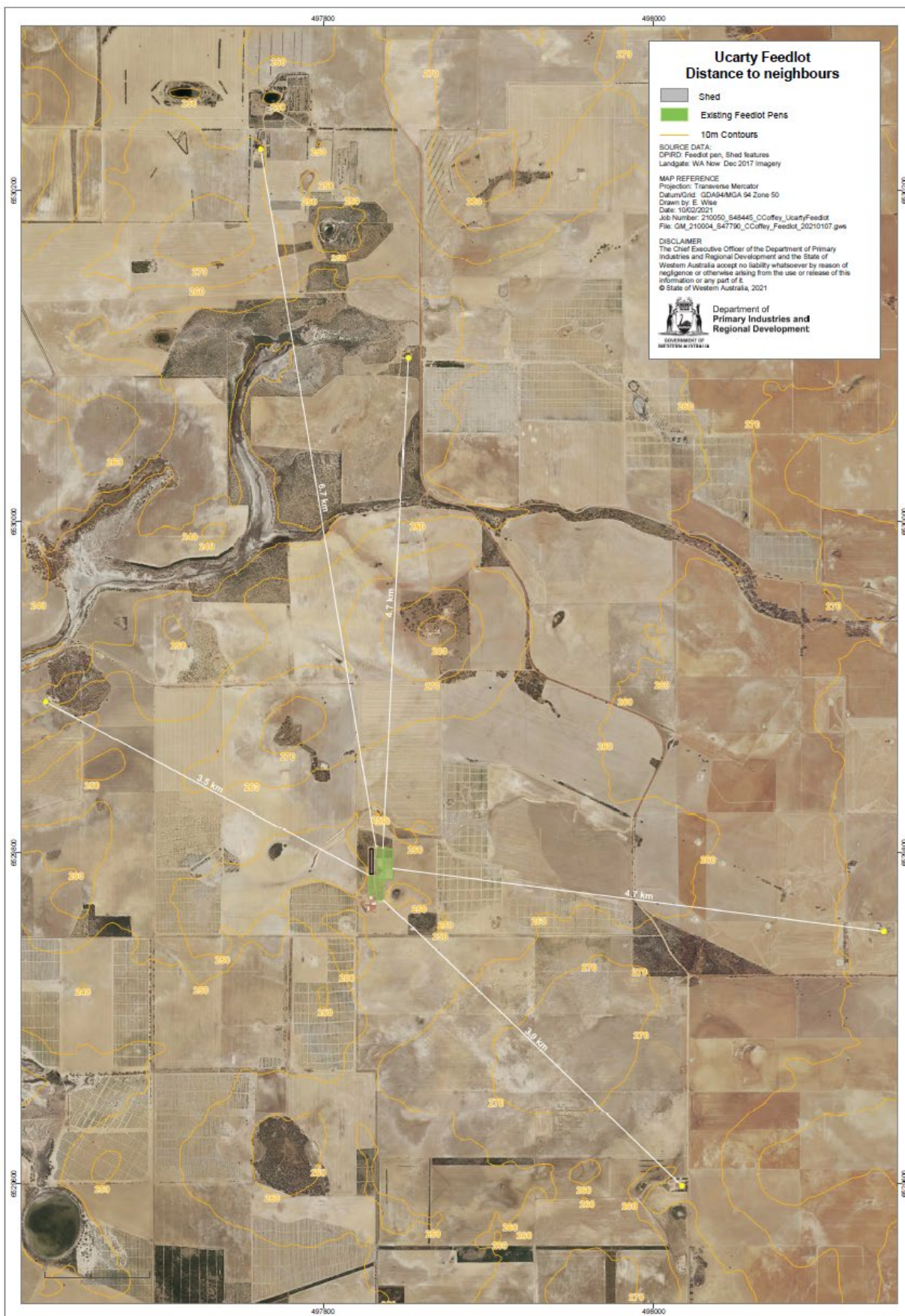
## Comment

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

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

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

**FIGURE 6 - DISTANCES TO NEIGHBOURS**



Source: DPIRD



## Policy Implications

Nil

## Strategic Implications

### Local Planning Strategy

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

The relevant strategies are to:

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

### Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 3

Reference: E5, E6

### Asset Management Plan

Nil

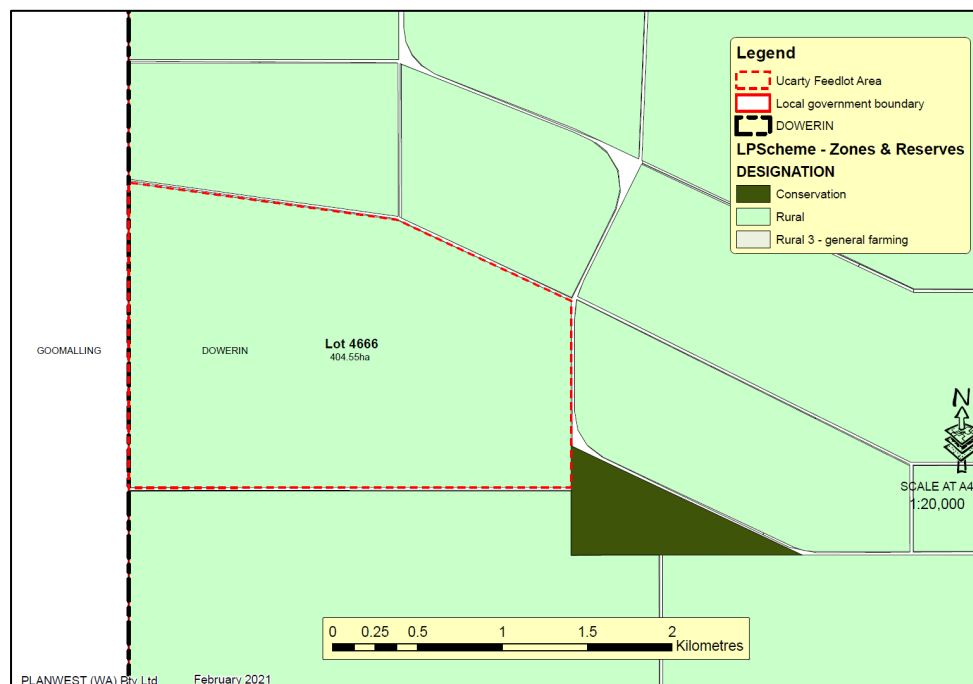
### Long Term Financial Plan

Nil

## Statutory Implications

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

**FIGURE 7 - EXTRACT FROM LOCAL PLANNING SCHEME**



**Source:** DPLH, Planwest

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

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

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

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

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

*agriculture – intensive* means premises used for commercial production purposes, including outbuildings and earthworks, associated with any of the following –

- (a) the production of grapes, vegetables, flowers, exotic or native plants, or fruit or nuts;
- (b) the establishment and operation of plant or fruit nurseries;
- (c) the development of land for irrigated fodder production or irrigated pasture (including turf farms);
- (d) aquaculture;

*animal husbandry – intensive* means premises used for keeping, rearing or fattening of pigs, poultry (for either eggs or meat production), rabbits (for either meat or fur production) or other livestock in feedlots, sheds or rotational pens;

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

In this case the use of animal husbandry – intensive in a Rural zone is an ‘A’ use.

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

Risk Implications	
<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>	Adequate

### Financial Implications

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

The applicant has paid the relevant statutory application fees.

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Hagboom

**Seconded:** Cr Holberton

**0414**

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

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

#### ADVICE NOTES

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

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

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

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

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


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

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

**CARRIED 5/0**

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

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

<h1>Works and Assets</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 April 2021	
<b>Location:</b>	Dowerin – Kalannie Road	
<b>Responsible Officer:</b>	Les Vidovich, Manager Works and Assets	
<b>Author:</b>	Fiona Jasper, Executive Officer, Wheatbelt Secondary Freight Network	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>Sharepoint Reference:</b>	Technical/Roads/Dowerin-Kalannie Road	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 13.1A</b> - WSN Priority 1 - 5 Year Delivery Plan <b>Attachment 13.1B</b> - WSN MCA Priority 2 Route Commentary <b>Attachment 13.1C</b> - WSN Governance Plan	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

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

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

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

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

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

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

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

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

#### Comment

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

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

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

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

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

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

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

#### Consultation

WSFN Steering Committee  
WSFN Technical Committee

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

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Statutory Implications

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

#### **“3.18. Performing executive functions**

- (1) *A local government is to administer its local laws and may do all other things that are necessary or convenient to be done for, or in connection with, performing its functions under this Act.*
- (2) *In performing its executive functions, a local government may provide services and facilities.*
- (3) *A local government is to satisfy itself that services and facilities that it provides –*
  - (a) *integrate and coordinate, so far as practicable, with any provided by the Commonwealth, the State or any public body; and*
  - (b) *do not duplicate, to an extent that the local government considers inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and*
  - (c) *are managed efficiently and effectively.”*

### Risk Implications

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

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

### Financial Implications

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

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

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Holberton

**Seconded:** Cr Ward

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

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

**CARRIED 5/0**

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

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

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

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

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

**CARRIED 5/0**

**14.1 2021/22 Firebreak Order & Appointment of Officers**

**Governance & Compliance**



<b>Date:</b>	19 April 2021
<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>Bush Fires Act 1954</i>
<b>Sharepoint Reference:</b>	Compliance/Ranger/Fire Services/Bushfire Notices Compliance/Ranger/Fire Services/2021-22 Office Bearers
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 14.1A</b> - Draft 2021/22 Fire Break Order

**Purpose of Report**

Executive Decision  Legislative Requirement

**Summary**

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

**Background**

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



### Comment

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

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

### Consultation

Bush Fire Advisory Committee Meeting 7 April 2021  
Paul Millsted, Chief Bush Fire Control Officer  
Rebecca McCall, Chief Executive Officer

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

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

### Risk Implications

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

### Financial Implications

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/ Resolution

**Moved:** Cr Hagboom

**Seconded:** Cr Holberton

**0417 That:**

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

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

**CARRIED BY ABSOLUTE MAJORITY 5/0**

<b>15.</b>	<b>Elected Members' Motions</b>
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Nil

<b>16.</b>	<b>Matters Behind Closed Doors</b>
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Nil

<b>17.</b>	<b>Closure</b>
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The President thanked those in attendance and declared the Meeting closed at 3.27pm.



SHIRE OF  
**DOWERIN**  
TIN DOG TERRITORY

# MINUTES

## Ordinary Council Meeting

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



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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<b>4.</b>	<b>Disclosure of Interest</b>
<b>5.</b>	<b>Applications for Leave of Absence</b>
<b>6.</b>	<b>Petitions and Presentations</b>
<b>7.</b>	<b>Confirmation of Minutes of the Previous Meetings</b>
7.1	<a href="#">Ordinary Council Meeting held on 19 January 2021</a>
<b>8.</b>	<b>Minutes of Committee Meetings to be Received</b>
8.1	<a href="#">Local Emergency Management Committee Meeting held on 9 March 2021</a>
8.2	<a href="#">Audit &amp; Risk Committee Meeting held on 15 March 2021</a>
<b>9.</b>	<b>Recommendations from Committee Meetings for Council Consideration</b>
9.1	<a href="#">Various Recommendations from the Audit &amp; Risk Committee Meeting</a>
<b>10.</b>	<b>Announcements by the President Without Discussion</b>
<b>11.</b>	<b>Officer's Reports – Corporate and Community Services</b>
11.1	<a href="#">Financial Activity Statements</a>
11.2	<a href="#">List of Accounts Paid</a>
11.3	<a href="#">Recalcitrant Rates Debtors</a>
11.4	<a href="#">Tender T2021-02 – Contract Management of Dowerin Memorial Swimming Pool</a>
11.5	<a href="#">Dowerin Do Over – Request for Unbudgeted Expenditure</a>
<b>12.</b>	<b>Officer's Reports – Governance and Compliance</b>
12.1	<a href="#">Policy Review – Financial Hardship Policy for Water Services</a>
12.2	<a href="#">Model Code of Conduct for Council Members, Committee Members and Candidates</a>
12.3	<a href="#">Model Standards for CEO Recruitment, Performance and Termination</a>
12.4	<a href="#">Integrated Planning and Reporting – Corporate Business Plan – Quarterly Monitoring Review – January 2021</a>
<b>13.</b>	<b>Officer's Reports – Works and Assets</b>
13.1	<a href="#">Tender T2021-01 – Flood Damage Repair for AGRN903, EPAR Works</a>
<b>14.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
<b>15.</b>	<b>Elected Members' Motions</b>
<b>16.</b>	<b>Matters Behind Closed Doors</b>
<b>17.</b>	<b>Closure</b>

Shire of Dowerin  
Ordinary Council Meeting  
Tuesday 16 March 2021



**1. Official Opening / Obituaries**

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

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

**Councillors:**

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

**Staff:**

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

**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

**3. Public Question Time**

Nil

**4. Disclosure of Interest**

Councillor Holberton declared an Financial Interest in Item 13.1.

**5. Applications for Leave of Absence**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Councillor's Recommendation/Resolution**

**Moved:** Cr Sewell

**Seconded:** Cr Hagboom



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

**CARRIED 7/0**

**6. Petitions and Presentations**

Nil

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

- 7.1 Ordinary Council Meeting held on 16 February 2021

**Attachment 7.1A**

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

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

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

**CARRIED 7/0**

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

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

**Attachment 8.1A**

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

**Attachment 8.1B**

**Voting Requirements**

- Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

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

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

**CARRIED 7/0**

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

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

**Voting Requirements**

- Simple Majority  Absolute Majority

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

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

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

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

**CARRIED 7/0**

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

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

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

**CARRIED 7/0**

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

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

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

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

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

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

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

**CARRIED 7/0**

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

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

### 11.1 Financial Activity Statements

<h1>Corporate &amp; Community Services</h1>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 March 2021	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<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 / 2020-2021 Monthly Financial Statements	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.1A</a> – Financial Activity Statement	

#### Purpose of Report



Executive Decision



Legislative Requirement

#### Summary

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

#### Background

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

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

#### Comment

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

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

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

#### Note 1 – Statement of Financial Activity

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

#### Note 2 - Cash and Financial Assets

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

#### Note 3 - Receivables

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

#### Note 4 - Other Current Assets

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

#### Note 5 - Payables

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

#### Note 6- Rate Revenue

This note provides details of rates levied during the year.

#### Note 7 - Disposal of Assets

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

#### Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

#### Note 9 -Borrowings

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

#### Note 10 - Cash Backed Reserves

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

#### Note 11 - Other Current Liabilities

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

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

This note provides information on operating grants received.

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

This note provides information on non-operating grants received.

#### Note 14 - Explanation of Material Variances

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

#### **Consultation**

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate & Community Services

#### **Policy Implications**

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

#### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Leaders

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

Outcome: 2 & 3

Reference: L3, L4 & L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

<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 & 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**

**Moved:** Cr Trepp

**Seconded:** Cr Holberton

**0390** That, in accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, Council receives the statutory Financial Activity Statement report for the period ending 28 February 2021, as presented in Attachment 11.1A.

**CARRIED 7/0**

## 11.2 List of Accounts Paid

# Corporate & Community Services



<b>Date:</b>	5 March 2021
<b>Location:</b>	Not Applicable
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services
<b>Author:</b>	Jasmine Pietrocola, Accounts Finance 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

### Purpose of Report

Executive Decision



Legislative Requirement

### Summary

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

### Background

Nil

### Comment

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

### Consultation

Rebecca McCall, Chief Executive Officer  
Cherie Delmage, Manager Corporate & Community Services  
Jasmine Pietrocola, Accounts Finance Officer

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders



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

Outcome: 2 & 3

Reference: L3, L4 & L5

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Statutory Implications**

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

**Risk Implications**

<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

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

**Financial Implications**

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Ward

**Seconded:** Cr Holberton


**0391**

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

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

**CARRIED 7/0**

## 11.3 Recalcitrant Rates Debtors

<h1>Corporate &amp; Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	5 March 2021	
<b>Location:</b>	Various	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Sheldon Cox, Rates 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/2020 Recalcitrant Rates Debtors	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.3A</a> - Recalcitrant Rates Debtors <a href="#">Confidential Attachment 11.3B</a> - Update on Debt Recovery Progress	

### Purpose of Report



Executive Decision



Legislative Requirement

### Summary

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

### Background

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

### Comment

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

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

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

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

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

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

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

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

**Consultation**

Sheldon Cox, Rates Officer  
 Louise Sequerah, Acting Rates Officer  
 Cherie Delmage, Manager Corporate & Community Services  
 Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery  
 Damian Barr, Director, Local Government Services, AMPAC Debt Recovery  
 Association of Rates Officers  
 Troy Hancock, Legislation Officer, DLGSC

**Policy Implications**

Nil

**Statutory Implications**

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

**Strategic Implications**

**Strategic Community Plan**

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

**Asset Management Plan**

Nil

**Long Term Financial Plan**

Nil

**Risk Implications**

<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 has now increased from \$5,001 - \$50,000 to \$50,001 - \$200,000 as this is the next bracket in the risk description and the Shire’s long-term outstanding debts are now over \$64,000.

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

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

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer’s Recommendation/Resolution**

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

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

**CARRIED 7/0**

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

<h1>Corporate &amp; Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	8 March 2021	
<b>Location:</b>	A portion of Lot 35 Memorial Avenue (cornered with Maisey Street), Dowerin	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Vanessa Green, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996</i>	
<b>Sharepoint Reference:</b>	Organisation/Corporate Management/Tendering	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Confidential Attachment 11.4A</a> – Tender Evaluation <a href="#">Confidential Attachment 11.4B</a> – Tender Submissions	

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

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

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

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

### Comment

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

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

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

### Consultation

State-wide Public Notice 6 February 2021

Senior Management Team

### Policy Implications

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

### Statutory Implications

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

**“3.57. Tenders for providing goods or services**

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

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: 12

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Risk Implications

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



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

### Financial Implications

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Sewell

**Seconded:** Cr Hagboom

**0393** That, in accordance with Section 3.57 of the *Local Government Act 1995* and Division 3 of the *Local Government (Functions and General) Regulations 1996*, Council:

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

**CARRIED 7/0**

## 11.5 Dowerin Do Over – Request for Unbudgeted Expenditure

<h1>Corporate &amp; Community Services</h1>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 March 2021	
<b>Location:</b>	Various	
<b>Responsible Officer:</b>	Cherie Delmage, Manager Corporate & Community Services	
<b>Author:</b>	Vanessa Green, Executive & Governance Officer	
<b>Legislation:</b>	<i>Local Government Act 1995;</i>	
<b>Sharepoint Reference:</b>	Community/Community Development/Events	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#">Attachment 11.5A</a> – Dowerin Do Over Program <a href="#">Attachment 11.5B</a> – Concept Design	

### Purpose of Report

Executive Decision

Legislative Requirement

### Summary

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

### Background

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

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

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

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

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

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

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

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

Speakers and presenters confirmed to attend include:

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

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

#### Comment

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

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

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

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

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

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

#### Consultation

Council Workshop 15 December 2020

Senior Management Team  
NEWROC  
Business Owners

### Policy Implications

Nil

### Statutory Implications

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

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

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

\* Absolute majority required.

- (1a) In subsection (1) –

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

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

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Lifestyle

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

Outcome: 1, 3

Reference: C1, C4, C5

Community Priority: Our Infrastructure

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

Outcome: 1, 3

Reference: I1, I2, E5, E6

#### Asset Management Plan

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

#### Long Term Financial Plan

Nil

### Risk Implications

<b>Risk Profiling Theme</b>	Management of Facilities/Venues/Events
<b>Risk Category</b>	Financial Impact
<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 (1)
<b>Key Controls (in place)</b>	Asset Management Plan
<b>Action (Treatment)</b>	Nil
<b>Risk Rating (after treatment)</b>	Adequate

### Financial Implications

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

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation

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

### Resolution

**Moved:** Cr Metcalf

**Seconded:** Cr Trepp

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

**CARRIED 7/0**

### Reason

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

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

### 12.1 Policy Review – Financial Hardship Policy for Water Services

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

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

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

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

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

#### Comment

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

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

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

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

### Consultation

Senior Management Team

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

#### **“29. Financial hardship policy**

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

### Risk Implications

<b>Risk Profiling Theme</b>	Failure to fulfil statutory regulations or compliance requirements
<b>Risk Category</b>	Compliance
<b>Risk Description</b>	No noticeable regulatory or statutory impact



<b>Consequence Rating</b>	Insignificant (1)
<b>Likelihood Rating</b>	Rare (1)
<b>Risk Matrix Rating</b>	Low (1)
<b>Key Controls (in place)</b>	Governance Framework
<b>Action (Treatment)</b>	Document Governance Framework
<b>Risk Rating (after treatment)</b>	Adequate

**Financial Implications**

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

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

**Voting Requirements**



Simple Majority



Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Holberton

**Seconded:** Cr Ward

**0395** That, in accordance with Clause 29 of the *Water Services Code of Conduct (Customer Service Standards) 2018*, Council adopts the Financial Hardship Policy for Water Services, as presented in Attachment 12.1A, and submits the policy to the Economic Regulation Authority for approval.

**CARRIED 7/0**

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

# Governance & Compliance



<b>Date:</b>	8 March 2021
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Vanessa Green, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Model Code of Conduct) Regulations 2021</i>
<b>SharePoint Reference:</b>	Organisation/Governance/Council Policies
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.2A</a> - Model Code of Conduct

### Purpose of Report

Executive Decision



Legislative Requirement

### Summary

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

### Background

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

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

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

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

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

### Comment

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

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

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

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

The Model CoC provide for:

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

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

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

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

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

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

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

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

#### **Consultation**

Council Workshop 16 February 2021

Senior Management Team

#### **Policy Implications**

The Model CoC has been updated accordingly.

#### **Strategic Implications**

#### **Strategic Community Plan**

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

#### **Asset Management Plan**

Nil

## Long Term Financial Plan

Nil

### Statutory Implications

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

#### **“5.104. Adoption of model code of conduct**

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

### Risk Implications

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

### Financial Implications

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Ward

**Seconded:** Cr Holberton

**0396**

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

**CARRIED BY ABSOLUTE MAJORITY 7/0**

## 12.3 Model Standards for CEO Recruitment, Performance and Termination

# Governance & Compliance



<b>Date:</b>	8 March 2021
<b>Location:</b>	Not applicable
<b>Responsible Officer:</b>	Rebecca McCall, Chief Executive Officer
<b>Author:</b>	Vanessa Green, Executive & Governance Officer
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996</i>
<b>SharePoint Reference:</b>	Organisation/Governance/Council Policies
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<a href="#">Attachment 12.3A</a> - Model CEO Standards

### Purpose of Report

Executive Decision



Legislative Requirement

### Summary

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

### Background

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

Key features of the Regulation amendments include the requirement to:

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

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

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

### Comment

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

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

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

### Consultation

Council Workshop 16 February 2021

Mr John Phillips, JCP Consulting

Rebecca McCall, Chief Executive Officer

### Policy Implications

Nil

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L5

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

#### **“5.39A. Model standards for CEO recruitment, performance and termination**

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

#### **5.39B. Adoption of model standards**

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

*\* Absolute majority required.*

- (3) *Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.*



\* *Absolute majority required.*

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

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

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

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

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

**Risk Implications**

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

**Financial Implications**

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

### Voting Requirements

Simple Majority

Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Trepp


**Seconded:** Cr Metcalf

**0397**

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

**CARRIED BY ABSOLUTE MAJORITY 7/0**

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

<h2 style="color: red;">Governance &amp; Compliance</h2>		 <b>SHIRE OF DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	9 March 2021	
<b>Location:</b>	Not Applicable	
<b>Responsible Officer:</b>	Rebecca McCall, CEO	
<b>Author:</b>	As Above	
<b>Legislation:</b>	<i>Local Government Act 1995</i>	
<b>SharePoint Reference:</b>	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 12.4A</b> - Corporate Business Plan - Quarterly Monitoring Review - January 2021	

**Purpose of Report**



Executive Decision



Legislative Requirement

**Summary**

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

**Background**

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

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

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

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

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

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

### Comment

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

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

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

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

### Consultation

Nil

### Policy Implications

Nil

### Statutory Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Leaders

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

Outcome: 3

Reference: L6.2

#### Asset Management Plan

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

#### Long Term Financial Plan

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

### Risk Implications

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

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

**Financial Implications**

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

**Voting Requirements**

Simple Majority  Absolute Majority

**Officer's Recommendation/Resolution**

**Moved:** Cr Ward **Seconded:** Cr Sewell


**0398** That, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Corporate Business Plan - Quarterly Monitoring Review - January 2021, as presented in Attachment 12.4A.

**CARRIED 7/0**

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

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

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

<h2>Works &amp; Assets</h2>		 SHIRE OF <b>DOWERIN</b> TIN DOG TERRITORY
<b>Date:</b>	10 March 2021	
<b>Location:</b>	Various flood damaged roads in the Shire of Dowerin	
<b>Responsible Officer:</b>	Les Vidovich, Manager Works & Assets	
<b>Author:</b>	Antoinette Krause, GHD; Les Vidovich, Manager Works & Assets	
<b>Legislation:</b>	<i>Local Government Act 1995; Local Government (Functions &amp; General) Regulations 1996; Disaster Recovery Funding Arrangements WA</i>	
<b>Sharepoint Reference:</b>	Organisation/Corporate Management/Tendering	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<a href="#"><u>Confidential Attachment 13.1A</u></a> – Tender Evaluation Report	

#### Purpose of Report

Executive Decision

Legislative Requirement

#### Summary

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

#### Background

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

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

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

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

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

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

### Comment

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

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

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

### Consultation

Statewide Public Notice from 30 January 2021

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

Rebecca McCall, Chief Executive Officer

Les, Vidovich, Manager Works & Assets

### Policy Implications

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

### Strategic Implications

#### Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 1

Reference: I2

#### Asset Management Plan

Nil

#### Long Term Financial Plan

Nil

### Statutory Implications

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

#### **“3.57. Tenders for providing goods or services**

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

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



### Risk Implications

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

### Financial Implications

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

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

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

### Voting Requirements



Simple Majority



Absolute Majority

### Officer's Recommendation/Resolution

**Moved:** Cr Metcalf

**Seconded:** Cr Hagboom

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

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

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

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

**CARRIED 6/0**

Councillor Holberton entered the meeting at 2.59pm.

<b>14.</b>	<b>Urgent Business Approved by the Person Presiding or by Decision</b>
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Nil

<b>15.</b>	<b>Elected Members' Motions</b>
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Nil

<b>16.</b>	<b>Matters Behind Closed Doors</b>
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Nil

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

**Dowerin Bushfire Advisory Committee**

Minutes – Annual General Meeting Wednesday 7 April 2021

**1. WELCOME, ATTENDANCE AND APOLOGIES**

The CEO declared the meeting open at 4.33pm.

**Present**

Phil Pickering  
 Cr Adam Metcalf  
 Simon Emmott  
 Cr Len Holberton  
 Paul Millstead  
 Les Woodcock, DFES  
 Rebecca McCall, CEO  
 Vanessa Green, Executive & Governance Officer  
 Linley Dreghorn, Executive & Governance Officer

**Apologies**

Alan Bear  
 Gavin Howard  
 Cr Lindsay Hagboom  
 Daniel Hendriksen, DFES  
 Gavin Hagboom  
 Josh Ward

**2. CONFIRMATION OF MINUTES****Moved:** A Metcalf**Seconded:** P Pickering

That the minutes of the 3 July 2019 Annual General Meeting of the Dowerin Bushfire Advisory Committee be accepted.

**CARRIED****3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Item 4.3 Access to Water from October 2018 Minutes – Installation of a water tank for the intersection of 54 Gate West Road – Dowerin Kalannie Road has been included in 2021/22 Grant Application for ESL.

**4. ELECTION OF OFFICE BEARERS**

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

**4.1 Chief Bush Fire Control Officer****Nominated:** Paul Millstead**Moved:** A Metcalf**Seconded:** S Emmott*There being no further nominations, be elected unopposed as Chief Bush Fire Control Officer.***CARRIED****4.2 Deputy Chief Bush Fire Control Officer****Nominated:** Phil Pickering**Moved:** P Millstead**Seconded:** L Holberton*There being no further nominations, be elected unopposed as Deputy Chief Bush Fire Control Officer.***CARRIED****4.3 Fire Control Officers****Moved:** P Pickering**Seconded:** L Holberton*That the Dowerin Bushfire Advisory Committee recommend to Council that the following persons be appointed as Fire Control Officers for the 2020/21 fire season:*

Position	Name	Mobile
Fire Weather Officers	Paul Millstead	0427 311 721

<b>Bush Fire Control Officers</b>	<b>Paul Millsteed</b>	<b>0427 311 721</b>
	<b>Phil Pickering</b>	<b>0429 311 250</b>
	<b>Rebecca McCall</b>	<b>0417 449 451</b>
	<b>Les Vidovich</b>	<b>0429 311 160</b>
	<b>Gloria Robinson</b>	<b>0408 909 356</b>
<b>Minnivale</b>	<b>Stephen Crute</b>	<b>0429 631 303</b>
	<b>Graham Ralph</b>	<b>0427 313 014</b>
<b>Cadoux-Manmanning</b>	<b>Alan Bear</b>	<b>9632 1278</b>
	<b>Shayne Booth</b>	<b>0427 732 013</b>
	<b>Simon Emmott</b>	<b>0428 955 940</b>
<b>Ejanding</b>	<b>Paul Millsteed</b>	<b>0427 311 721</b>
	<b>Brett Jones</b>	<b>0428 323 012</b>
<b>Ucarty</b>	<b>Darrel Hudson</b>	<b>0428 311 063</b>
	<b>Gavin Hagboom</b>	<b>0427 341 026</b>
<b>Dual Fire Control Officers</b>		
<b>Shire of Cunderdin</b>	<b>Gavin Hagboom</b>	<b>0427 341 026</b>
<b>Shire of Goomalling</b>	<b>Phil Pickering</b>	<b>0429 311 250</b>
	<b>Gavin Hagboom</b>	<b>0427 341 026</b>
<b>Shire of Koorda</b>	<b>Alan Bear</b>	<b>0499 156 500</b>
<b>Shire of Wongan-Ballidu</b>	<b>Simon Emmott</b>	<b>0428 955 940</b>
	<b>Paul Millsteed</b>	<b>0427 311 721</b>
<b>Shire of Wyalkatchem</b>	<b>Stephen Crute</b>	<b>0429 631 303</b>

CARRIED

<b>5.</b>	<b>GENERAL BUSINESS</b>
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<b>5.1</b>	<b>DFES Budget Actuals 2019/20 and Budget 2020/21</b>
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The adopted budget allocation for 2019/20 was just under \$50,000, of which \$56,000 has been spent to date. Replacing uniforms & accessories made up a large portion of this expenditure, with \$11,000 spent on plant & equipment. The Year to Date 2020/21 budget allocation is \$27,000 with \$18,000 spent to date. A list of equipment and PPE has been provided for the remainder of expenditure.

<b>5.2</b>	<b>DFES Operating / Capital Grant 2021/22</b>
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This was submitted mid March with a variance for brigade vehicles as Minnivale brigade appliance is due for replacement. However, the new appliance will not fit in the shed so part of the capital works request includes a replacement shed. It is likely that the appliance will arrive before the shed can be approved/constructed hence negotiations will occur with surrounding landowners to temporarily house the appliance. Consultation will occur with the brigade regarding the proposal to either replace the existing shed or retaining it and constructing a new shed.

An alternative program has been submitted for vehicles, with dual cabs requested as opposed to single cab units. Additionally, an extension to the Dowerin brigade facility has been requested to address OSH and storage issues. Draft plans of the proposed design have been developed.

A 38,000L tank has been requested for Ucarty at a cost of \$5,000, as well as Pelican lighting for night work. There is a need for a generator for the Dowerin facility as priority which has been included in the costings for the shed extension.

Operating Expenditure has increased from \$27,000 to \$38,000 due to increases in utilities, insurance and PPE upgrades.

The outcome of the grant application will be known in approximately 6-8 weeks.

### **5.3 Fire Reports (Form 2) Brigade Unit Details**

A couple of fires were attended during the fire season, although otherwise it has been the quietest season in recent years.

### **5.4 Confirmation of Member's List (Names)**

The LG Brigade Personnel Listing was circulated, with the Dowerin List reviewed, and the Minnivale List has been provided to DFES. The BGU List includes a couple of additions.

### **5.5 DFES Local Government Report Package**

The Report was provided for information.

### **5.6 Confirmation of Firebreak Order 2021/22**

The draft Firebreak Order for 2021/22 was presented to the Committee.

The Committee proposed to amend the Prohibited Burning Period to be from 1 November to 14 February with the Restricted Burning Period to be from 20 October to 31 October and from 15 February to 31 March.

**Moved:** P Millstead

**Seconded:** S Emmott

***That the Dowerin Bushfire Advisory Committee recommend to Council that the Firebreak Order for 2021/22 be adopted, with the dates for the Prohibited Burning Period commencing on 1 November to 14 February and the Restricted Burning Period commencing on 20 October to 31 October and 15 February to 31 March.***

**CARRIED**

### **5.7 Receival of Automated External Defibrillators**

The matter was included for information. It was advised the units have arrived and it would be useful to have stickers displayed on the appliances to advise the location of the units.

### **5.8 General Business**

#### **5.8.1 Use of Private Trailers on the Fireground**

It was advised the Shire of Wongan-Ballidu has banned the use of private trailers on the fireground unless used on the landowner's own property. DFES advised this is likely to be a local government decision as opposed to a DFES regulation or advice. It was suggested that property owners close to the Wongan-Ballidu border be advised. It was also proposed that the Shire of Dowerin develop its own guidelines on what can be used on a fireground in future years (suggested in 2-3 years). It was acknowledged that the guidelines need to be practical while ensuring legal compliance (ie the trailer is licensed & legally weighted) to allow for the full use of available resources.

**Action: Rebecca McCall to include this information in future communications to the community.**

#### 5.8.2 Fire Danger Ratings / Burning Permits

It was advised that some people are burning on Very High Fire Danger days because the permit is issued for a five day period however people are not checking what the Fire Danger Rating is for each day. It was suggested that the Fire Danger Ratings be communicated to permit holders either through the SMS list or on the Shire's website, however the current information available suggests that the CBFCO and DCBFCO have that responsibility and the onus is on the permit holder to check this information.

It was confirmed that Dowerin is in the Avon fire region (available on <http://www.bom.gov.au/wa/forecasts/sw-wa-fire-forecasts.shtml>) with the Fire Rating displayed on the Shire's website which is updated 6.30am daily.

The CBFCO is planning on conducting another community forum prior to the next fire season where this information could be communicated to increase awareness of the necessary permit requirements.

It was also confirmed that the permit requirement to have three people on the fireground was stipulated in the *Bush Fires Act 1954*.

#### 5.8.3 Water Tanks

It is intended to incorporate a water tank at the Minnivale shed development. With the other tanks already existing and the inclusion of a new tank at the 54 Gate West Road – Dowerin Kalannie Road intersection it is suggested this should cover most of the other areas across the Shire.

#### 5.8.4 Provision of PPE

At a recent DOAC meeting it was advised that the Shire of Dalwallinu had spent \$100,000 for uniforms for everyone, including non-brigade members, on the fire ground. It was suggested to include at least \$20,000 in the budget for uniforms each year. While personnel must be registered as brigade members for insurance purposes, which has a financial implication to the Shire, it was encouraged for every member to be provided with the full kit including PPE. This could be facilitated by advising DFES of the influx of new members which requires an overspend on the PPE allocation.

It was requested that Level 1 Kit Bag labels be produced/provided for brigade members.

<b>6.</b>	<b>NEXT MEETING</b>
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The date of the next Bushfire Advisory Committee Annual General Meeting is scheduled for Wednesday 6 April 2022.

<b>7.</b>	<b>MEETING CLOSED</b>
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There being no further business the meeting was declared closed at 5.25pm.

**SHIRE OF DOWERIN**

**MONTHLY FINANCIAL REPORT**  
**(Containing the Statement of Financial Activity)**  
**FOR THE PERIOD ENDED 31 MARCH 2021**

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

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Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$0.94 M	\$0.94 M	\$0.80 M	(\$0.14 M)
Closing	\$0.00 M	(\$0.64 M)	\$2.76 M	\$3.39 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
	\$5.26 M	
Unrestricted Cash	\$1.45 M	27.5%
Restricted Cash	\$3.81 M	72.5%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
	\$0.25 M	
Trade Payables	\$0.01 M	
Over 30 Days		2.2%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables		
	\$	% Collected
	\$0.10 M	
Rates Receivable	\$0.15 M	89.7%
Trade Receivable	\$0.10 M	
Over 30 Days		45.0%
Over 90 Days		41.4%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.23 M)	\$0.31 M	\$2.29 M	\$1.99 M

Refer to Statement of Financial Activity

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

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
	\$	% Variance
YTD Actual	\$2.81 M	
YTD Budget	\$1.02 M	175.0%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.35 M	
YTD Budget	\$0.36 M	(3.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.80 M)	(\$1.71 M)	(\$0.16 M)	\$1.55 M

Refer to Statement of Financial Activity

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

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$1.30 M	
Adopted Budget	\$5.00 M	(74.1%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
	\$	% Received
YTD Actual	\$0.84 M	
Adopted Budget	\$3.82 M	(78.0%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.09 M	(\$0.18 M)	(\$0.18 M)	\$0.00 M

Refer to Statement of Financial Activity

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

Refer to Note 9 - Borrowings

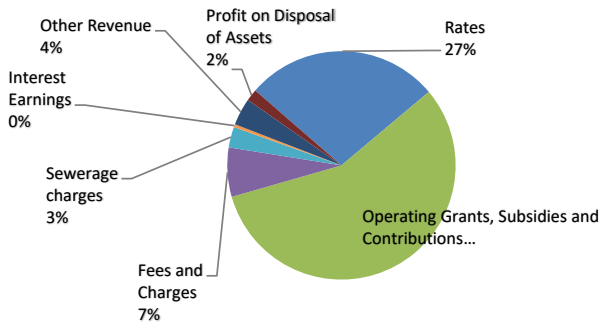
Reserves	
Reserves balance	\$2.28 M
Interest earned	\$0.01 M

Refer to Note 10 - Cash Reserves

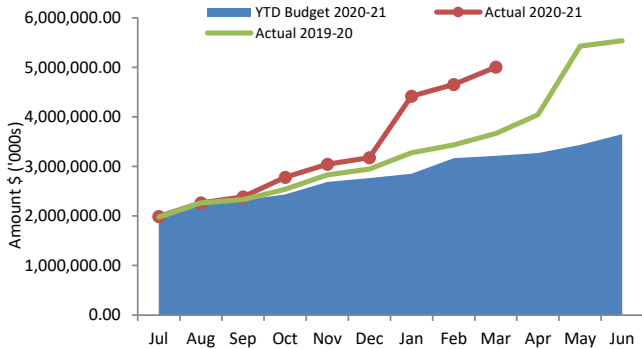
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**OPERATING ACTIVITIES**

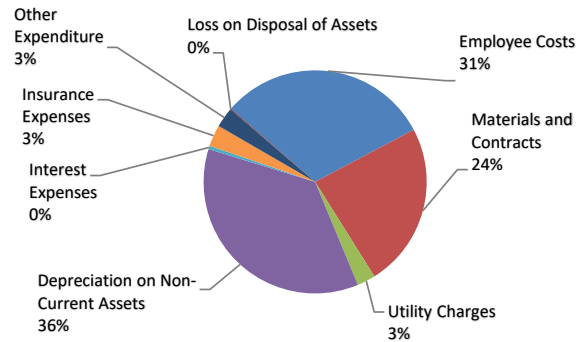
**OPERATING REVENUE**



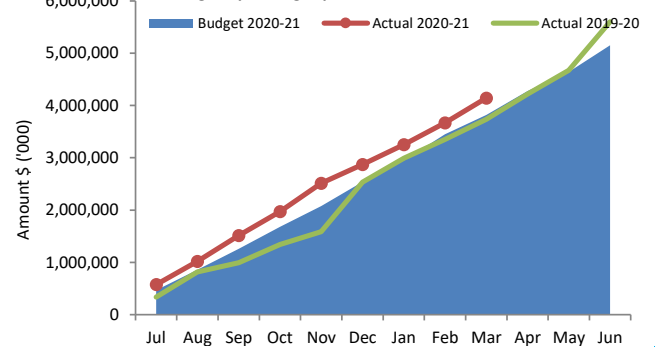
**Budget Operating Revenues -v- Actual**



**OPERATING EXPENSES**

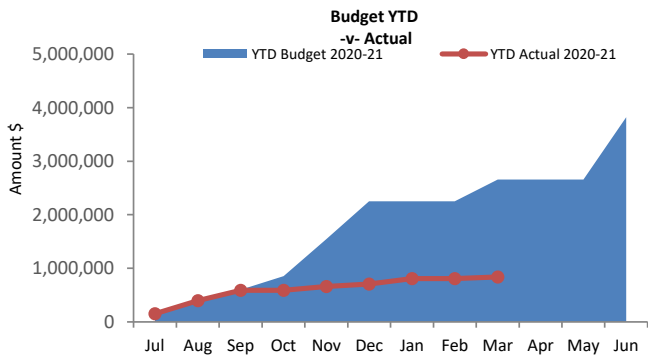


**Budget Operating Expenses -v- YTD Actual**

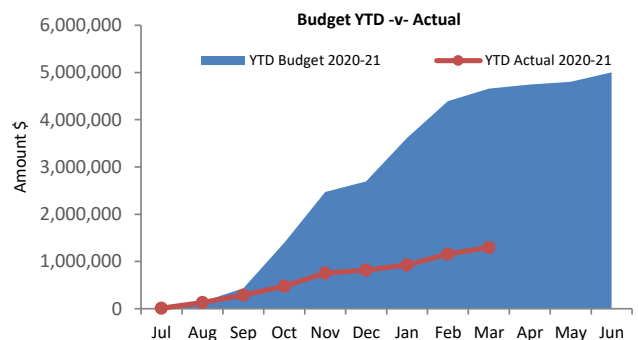


**INVESTING ACTIVITIES**

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



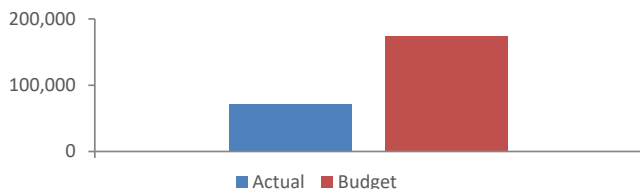
**Payments for property, plant and equipment and infrastructure**



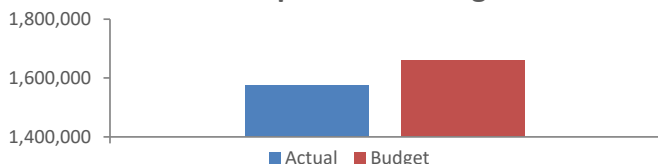
**FINANCING ACTIVITIES**

**BORROWINGS**

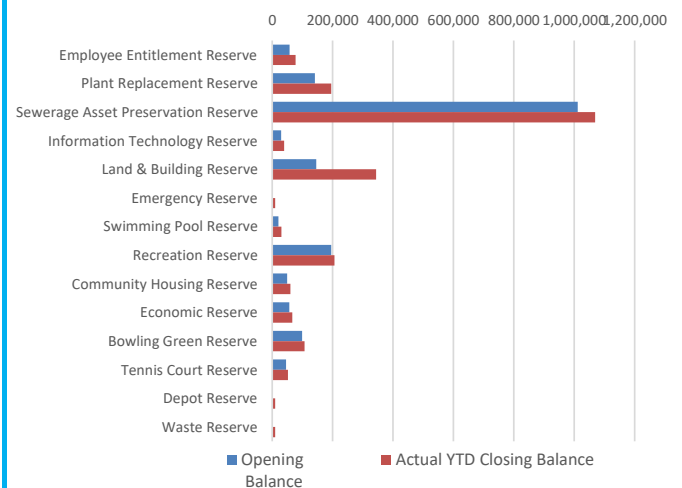
**Principal Repayments**



**Principal Outstanding**



**RESERVES**



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MARCH 2021

## STATUTORY REPORTING PROGRAMS

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

### PROGRAM NAME AND OBJECTIVES

### ACTIVITIES

#### GOVERNANCE

To provide a decision making process for the efficient allocation of resources

To include the activities of members of Council and the administration support available to the Council for the provision of governance of the district. Other costs relate to assisting elected members and ratepayers on matters which do not concern specific Council services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control, community crime prevention and other aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons including the elderly, children and youth.

Maintenance and operational costs of the Dowerin Child Care Centre; Dowerin Home Care, Commonwealth Home Support Program (CHSP), community nursing and other support services.

#### HOUSING

To provide and maintain housing for staff, aged and community housing projects operated by Joint Venture with the Department of Housing.

Provision and maintenance of all Shire responsible housing.

#### COMMUNITY AMENITIES

To provide necessary services as required by the community.

Rubbish collection and recycling, operation of disposal sites, administration, maintenance & operation of the Dowerin Townsite Sewerage Scheme. Administration of the Shire of Dowerin Town Planning Scheme. Administration, maintenance & operation of the Dowerin & Minnivale public cemeteries, public toilets & the Dowerin Community Bus.

#### RECREATION AND CULTURE

To establish & effectively manage infrastructure and resources which will help the social wellbeing of the community.

Maintenance and operation of public halls, sporting pavilions, parks and gardens, recreation centre, sports playing surface areas and reserves including football oval, hockey oval, tennis courts, bowling greens and golf course. Contribution to the operation of the Dowerin Public Library.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of streets, roads, footpaths, drainage & signs. Maintenance and operation of street lights, works depot and aerodrome. Cleaning of streets and provision and maintenance of street trees. Purchase, maintenance and operation of plant.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of the Shire of Dowerin Short Stay Accommodation facilities. Provision of rural services including building control, standpipes, noxious weeds and vermin control. Assistance with the operations of the annual Dowerin Field Day. Maintenance costs associated with the Dowerin Community Resource Centre.

#### OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

Private works, plant repairs and operations. Works and administration overheads. Materials and stores.

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
		\$		\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	941,147	941,147	941,147	<b>801,648</b>	(139,499)	(14.82%)	▼
<b>Revenue from operating activities</b>								
Governance		500	500	0	<b>27</b>	27	0.00%	
General purpose funding		2,201,760	2,201,760	1,995,091	<b>2,124,481</b>	129,390	6.49%	
Law, order and public safety		36,000	36,000	27,735	<b>21,920</b>	(5,815)	(20.97%)	
Health		2,600	2,600	1,935	<b>894</b>	(1,041)	(53.80%)	
Education and welfare		463,365	463,365	351,502	<b>407,833</b>	56,331	16.03%	▲
Housing		231,547	231,547	194,919	<b>193,667</b>	(1,252)	(0.64%)	
Community amenities		275,100	275,100	268,970	<b>252,055</b>	(16,915)	(6.29%)	
Recreation and culture		58,400	79,097	68,579	<b>58,076</b>	(10,503)	(15.32%)	▼
Transport		157,272	157,272	152,819	<b>1,672,894</b>	1,520,075	994.69%	▲
Economic services		131,405	131,405	98,532	<b>157,594</b>	59,062	59.94%	▲
Other property and services		73,620	73,620	55,197	<b>115,470</b>	60,273	109.20%	▲
		<b>3,631,569</b>	<b>3,652,266</b>	<b>3,215,279</b>	<b>5,004,911</b>	1,789,632		
<b>Expenditure from operating activities</b>								
Governance		(432,792)	(432,792)	(325,989)	<b>(277,875)</b>	48,114	14.76%	▲
General purpose funding		(196,631)	(196,631)	(139,923)	<b>(99,780)</b>	40,143	28.69%	▲
Law, order and public safety		(141,949)	(141,949)	(106,776)	<b>(98,445)</b>	8,331	7.80%	
Health		(55,047)	(55,047)	(22,509)	<b>(21,143)</b>	1,366	6.07%	
Education and welfare		(502,343)	(502,343)	(377,119)	<b>(480,833)</b>	(103,714)	(27.50%)	▼
Housing		(227,199)	(227,199)	(169,021)	<b>(226,612)</b>	(57,591)	(34.07%)	▼
Community amenities		(427,885)	(427,885)	(320,792)	<b>(329,011)</b>	(8,219)	(2.56%)	
Recreation and culture		(921,353)	(944,650)	(732,021)	<b>(833,510)</b>	(101,489)	(13.86%)	▼
Transport		(1,735,368)	(1,735,368)	(1,216,373)	<b>(1,406,800)</b>	(190,427)	(15.66%)	▼
Economic services		(471,073)	(471,073)	(354,893)	<b>(321,558)</b>	33,335	9.39%	
Other property and services		(17,292)	(17,292)	(55,525)	<b>(47,898)</b>	7,627	13.74%	
		<b>(5,128,932)</b>	<b>(5,152,229)</b>	<b>(3,820,941)</b>	<b>(4,143,465)</b>	(322,524)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	913,728	<b>1,431,958</b>	518,230	56.72%	▲
<b>Amount attributable to operating activities</b>		<b>(229,965)</b>	<b>(232,565)</b>	<b>308,066</b>	<b>2,293,404</b>	1,985,338		
<b>Investing Activities</b>								
Non-operating grants, subsidies and contributions	13	3,820,864	3,820,864	2,658,352	<b>839,180</b>	(1,819,172)	(68.43%)	▼
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	3,820,864	2,658,352	<b>839,180</b>	(1,819,172)	(68.43%)	
Proceeds from disposal of assets	7	382,000	382,000	289,000	<b>295,273</b>	6,273	2.17%	
Payments for property, plant and equipment and infrastructure	8	(5,003,184)	(5,003,184)	(4,658,184)	<b>(1,296,828)</b>	3,361,356	72.16%	▲
<b>Amount attributable to investing activities</b>		<b>(800,320)</b>	<b>(800,320)</b>	<b>(1,710,831)</b>	<b>(162,376)</b>	1,548,455		
<b>Financing Activities</b>								
Proceeds from new debentures	9	508,000	508,000	320,000	<b>320,000</b>	0	0.00%	
Transfer from reserves	10	193,333	193,333	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(174,553)	(174,553)	(71,445)	<b>(71,445)</b>	0	0.00%	
Transfer to reserves	10	(437,642)	(437,642)	(425,997)	<b>(425,997)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>89,138</b>	<b>89,138</b>	<b>(177,442)</b>	<b>(177,442)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>(2,600)</b>	<b>(639,060)</b>	<b>2,755,234</b>	3,394,294		

KEY INFORMATION

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

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

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

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

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MARCH 2021

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance

agreements, communication expenses, advertising expenses,

membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

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>Opening funding surplus / (deficit)</b>	1(c)	941,147	941,147	941,147	<b>801,648</b>	(139,499)	(14.82%)	▼
<b>Revenue from operating activities</b>								
Rates	6	1,363,298	1,363,298	1,363,298	<b>1,362,707</b>	(591)	(0.04%)	
Other rates	6	36,852	36,852	36,852	<b>46,601</b>	9,749	26.45%	
Operating grants, subsidies and contributions	12	1,280,232	1,300,929	1,021,955	<b>2,810,307</b>	1,788,352	174.99%	▲
Fees and charges		442,150	442,150	357,071	<b>345,910</b>	(11,161)	(3.13%)	
Sewerage charges		166,000	166,000	163,497	<b>145,045</b>	(18,452)	(11.29%)	▼
Interest earnings		37,205	37,205	22,900	<b>20,578</b>	(2,322)	(10.14%)	
Other revenue		213,365	213,365	159,106	<b>190,829</b>	31,723	19.94%	▲
Profit on disposal of assets	7	92,467	92,467	90,600	<b>82,937</b>	(7,663)	(8.46%)	
		<b>3,631,569</b>	<b>3,652,266</b>	<b>3,215,279</b>	<b>5,004,911</b>	1,789,632		
<b>Expenditure from operating activities</b>								
Employee costs		(1,829,973)	(1,835,198)	(1,385,157)	<b>(1,278,993)</b>	106,164	7.66%	
Materials and contracts		(1,514,958)	(1,525,255)	(1,084,051)	<b>(987,225)</b>	96,826	8.93%	
Utility charges		(158,230)	(158,230)	(117,774)	<b>(110,014)</b>	7,760	6.59%	
Depreciation on non-current assets		(1,333,450)	(1,333,450)	(999,981)	<b>(1,492,238)</b>	(492,257)	(49.23%)	▼
Interest expenses		(41,760)	(41,760)	(31,305)	<b>(20,092)</b>	11,213	35.82%	▲
Insurance expenses		(113,750)	(113,750)	(100,168)	<b>(129,117)</b>	(28,949)	(28.90%)	▼
Other expenditure		(131,017)	(138,792)	(98,158)	<b>(120,660)</b>	(22,502)	(22.92%)	▼
Loss on disposal of assets	7	(5,794)	(5,794)	(4,347)	<b>(5,129)</b>	(782)	(17.99%)	
		<b>(5,128,932)</b>	<b>(5,152,229)</b>	<b>(3,820,941)</b>	<b>(4,143,465)</b>	(322,524)		
Non-cash amounts excluded from operating activities	1(a)	1,267,398	1,267,398	913,728	<b>1,431,958</b>	518,230	56.72%	▲
<b>Amount attributable to operating activities</b>		<b>(229,965)</b>	<b>(232,565)</b>	<b>308,066</b>	<b>2,293,404</b>	1,985,338		
<b>Investing activities</b>								
Non-operating grants, subsidies and contributions	13	3,820,864	3,820,864	2,658,352	<b>839,180</b>	(1,819,172)	(68.43%)	▼
<i>Net Non- Operating grants recognised as revenue</i>	13	3,820,864	3,820,864	2,658,352	<b>839,180</b>	(1,819,172)	(68.43%)	
Proceeds from disposal of assets	7	382,000	382,000	289,000	<b>295,273</b>	6,273	2.17%	
Payments for property, plant and equipment and infrastructure	8	(5,003,184)	(5,003,184)	(4,658,184)	<b>(1,296,828)</b>	3,361,356	72.16%	▲
<b>Amount attributable to investing activities</b>		<b>(800,320)</b>	<b>(800,320)</b>	<b>(1,710,831)</b>	<b>(162,376)</b>	1,548,455		
<b>Financing Activities</b>								
Proceeds from new debentures	9	508,000	508,000	320,000	<b>320,000</b>	0	0.00%	
Transfer from reserves	10	193,333	193,333	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(174,553)	(174,553)	(71,445)	<b>(71,445)</b>	0	0.00%	
Transfer to reserves	10	(437,642)	(437,642)	(425,997)	<b>(425,997)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>89,138</b>	<b>89,138</b>	<b>(177,442)</b>	<b>(177,442)</b>	0		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>(2,600)</b>	<b>(639,060)</b>	<b>2,755,234</b>	3,394,294		

KEY INFORMATION

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

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

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	Audited Actual 30th June 2020	YTD Actual (b)
		\$	\$	\$
<b>Non-cash items excluded from operating activities</b>				
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(92,467)	(90,600)	(82,937)
Movement in liabilities associated with restricted cash		20,621	0	20,260
Movement in pensioner deferred rates (non-current)		0	0	(2,732)
Add: Loss on asset disposals	7	5,794	4,347	5,129
Add: Depreciation on assets		1,333,450	999,981	1,492,238
<b>Total non-cash items excluded from operating activities</b>		<b>1,267,398</b>	<b>913,728</b>	<b>1,431,958</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 Audited Actual 30 June 2020	Year to Date 31 March 2021
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(2,093,988)	(1,851,073)	(2,277,071)
Add: Borrowings	9	3000	144,043	72,598
Add: Provisions funded by Reserve	11	78085	57,507	77,767
<b>Total adjustments to net current assets</b>		<b>(2,012,903)</b>	<b>(1,649,523)</b>	<b>(2,126,706)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	2184546	3,063,480	5,261,108
Rates receivables	3	93,176	93,176	154,317
Receivables	3	105,491	175,428	100,958
Stock on Hand	4	3049	3,051	2,936
<b>Total Current Assets</b>		<b>2,386,262</b>	<b>3,335,135</b>	<b>5,519,319</b>
<b>Less: Current liabilities</b>				
Payables	5	(198,224)	(421,179)	(246,039)
Borrowings	9	(3,000)	(144,043)	(72,598)
Contract liabilities	13	0	(126,641)	(126,641)
Provisions	11	(172,135)	(192,102)	(192,102)
<b>Total Current Liabilities</b>		<b>(373,359)</b>	<b>(883,965)</b>	<b>(637,380)</b>
<b>Less: Total adjustments to net current assets</b>	1(b)	<b>(2,012,903)</b>	<b>(1,649,523)</b>	<b>(2,126,706)</b>
<b>Closing funding surplus / (deficit)</b>		<b>0</b>	<b>801,648</b>	<b>2,755,234</b>

CURRENT AND NON-CURRENT CLASSIFICATION

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

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
<b>Cash on hand</b>								
Floats	Cash and cash equivalents	700	0	700	0			
<b>Cash Deposits</b>								
Municipal Bank Account	Cash and cash equivalents	1,345,319	0	1,345,319	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	100,672	0	100,672	0	NAB	0.05%	At Call
DRFAWA Flood Damage Funding	Cash and cash equivalents		1,148,180	1,148,180		NAB		At Call
LRCIP Phase 1 Funding	Cash and cash equivalents		191,873	191,873		NAB		At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		191,429	191,429		NAB		At Call
<b>Term Deposits</b>								
Reserve 95-525-1072	Financial assets at amortised cost		2,277,070	2,277,070	0	NAB	0.30%	25.6.2021
<b>Total</b>		<b>1,446,690</b>	<b>3,808,552</b>	<b>5,255,242</b>				
<b>Comprising</b>								
Cash and cash equivalents		1,446,690	1,531,482	2,978,172	0			
Financial assets at amortised cost		0	2,277,070	2,277,070	0			
		<b>1,446,690</b>	<b>3,808,552</b>	<b>5,255,242</b>	<b>0</b>			

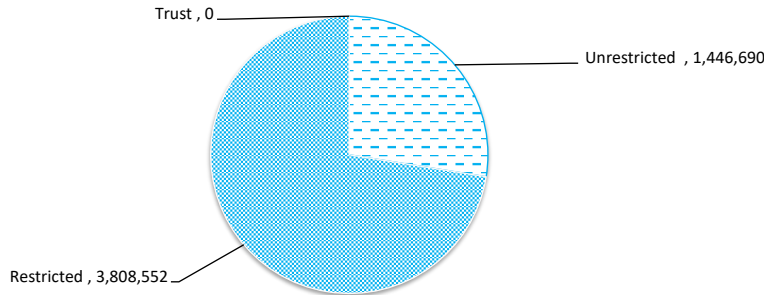
**KEY INFORMATION**

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 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 3  
RECEIVABLES**

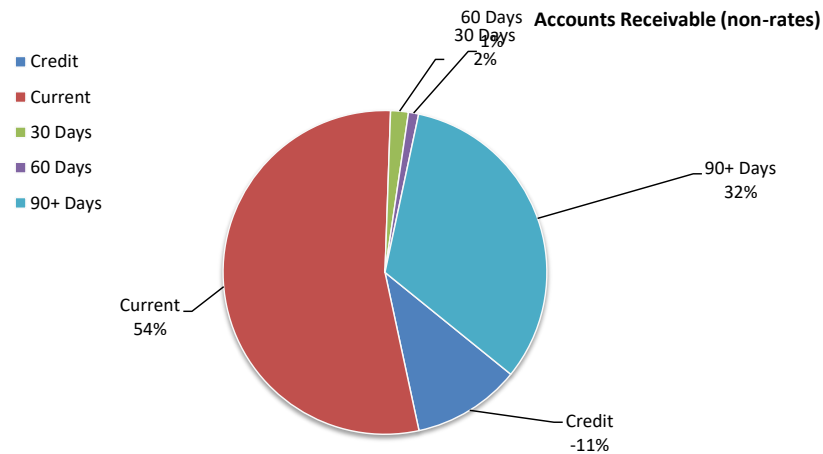
Rates receivable	30 June 2020	31 Mar 2021
	\$	\$
Opening arrears previous years	75,356	93,176
Levied this year	1,361,347	1,409,308
Less - collections to date	(1,343,527)	(1,348,167)
Equals current outstanding	<b>93,176</b>	<b>154,317</b>
<b>Net rates collectable</b>	<b>93,176</b>	<b>154,317</b>
% Collected	93.5%	89.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(9,983)	49,872	1,640	940	30,047	72,516
Percentage	(13.8%)	68.8%	2.3%	1.3%	41.4%	
<b>Balance per trial balance</b>						
Sundry receivable	0	72,516	0	0	0	72,516
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	13,543	0	0	0	13,543
<b>Total receivables general outstanding</b>						<b>100,958</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 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

<b>Other current assets</b>	<b>Opening Balance 1 July 2020</b>	<b>Asset Increase/(Decrease)</b>	<b>Closing Balance 31 March 2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<b>Inventory</b>			
Stock On Hand	3,049	(113)	2,936
<b>Total other current assets</b>	<b>3,049</b>	<b>(113)</b>	<b>2,936</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

**Inventory**

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

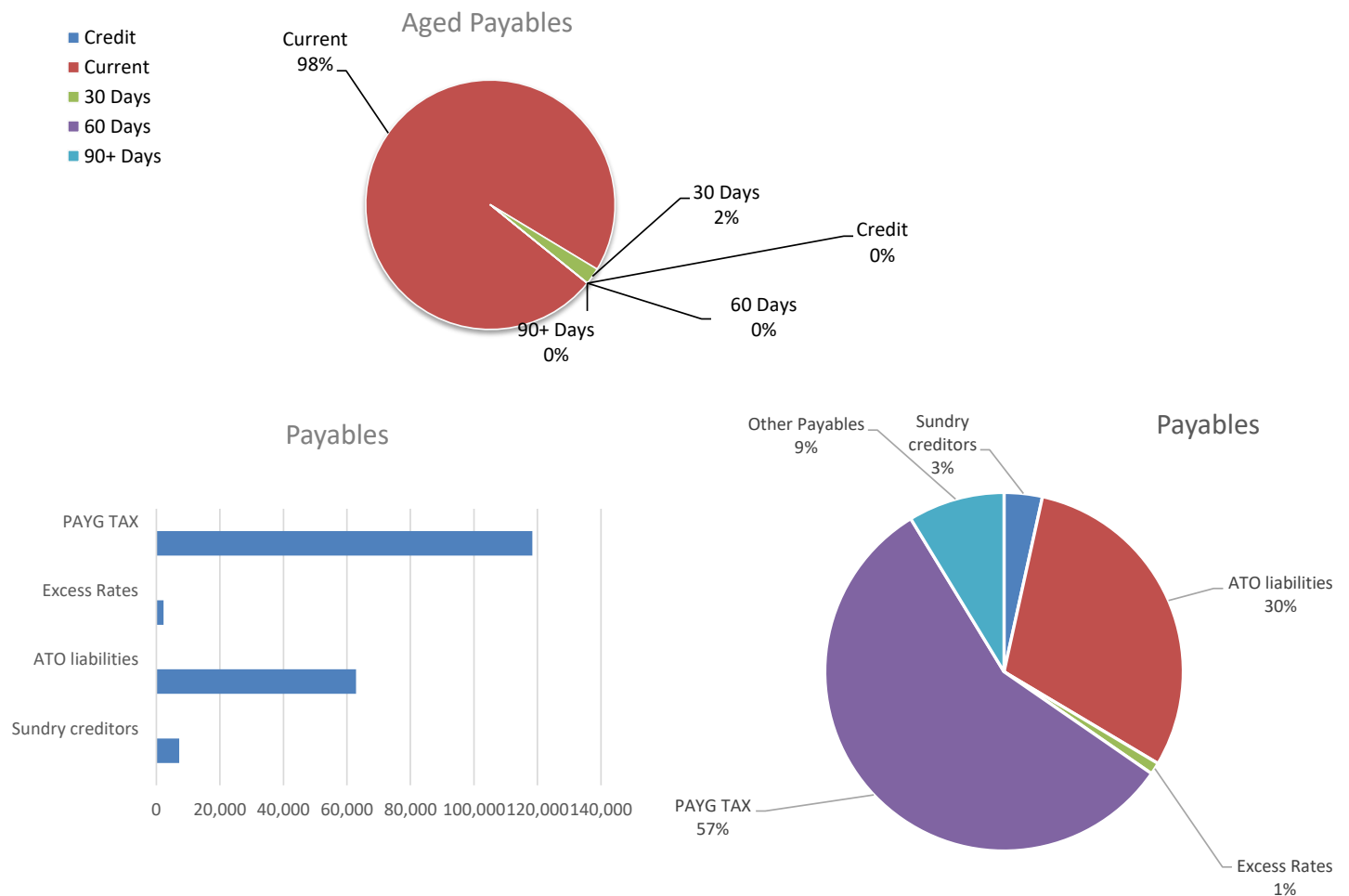
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	240,704	5,335	67	0	246,106
Percentage	0%	97.8%	2.2%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors	0	1,864	5,335	67	0	7,199
ATO liabilities	0	62,888	0	0	0	62,888
Excess Rates	0	2,231	0	0	0	2,231
PAYG TAX	0	118,380	0	0	0	118,380
Other Payables	0	18,206	0	0	0	18,206
Payroll Creditors	0	12,398	0	0	0	12,398
Accrued Loan Interest	0	7,902	0	0	0	7,902
Bonds & Deposits Held - CI	0	11,661	0	0	0	11,661
Accrued Expenses	0	5,174	0	0	0	5,174
<b>Total payables general outstanding</b>						<b>246,039</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.



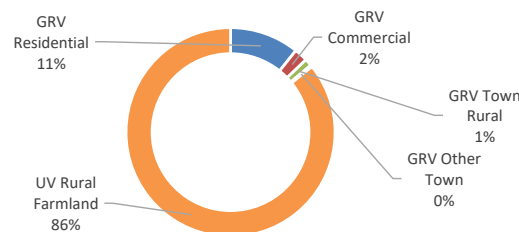
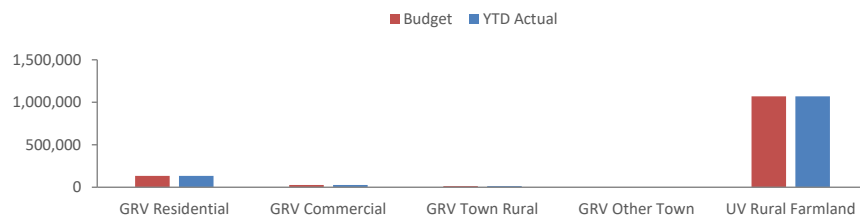
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

OPERATING ACTIVITIES  
NOTE 6  
RATE REVENUE

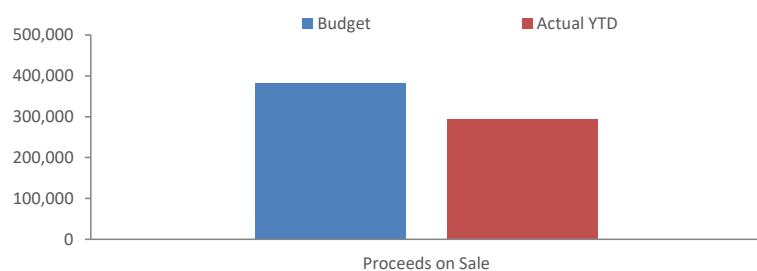
General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential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

KEY INFORMATION

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



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



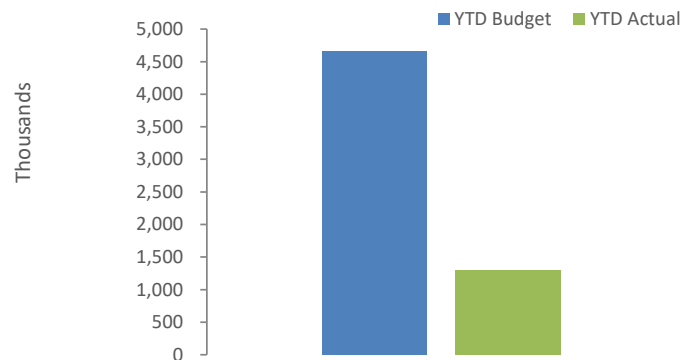
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	134,328	134,328	134,328	21,898	(112,430)
Plant and equipment	830,000	830,000	627,000	310,843	(316,157)
Infrastructure - roads	3,445,857	3,445,857	3,358,857	791,898	(2,566,959)
Infrastructure - footpaths	51,999	51,999	51,999	8,966	(43,033)
Infrastructure - other	541,000	541,000	486,000	163,223	(322,777)
<b>Payments for Capital Acquisitions</b>	<b>5,003,184</b>	<b>5,003,184</b>	<b>4,658,184</b>	<b>1,296,828</b>	<b>(3,361,356)</b>
<b>Total Capital Acquisitions</b>	<b>5,003,184</b>	<b>5,003,184</b>	<b>4,658,184</b>	<b>1,296,828</b>	<b>(3,361,356)</b>
<b>Capital Acquisitions Funded By:</b>					
	\$		\$	\$	\$
Capital grants and contributions	3,820,864	3,820,864	2,658,352	839,180	(1,819,172)
Borrowings	508,000	508,000	320,000	320,000	0
Other (disposals & C/Fwd)	382,000	382,000	289,000	295,273	6,273
Cash backed reserves					
Economic Reserve	193,333	193,333	0	0	0
Contribution - operations	98,987	98,987	1,390,832	(157,624)	(1,548,456)
<b>Capital funding total</b>	<b>5,003,184</b>	<b>5,003,184</b>	<b>4,658,184</b>	<b>1,296,828</b>	<b>(3,361,356)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

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



Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Land and Buildings</b>							
BC042	Dowerin Town Hall - Building (Capital)	8,000	8,000	8,000	3,476	4,524	
BC042A	Town Hall (Lessor) Air Conditioning - Building (Capital)	4,500	4,500	4,500	6,018	(1,518)	
BC044	Sports Recreation Centre - Building (Capital)	11,828	11,828	11,828	1,003	10,825	
BC001	Administration Office - Building (Capital)	0	0	0	3,638	(3,638)	
BC001A	Admin Building - Roof Replacement - Building (Capital)	60,000	60,000	60,000	4,514	55,486	
BC001B	Admin Building - Refurbishment - Building (Capital)	0	0	0	2,720	(2,720)	
OC012	Short Stay Accommodation Caravan Bay Extension	50,000	50,000	50,000	529	49,471	
<b>Total</b>		<b>134,328</b>	<b>134,328</b>	<b>134,328</b>	<b>21,898</b>	<b>112,430</b>	
<b>Plant &amp; Equipment</b>							
PE100	Diesel Fuel Bowser - Shire Depot	15,000	15,000	15,000	0	15,000	
PE101	Smooth Drum Roller	150,000	150,000	150,000	0	150,000	
PE102	Multi Tyred Roller	170,000	170,000	170,000	166,950	3,050	
PE103	Low Loader	85,000	85,000	0	0	0	
PE109	Modifications to D004 Mitsubishi Ute	15,000	15,000	0	0	0	
PE110	Loader Cat 938H - Repairs	55,000	55,000	55,000	48,885	6,115	
PE111	Side Tipper	103,000	103,000	0	0	0	
PE104	Utility Tipper 4x2 Parks & Gardens	35,000	35,000	35,000	0	35,000	
PE105	Dual Cab 4x2 Team Leader	42,000	42,000	42,000	0	42,000	
PE108	Light Vehicle Purchase Manager Works & Assets	50,000	50,000	50,000	49,100	900	
PE106	Light Vehicle CEO	60,000	60,000	60,000	0	60,000	
PE107	Light Vehicle MCCC	50,000	50,000	50,000	45,908	4,092	
<b>Total</b>		<b>830,000</b>	<b>830,000</b>	<b>627,000</b>	<b>310,843</b>	<b>316,157</b>	
<b>Infrastructure - Roads</b>							
RRG003	Koombekine North Road (RRG)	384,000	384,000	384,000	217,017	166,983	
RRG025	Dowerin-Koorda Road (RRG)	0	0	0	176	(176)	
RRG182	Dowerin-Kalannie Road (RRG)	188,650	188,650	188,650	53,949	134,701	
RRG182A	Dowerin-Kalannie Road - 19/20 Funding (RRG)	81,391	81,391	81,391	88,859	(7,468)	
R2R003	Koombekine North Road (R2R)	162,750	162,750	162,750	25,013	137,737	
R2R004	Hindmarsh Road (R2R)	118,840	118,840	118,840	0	118,840	
R2R009	Old Koorda Road (R2R)	143,988	143,988	143,988	0	143,988	
R2R015	Hindmarsh Back Road (R2R)	102,040	102,040	102,040	0	102,040	
R2R023	Koorda-Wongan Hills Road (R2R)	245,640	245,640	245,640	264,190	(18,550)	
R2R025	Dowerin-Koorda Road (R2R)	87,000	87,000	0	105,767	(105,767)	
R2R046	Sanders Road (R2R)	147,600	147,600	147,600	0	147,600	
R2R183	Dowerin-Meckering Road (R2R)	0	0	0	36,927	(36,927)	
* See Note below	Flood Damage Reinstatement	1,783,958	1,783,958	1,783,958	0	1,783,958	
<b>Total</b>		<b>3,445,857</b>	<b>3,445,857</b>	<b>3,358,857</b>	<b>791,898</b>	<b>2,566,959</b>	

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

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
<b>Infrastructure - Footpaths</b>							
FC096	Jackson Street - Footpath Capital	25,000	25,000	25,000	1,219	23,781	Project Underway
FC096A	Jackson Street - Tree Scaping - Footpath Renewal	25,000	25,000	25,000	5,390	19,610	Project Underway
FC095	Hilda Street - Footpath Capital	1,999	1,999	1,999	2,357	(358)	
<b>Total</b>		<b>51,999</b>	<b>51,999</b>	<b>51,999</b>	<b>8,966</b>	<b>43,033</b>	
<b>Infrastructure - Other</b>							
OC002	Waste Facility Perimeter Fencing	12,000	12,000	12,000	8,125	3,875	Project completed under budget
OC003	Town Oval Reticulation Upgrade (Inc Dam)	290,000	290,000	290,000	458	289,542	Project deferred due unsuccessful funding
OC004	Entrance/Streetscape Project - SSA & DCC	55,000	55,000	0	15,048	(15,048)	
OC007	Main Street Improvements	60,000	60,000	60,000	36,898	23,102	Project progressing
OC008	Street Lighting LED Upgrade	10,000	10,000	10,000	9,818	182	
OC009	Pioneer Pathway Project includes Tin Dog Replica	35,000	35,000	35,000	23,658	11,342	
OC010	Bird Hide Refurbishment & Tin Dog Walk	9,000	9,000	9,000	46	8,954	Project scheduled for last quarter
OC011	Interconnect Connectivity Upgrade Administration & Depot	20,000	20,000	20,000	9,346	10,654	
OC013	Oval Perimeter Fence Extension	50,000	50,000	50,000	53,675	(3,675)	Project completed, invoices yet to be received
OC056	Depot - Water Tank	0	0	0	1,556	(1,556)	
OC102	Information Bays	0	0	0	4,593	(4,593)	
<b>Total</b>		<b>541,000</b>	<b>541,000</b>	<b>486,000</b>	<b>163,223</b>	<b>322,777</b>	
<b>TOTALS</b>		<b>5,003,184</b>	<b>5,003,184</b>	<b>4,658,184</b>	<b>1,296,828</b>	<b>3,361,356</b>	



Repayments - borrowings

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

All debenture repayments were financed by general purpose revenue.

New borrowings 2020-21

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

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**OPERATING ACTIVITIES  
NOTE 10  
CASH RESERVES**

**Cash backed reserve**

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

**KEY INFORMATION**

All budgeted transfer into Reserves have been transacted

Other current liabilities	Note	Opening Balance 1 July 2020	Liability Increase	Closing Balance 31 March 2021
		\$	\$	\$
<b>Contract liabilities</b>				
Unspent grants, contributions and reimbursements - operating		126,641	0	126,641
<b>Total unspent grants, contributions and reimbursements</b>		<b>126,641</b>	<b>0</b>	<b>126,641</b>
<b>Provisions</b>				
Annual leave		117,921	0	117,921
Long service leave		74,181	0	74,181
<b>Total Provisions</b>		<b>192,102</b>	<b>0</b>	<b>192,102</b>
<b>Total other current assets</b>		<b>318,743</b>	<b>0</b>	<b>318,743</b>
<b>Amounts shown above include GST (where applicable)</b>				

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

#### KEY INFORMATION

##### Provisions

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

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

##### Employee benefits

###### Short-term employee benefits

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

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

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

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

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

##### Contract liabilities

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Operating grants and subsidies</b>			
<b>General purpose funding</b>			
GEN PUR - Financial Assistance Grant - General	457,286	342,965	330,800
GEN PUR - Financial Assistance Grant - Roads	303,574	227,681	186,746
GEN PUR - Grant Funding	0	0	174,026
<b>Law, order, public safety</b>			
ESL BFB - Operating Grant	27,000	20,000	17,972
<b>Education and welfare</b>			
OTHER ED - Contributions & Donations	16,000	16,000	0
OTHER ED - Grant Funding	2,000	1,494	0
AGED OTHER - Grant Funding	325,000	243,747	356,761
<b>Recreation and culture</b>			
REC - Contributions & Donations	0	0	9,900
REC - Grants	0	0	1,364
OTH CUL - Grants - Other Culture	0	20,697	20,297
<b>Transport</b>			
ROADC - Other Grants - Roads/Streets	0	0	308,121
ROADM - Direct Road Grant (MRWA)	139,472	139,472	135,330
ROADC - Other Grants - Roads/Streets	0	0	1,178,870
<b>Economic services</b>			
TOUR - Grants	0	0	20,044
<b>Other property and services</b>			
UNCLASS - Unclassified Income	0	0	5,400
	<b>1,270,332</b>	<b>1,012,055</b>	<b>2,745,631</b>
<b>Operating contributions and reimbursements</b>			
<b>General purpose funding</b>			
GEN PUR - Contributions & Donations	0	0	532
<b>Housing</b>			
OTH HOUSE - Rental Reimbursements	0	0	33,425
<b>Community amenities</b>			
ENVIRON - Reimbursements	0	0	136
<b>Recreation and culture</b>			
REC - Reimbursements - Other Recreation	0	0	2,242
OTH CUL - Contributions & Donations - Other Culture	9,900	9,900	282
<b>Economic services</b>			
TOUR - Contributions & Donations	0	0	7,705
<b>Other property and services</b>			
ADMIN - Reimbursements	0	0	183
POC - Fuel Tax Credits Grant Scheme	0	0	1,782
SAL - Reimbursement - Workers Compensation	0	0	18,388
	<b>9,900</b>	<b>9,900</b>	<b>64,675</b>
<b>TOTALS</b>	<b>1,280,232</b>	<b>1,021,955</b>	<b>2,810,307</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

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

	Non operating grants, subsidies and contributions revenue		
	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$
<b>Non-operating grants and subsidies</b>			
<b>General purpose funding</b>			
Gen Pur - Grant Funding	383,000	383,000	191,873
<b>Recreation and culture</b>			
Rec - Grants	96,666	0	0
<b>Transport</b>			
Roadc - Regional Road Group Grants (Mrwa)	425,382	425,382	298,775
Roadc - Roads To Recovery Grant	1,007,858	347,000	346,850
Roadc - Other Grants - Roads/Streets	288,000	288,000	0
* Roadc - Other Grants - Flood Damage	1,619,958	1,214,970	0
	<b>3,820,864</b>	<b>2,658,352</b>	<b>837,499</b>
<b>Non-operating contributions</b>			
<b>Other property and services</b>			
Other Contributions	0	0	1,681
<b>TOTALS</b>	<b>3,820,864</b>	<b>2,658,352</b>	<b>839,180</b>

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 14  
BUDGET AMENDMENTS**

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MARCH 2021**

**NOTE 15  
EXPLANATION OF MATERIAL VARIANCES**

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Education and welfare	56,331	16.03%	▲ Timing	Dowerin Home Care revenue & expenditure under review for EOY acquittal
Recreation and culture	(10,503)	(15.32%)	▼ Permanent	Swimming pool admissions & other revenue under budget
Transport	1,520,075	994.69%	▲ Permanent	Flood damage removed from non-operating revenue to operating; considered in budget review
Economic services	59,062	59.94%	▲ Permanent	Increased Short Stay Accommodation revenue & additional Pioneer Pathway funding via Shire of Goomalling; considered in budget review.
Other property and services	60,273	109.20%	▲ Permanent	AROC Exit reimbursement; Goomalling Doctor Reimbursement; LGPro Grant Funding. These items will be addressed with the budget review.
<b>Expenditure from operating activities</b>				
Governance	48,114	14.76%	▲ Timing	Elected Members & other governance costs not as high as budgeted; considered in budget review
General purpose funding	40,143	28.69%	▲ Timing	Rates Officer costs under budget; admin allocations under budget; considered in budget review.
Education and welfare	(103,714)	(27.50%)	▼ Timing	Dowerin Home Care revenue & expenditure under review for EOY acquittal
Housing	(57,591)	(34.07%)	▼ Timing	Need to review staff housing allocations
Recreation and culture	(101,489)	(13.86%)	▼ Timing	Halls and Recreation facilities expenditure high that ytd budget; considered in budget review.
Transport	(190,427)	(15.66%)	▼ Timing	Road Maintenance and Consultants lower; considered in budget review. Road Depreciation higher due to prior year revaluation; this has no impact on Shires cash position.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(1,819,172)	(68.43%)	▼ Timing	Flood damage removed from non-operating expenditure to operating; corrected with budget review
Payments for property, plant and equipment and infrastructure	3,361,356	72.16%	▲ Timing	Capital Expenditure/Projects still to be commenced

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Flood Damagae Expenditure</b>						
RFD001	Cunderdin-Minnivale Road - Flood Damage	163,687	163,687	163,687	0	163,687
RFD005	Rabbit Proof Fence Road - Flood Damage	170,465	170,465	170,465	0	170,465
RFD008	Amery - Benjabberring Road - Flood Damage	64,280	64,280	64,280	0	64,280
RFD010	Ejanding West Road - Flood Damage	0	0	0	240	(240)
RFD011	Fifty Four Gate West Road - Flood Damage	51,098	51,098	51,098	0	51,098
RFD019	Uberin Road - Flood Damage	151,148	151,148	151,148	0	151,148
RFD025	Dowerin-Koorda Road - Flood Damage	205,275	205,275	205,275	0	205,275
RFD050	Williams North Road - Flood Damage	0	0	0	1,052	(1,052)
RFD142	Amery South Road - Flood Damage	3,253	3,253	3,253	0	3,253
RFD130	Botherling East Road - Flood Damage	0	0	0	4,000	(4,000)
RFD182	Dowerin-Kalannie Road - Flood Damage	278,188	278,188	278,188	0	278,188
RFD003	Koombekine North Road - Flood Damage	230,246	230,246	230,246	0	230,246
RFD042	McHugh Road - Flood Damage	140,559	140,559	140,559	0	140,559
RFD009	Old Koorda Road - Flood Damage	118,376	118,376	118,376	0	118,376
RFD016	Pickering Road - Flood Damage	28,507	28,507	28,507	0	28,507
RFD018	Spark Road - Flood Damage	40,185	40,185	40,185	0	40,185
RFD129	Thomas Road - Flood Damage	66,237	66,237	66,237	0	66,237
RFD076	Wilkins Road - Flood Damage	40,960	40,960	40,960	0	40,960
RFD032	Windsor Road - Flood Damage	31,494	31,494	31,494	0	31,494
RFD999	WANDRAA General Costs	0	0	0	0	0
<b>Total</b>		<b>1,783,958</b>	<b>1,783,958</b>	<b>1,783,958</b>	<b>5,292</b>	<b>1,778,666</b>
<b>Flood Damage Revenue</b>						
3120130	Roadc - Other Grants - Flood Damage	1,619,958	1,619,958	1,214,970	1,178,870	36,100
<b>Total</b>		<b>1,619,958</b>	<b>1,619,958</b>	<b>1,214,970</b>	<b>1,178,870</b>	<b>36,100</b>
<b>TOTALS</b>		<b>164,000</b>	<b>164,000</b>	<b>568,988</b>	<b>(1,173,578)</b>	<b>1,742,566</b>





**Shire of Dowerin**  
**List of Payments For The Period Ending 31 March 2021**

Last EFT No: EFT8495

Chq/EFT	Date	Name	Description	Amount
EFT8496	03/03/2021	Country Copiers	Admin Multicopier - Colour Copier Service/Meter Reading 4 December 2020 to 24 February 2021	\$ 1,654.27
EFT8497	03/03/2021	Department of Fire and Emergency Services	Emergency Service Levy - 2020/2021 Third Quarter Contribution	\$ 14,364.00
EFT8498	03/03/2021	GHD Pty Ltd	AGRN903 Flood Damage Claim - Project Administration Support & Project Management (AGRN903 Flood Damage) RFT2020-01	\$ 2,305.22
EFT8499	03/03/2021	Grants Empire	Development of Business Case for BBRF Application - SSA Stage 2 - Payment 2 of 2	\$ 4,554.00
EFT8500	03/03/2021	Holberton Earthmoving	Dowerin Kalannie Road - Side Tipper Hire 24.5 Hours	\$ 4,042.50
EFT8501	03/03/2021	Moore Stephens	Finance Training - 3 x Nuts & Bolts Workshop - J. Pietrocola, K. Hathaway & S. Cox	\$ 4,257.00
EFT8502	03/03/2021	Solomons Flooring Midland	1/13 Stacy Street - Supply 7 Affinity Roller Blinds	\$ 1,400.00
EFT8503	03/03/2021	James Stewart	4/18 Memorial Avenue - Silicone, Spacers, Grout & Masking Tape for Bathroom Renovation	\$ 213.77
EFT8504	03/03/2021	Ralph Thaxter	D023 Street Sweeper - 1,306.15 Hour Service	\$ 597.65
EFT8505	03/03/2021	Vinyltech Cabinet Systems Pty Ltd	3/18 Memorial Avenue - Kitchen Renovation (Less 50% Deposit)	\$ 3,989.50
EFT8506	03/03/2021	Yleena Farm	Koombekine North Road - 7,328 m <sup>3</sup> Gravel	\$ 16,121.60
EFT8507	11/03/2021	Avon Waste	Rubbish Collection to 26 February 2021 - Waste & Recycling	\$ 2,462.10
EFT8508	11/03/2021	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Recovery Costs February 2021	\$ 1,735.76
EFT8509	11/03/2021	Advanced Traffic Managemen	Dowerin Kalannie Road - Traffic Management 23 February to 26 February 2021	\$ 5,142.78
EFT8510	11/03/2021	AMD Chartered Accountants	Accountants Declaration - Sign off on Dowerin SSA Business Case Documentation	\$ 715.00
EFT8511	11/03/2021	Boekeman Machinery	Consumables - 20kg Grease	\$ 285.73
EFT8512	11/03/2021	Benara Nurseries	Administration Gardens & Centenary Park - Plants	\$ 652.96
EFT8513	11/03/2021	Lochlan Begley	HCP Purchase - Provision of Garden Services 8 Hours + Travel - A. Bergeron; funded	\$ 1,384.32
EFT8514	11/03/2021	Bear Pantry Catering	Women's Event - Catering	\$ 2,370.00
EFT8515	11/03/2021	BOC Limited	Cylinder Rental - 3 x Oxygen C Size Cylinders, 1 x Oxygen G Size Cylinder & 1 x Acetylene G Size 29 January to 25 February 2021	\$ 39.98
EFT8516	11/03/2021	Brickmart	HCP Purchase - Materials for Home Modification & Freight - B. Jaques; Funded	\$ 5,413.49
EFT8517	11/03/2021	Bunnings Group Limited	4/18 Memorial Avenue - Materials for Bathroom Renovation	\$ 1,158.54
EFT8518	11/03/2021	Commercial Hotel Dowerin	Plasterers Accommodation SSA & Admin Office 3 x Single Rooms 25 & 26 February	\$ 450.00
EFT8519	11/03/2021	Corsign WA	Depot - 20 x witches hats	\$ 486.20
EFT8520	11/03/2021	Dowerin Bakery and News	Monthly Account Fee	\$ 7.00
EFT8521	11/03/2021	Dowerin Engineering Works	Main Street Improvements - Corten Signs Fit Up	\$ 1,677.28
EFT8522	11/03/2021	Landgate	Rates; Mining Tenements Chargeable 16 January to 16 February 2021	\$ 40.60
EFT8523	11/03/2021	Dowerin Bulk Transport Pty Ltd	1/13 Stacy Street - 1 x 45kg gas Bottle & Delivery	\$ 155.00
EFT8524	11/03/2021	Dowerin Roadhouse	CHSP - Meals on Wheels February 2021 (When Requested by Client) - 20 Meals @ \$12/meal	\$ 240.00
EFT8525	11/03/2021	Eastern Hills Saws & Mowers	Cox Mower - 4 x Mowing Head Auto Cut 25-2	\$ 171.00
EFT8526	11/03/2021	Firefly Graphics & VA Services	Women's Event - Printing of Women's Day Programs x 150 & freight	\$ 435.00
EFT8527	11/03/2021	Holberton Earthmoving	Admin Building Roof Replacement - Wet Hire Loader - 1 hour (Cancelled)	\$ 165.00
EFT8528	11/03/2021	Samantha Jones	Dehydrating Hydralyte Powder & Icy Poles for Depot Staff	\$ 48.98
EFT8529	11/03/2021	Jasmine Pietrocola	Reimbursement - Finance Training 4 March 2021 - Meals & Taxi Fees	\$ 68.45
EFT8530	11/03/2021	Lucid Economics	SSA - Economic Impact Assessment for Stage 2 - Dowerin Short Stay Accommodation Precinct	\$ 5,225.00
EFT8531	11/03/2021	Lloyds Earthmoving	Entrance/Streetscape Project SSA & DCC - 10m <sup>3</sup> Brickies Sand, 10m <sup>3</sup> Plastering Sand & Delivery	\$ 1,425.00
EFT8532	11/03/2021	Marketforce	Statewide public notice for Tender T2021-02 Pool Management 6 February 2021	\$ 2,064.38
EFT8533	11/03/2021	Mayday Earthmoving	Koombekine North Road - Hire of Steel Drum Roller 9 February to 12 February 2021	\$ 2,222.00
EFT8534	11/03/2021	MJ & RL McCall	Reimbursement - Women's Event - Blinds & Back Drop Material	\$ 466.00
EFT8535	11/03/2021	Kylie Neaves	EHO Contract Services - 8hrs EHO & 2hrs Dowerin Field Day COVID Safety Plan & Agenda	\$ 750.00
EFT8536	11/03/2021	Ixom Operations Pty Ltd	Swimming Pool - 2 x 70kg Chlorine & Service Fee - 1 February to 28 February 2021	\$ 76.38
EFT8537	11/03/2021	Perth Laundry Equipment	SSA Washing Machine and Dryer Rental 22 February to 21 March 2021	\$ 419.46
EFT8538	11/03/2021	Quick Corporate Australia Pty Ltd	COVID Supplies - Face Masks	\$ 355.81
EFT8539	11/03/2021	5Rivers Plumbing & Gas	Dowerin Community Club - Replace Hot water unit	\$ 6,713.77
EFT8540	11/03/2021	Rural Ranger Services	Ranger Services February 2021	\$ 381.55
EFT8541	11/03/2021	Resonline Pty Ltd	SSA Monthly Room Manager Fee - February 2021	\$ 220.00
EFT8542	11/03/2021	Wesfarmers Kleenheat Gas	Short Stay Accommodation LPG Delivery - 116.8kg Gas	\$ 114.48
EFT8543	11/03/2021	WA Fenceworks Pty Ltd	Football Oval - Supply & Install Fencing - Payment 2	\$ 35,343.00
EFT8544	11/03/2021	WA Country Chemist	HCP Purchase - Blood Pressure Machine - A. Bergeron; funded	\$ 110.00
EFT8545	24/03/2021	Nisbets Australia Pty Ltd	2021 Australia Day Consumables - Plates	\$ 138.40
EFT8546	24/03/2021	Avon Waste	Rubbish Collection to 12 March 2021 - General Waste & Recycling	\$ 2,513.69
EFT8547	24/03/2021	Advanced Traffic Management (Cashflow Finance)	Dowerin-Kalannie road - Traffic Management 11 - 17 March 2021	\$ 6,530.43



**Shire of Dowerin  
List of Payments For The Period Ending 31 March 2021**

EFT8548	24/03/2021	All Over Walls & Ceilings	Administration Office Roof - Remove roof tiles on Shire Offices	\$	6,490.00
EFT8549	24/03/2021	Asphalt in a Bag	Consumables - 50 x 20kg Bags Asphalt	\$	1,718.75
EFT8550	24/03/2021	Bear Pantry Catering	Women's Event - Catering (Less Deposit)	\$	2,304.00
EFT8551	24/03/2021	CSS Crane Hire Pty Ltd	Administration Roof - Crane Hire	\$	2,992.00
EFT8552	24/03/2021	Contract Aquatic Services	Swimming Pool - December Monthly Contract Fee	\$	32,741.50
EFT8553	24/03/2021	Cody Express Transport	Freight - Guide Posts	\$	266.73
EFT8554	24/03/2021	DSM Plastering	Admin Office - Rendering Honour Wall and Dowerin Administration Building	\$	4,895.00
EFT8555	24/03/2021	D & D Transport	Freight 6 x Pallets Limestone Blocks for Administration Building & Town Hall	\$	1,506.26
EFT8556	24/03/2021	Dowerin Gourmet Butchershop	Dowerin Melbourne Cup Luncheon - Shire of Dowerin Door Prize - Shop Local Voucher	\$	100.00
EFT8557	24/03/2021	Endeavour Community Newspaper Inc	Ucarty Feedlot Development Application Advertisement 17 March 2021	\$	66.00
EFT8558	24/03/2021	Exteria	Main Street Improvements - 3 x Bin Enclosures to be installed along Stewart Street.	\$	8,448.00
EFT8559	24/03/2021	LJ & BL Green	Avon Concrete flood damage repair - Granite Culvert Rock Koombekine Road 8.66t	\$	285.78
EFT8560	24/03/2021	Holberton Earthmoving	Dowerin-Kalannie Road - Grader Hire 30.5 Hours	\$	13,288.00
EFT8561	24/03/2021	Jasmine Pietroccla	SSA & DCC Entrance/Streetscape Project - 2 x 50pk Brick Ties	\$	46.40
EFT8562	24/03/2021	Midland Brick Company Pty Ltd	SSA & DCC Entrance/Streetscape Project - Bricks	\$	9,080.64
EFT8563	24/03/2021	Marsh Pty Ltd	Training & Development - EGO - Fraud Awareness Training 13 October 2020	\$	126.50
EFT8564	24/03/2021	Market Creations	Admin IT - Trend Micro Software, Management & Monitoring Tool, Monthly Preventative Maintenance & Managed Service Agreement	\$	2,718.89
EFT8565	24/03/2021	Midland Trophies	Dowerin Triathlon - Purchase 40 x Medallions with Green & Yellow Ribbon plus postage	\$	390.00
EFT8566	24/03/2021	Kylie Neaves	Health Contractor - Environmental Health Services 11 March 2021 - 8 Hours	\$	600.00
EFT8567	24/03/2021	Jamie Newton	1/13 Stacy Street & A/11 Hilda Street - Carpet Cleaning	\$	420.00
EFT8568	24/03/2021	Office of the Auditor General	Audit Fees - Fee for 2019/2020 EOY; Fee for review of infrastructure assets revaluation & Impact of New Accounting Standards & Regulation Amendments	\$	34,100.00
EFT8569	24/03/2021	Planwest	Planning Services - 3.5 Hours January 2021	\$	847.00
EFT8570	24/03/2021	Quick Corporate Australia Pty Ltd	March Administration Stationary Order	\$	287.13
EFT8571	24/03/2021	Roadside Products Pty Ltd	Depot Consumables - 200 x steel guide posts	\$	3,214.20
EFT8572	24/03/2021	R B Motors Pty Ltd	D008 Ford Ranger - 15,000km Service	\$	611.60
EFT8573	24/03/2021	James Stewart	SSA & DCC Entrance/Streetscape Project - Brick Ties, 3/18 Memorial - Mosaic Wall Tile for Splash Back Kitchen Renovation & SSA- Sink Strainer Replacement	\$	432.61
EFT8574	24/03/2021	Toll IPEC Pty Ltd	Freight - Library Services & Traffic Cones	\$	95.87
EFT8575	24/03/2021	Tin Dog General Store	Council Shop - March 2021	\$	147.60
EFT8576	24/03/2021	Vestone Capital Pty Limited	IT Quarterly Rental Charge - 1 April 2021 to 30 June 2021	\$	1,174.64
EFT8577	24/03/2021	WCS Concrete	SSA & DCC Streetscape/Entrance Project - 17 Lengths Trench Mesh, 12 Lengths Y12 Reo Bar & Delivery	\$	793.05
EFT8578	24/03/2021	Xenex Systems Pty Ltd	Information Technology - Supply of VOIP phone system	\$	4,616.26
				\$	<b>278,678.44</b>
<b>Last Cheque No: 10895</b>					
10896	24/03/2021	Koorda Community Resource Centre	Dowerin Triathlon Marketing - (2 Editions) - Koorda Narkals	\$	50.00
10897	24/03/2021	LGRCEU	Payroll deductions	\$	20.50
10898	24/03/2021	Synergy	Electricity Usage & Service Charges 21 January to 17 March 2021 - SSA, Admin Office & Street Lighting	\$	5,831.49
10899	24/03/2021	Telstra	Telephone Usage & Service Charges 27 February to 26 March 2021 - MCCA iPad, CEO Mobile & iPad, SSA Mobile, Dowerin Fire Shed Night Hawk and Works Mobiles & MWA iPad	\$	947.54
				\$	<b>6,849.53</b>
<b>Last Direct Debit No: 11220</b>					
DD11239.1	04/03/2021	Shire of Dowerin - Visa Card Payments	NAB Business Visa - February 2021	\$	358.38
DD11247.1	22/03/2021	Puma Energy	Fuel Usage - February 2021	\$	590.00
DD11267.1	18/03/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 16.03.2021	\$	6,577.92
130877	29/03/2021	Bf - Bank Fee	NAB Connect Fee	\$	29.99
130877	31/03/2021	Bf - Bank Fee	Bank Fee	\$	72.80
130877	31/03/2021	Bf - Bank Fee	Bank Fee	\$	29.03
130877	08/03/2021	Bf - Bank Fee	Bank Fee	\$	5.00
				\$	<b>7,663.12</b>
				\$	<b>293,191.09</b>

\$ 278,678.44 EFT8496 to EFT8578  
 \$ 6,849.53 Cheque 10896 to 10899  
 \$ 358.38 Direct Debit 11239: Credit Card Payment: February 2021  
 \$ 590.00 Direct Debit 11247: Puma Energy: Fuel: February 2021  
 \$ 6,577.92 Superannuation Payments



**Shire of Dowerin**  
**List of Payments For The Period Ending 31 March 2021**

\$	136.82	Direct Debit 130877: Bank Fees
\$	<b>293,191.09</b>	
\$	44,671.25	PPE 3 March 2021 - Wages of Dowerin Home Care Partially Funded
\$	45,578.02	PPE 17 March 2021 - Wages of Dowerin Home Care Partially Funded
\$	45,986.13	PPE 31 March 2021 - Wages of Dowerin Home Care Partially Funded
\$	<b>136,235.40</b>	
\$	<b>429,426.49</b>	Total Payments for March 2021 Including Payroll x 3

# SHIRE OF DOWERIN

Date: 6.04.2021  
Voucher: 598  
Chq: DD

Amount in words: Four Thousand and Thirty Three Dollars and Seventy Four Cents

\$ 4,033.74

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

**MUNICIPAL FUND**  
CEO

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

Recommended by the Finance Committee .....

DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
1.03.2021	2140204	Trinity; Community Development Training - 2 Nights Accommodation (Less 50% Deposit)	\$ 10.00	\$ 110.00
2.03.21	2140221	Exetel; Corporate Internet - Recurring Monthly Charge	\$ 70.45	\$ 775.00
10.03.2021	2140204	Whitney Consulting; <i>Get That Grant</i> Mentoring Program - A. Banks	\$ 108.82	\$ 1,197.00
16.03.2021	2140416	WA Police Force - Firearms Licence - 1 Year Renewal	\$ -	\$ 131.00
17.03.2021	2140221	Adobe Pro DC; Monthly Software Subscription	\$ 2.00	\$ 21.99
18.03.2021	2040211	Dowerin Roadhouse; Refreshments for Council Road Tour	\$ 4.00	\$ 44.00
18.03.2021	2140209	Booking.com; EGO WALGA Training - 1 Night Accommodation	\$ 11.42	\$ 125.67
22.03.2021	P709.261.2261	Jerramangup Roadhouse; Fuel - D0 CEO Vehicle	\$ 8.45	\$ 93.00
26.03.2021	FEV023.297.2100	National Breast Cancer Foundation - Donation from We are Rural Women	\$ -	\$ 532.00
29.03.2021	2140287	Dowerin Bakery; Refreshments for Farewell Morning Tea - J. Stewart	\$ 3.45	\$ 37.90
29.03.2021	2030211	NAB; Visa Card Fee - R. McCall	\$ -	\$ 9.00
15.03.2021	P714.261.2261	Puma Binningup; Fuel - D4 MCCA Vehicle	\$ 6.77	\$ 74.49
19.03.2021	BO068.298.2101	Godfreys Morley; SSA - Backpack Vacuum & Cloth Filters	\$ 33.54	\$ 368.99
22.03.2021	P714.261.2261	Coles Express Northam; Fuel - D4 MCCA Vehicle	\$ 5.98	\$ 65.83
29.03.2021	2030211	NAB; Visa Card Fee - C. Delmage	\$ -	\$ 9.00
1.03.2021	P713.261.2261	Coles Express Northam; Fuel - D02 MWA Vehicle	\$ 7.21	\$ 79.31
4.03.2021	P713.262.2262	Northam Tyre Power; 1x Tyre & Disposal of Old Tyre - D02 MWA Vehicle	\$ 25.00	\$ 275.00
22.03.2021	P713.261.2261	Coles Express Middle Swan; Fuel - D02 MWA Vehicle	\$ 6.81	\$ 74.90
29.03.2021	2030211	NAB; Visa Card Fee - L. Vidovich	\$ -	\$ 9.00
29.03.2021	2030211	NAB; Bank Fees	\$ -	\$ 0.66
			\$ -	\$ -
			\$ -	\$ -
			\$ -	\$ -
<b>TOTAL \$</b>			<b>\$ 303.92</b>	<b>\$ 4,033.74</b>

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

CERTIFIED SPECIAL EMERGENCY PAYMENT .....PRESIDENT



Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 694 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday

Fax 1300 363 668

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

DOWERIN SHIRE  
PO BOX 111  
DOWERIN WA 6461

Statement Period

27 February 2021 to 29 March 2021

Company Account No:

████████████████████

Facility Limit:

\$16,000

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**Your Account Summary**

Balance from previous statement	\$358.38 DR
Payments and other credits	\$358.38 CR
Purchases, cash advances and other debits	\$4,006.08 DR
Interest and other charges	\$27.66 DR
<b>Closing Balance</b>	<b>\$4,033.74 DR</b>

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**YOUR DIRECT DEBIT PAYMENT OF \$4,033.74 WILL BE  
CHARGED TO ACCOUNT ██████████ ON  
06/04/2021 AS PER OUR AGREEMENT.**

089/04/18/MD-0996/S006493/ID12985

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Mar 2021	\$358.38 CR	DIRECT DEBIT PAYMENT	74557041062
17 Mar 2021	\$0.66	NAB INTNL TRAN FEE - (SC)	74557041076
<b>Total for this Period:</b>	<b>\$357.72 CR</b>		



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



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



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

## Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
██████████	MRS REBECCA LOUISE M	\$10,000	\$0.00	\$3,067.56	\$9.00	\$3,076.56
██████████	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$509.31	\$9.00	\$518.31
██████████	MR LES JOHN VIDOVICH	\$5,000	\$0.00	\$429.21	\$9.00	\$438.21
██████████9	BILLING ACCOUNT	\$0	\$358.38 CR	\$0.00	\$0.66 DR	\$357.72 CR
			\$358.38 CR	\$4,006.08 DR	\$27.66 DR	\$3,675.36 DR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%



Statement for  
**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MRS REBECCA LOUISE MCCALL  
Account No: [REDACTED]  
Statement Period: 27 February 2021 to 29 March 2021  
Cardholder Limit: \$10,000

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

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Mar 2021	\$110.00	TRINITY CRAWLEY	CDO Training - 2 Nights Accommodation Less 50% deposit			2140204	74940521057
2 Mar 2021	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Exetel Corporate Internet - Recurring Monthly charge			2140220	74564721060
10 Mar 2021	\$1,197.00	WHITNEY CONSULTING LEEMING	Get That Grant mentoring program - A. Banks			2140204	74617631068
16 Mar 2021	\$131.00	WESTERN AUSTRALI EAST PERTH	Fire Arms Licence - 1 Year Renewal			2140416	74940521074
17 Mar 2021	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC monthly Software Subscription			2140221	74313191075
18 Mar 2021	\$44.00	DOWERIN ROADHOUSE DOWERIN	Refreshments for Councillor Road Tour			2040211	74564721076
18 Mar 2021	\$125.67	Booking.com Australia Sydney	EGO WALGA Training - 1 Night Accommodation			2140209	74773881076
22 Mar 2021	\$93.00	OZRUSS TRADING CO JERRAMUNGUP	Fuel - DO CEO Vehicle			P709.261.2261	74564451079
26 Mar 2021	\$532.00	NATN'L BREAST CANCER SYDNEY	Donation from We Are Rural Women			FEV023.298	74564501084
29 Mar 2021	\$37.90	DOWERIN BAKERY & NEW DOWERIN	Refreshments for Farewell Morning Tea - J. Stewart			2140287	74564451085
29 Mar 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041088
<b>Total for this period</b>	<b>\$3,076.56</b>		<b>Totals</b>				

088/04/18/MC4097/S006494/1012987

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_



Statement for  
**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MISS CHERIE MAY DELMAGE  
 Account No: XXXXXXXXXX  
 Statement Period: 27 February 2021 to 29 March 2021  
 Cardholder Limit: \$3,000

**Transaction record for: MISS CHERIE MAY DELMAGE**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
15 Mar 2021	\$74.49	PUMA BINNINGUP MYALUP	Fuel- DA MCCS Vehicle			P714-261-2261	05122155159
19 Mar 2021	\$368.99	GODFREYS THE VACUUM MORLEY	SSA- Backpack Vacuum & Filters			B0068-298-2101	74940521077
22 Mar 2021	\$65.83	COLES EXPRESS 2128 NORTHAM	Fuel- DA MCCS Vehicle			P714-261-2261	74363961080
29 Mar 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041088
<b>Total for this period</b>	<b>\$518.31</b>		<b>Totals</b>				

**Employee declaration**

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

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

088/04/18/MO4097/S006495/1012989



Statement for

**NAB Business Visa**

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

**Cardholder Details**

Cardholder Name: MR LES JOHN VIDOVIICH  
Account No: [REDACTED]  
Statement Period: 27 February 2021 to 29 March 2021  
Cardholder Limit: \$5,000

**Transaction record for: MR LES JOHN VIDOVIICH**

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 Mar 2021	\$79.31	COLES EXPRESS 2128 NORTHAM	Fuel - DO2 MWA Vehicle			PT13-261-2261	74363961058
4 Mar 2021	\$275.00	NORTHAM TYREPOWER&SUSP NORTHAM	1x Tyre + Disposal old Tyre - DO2 MWA Vehicle			PT13-262-2262	74940521062
22 Mar 2021	\$74.90	COLES EXPRESS 6915 MIDDLE SWAN	Fuel - DO2 MWA Vehicle			PT13-261-2261	74363961081
29 Mar 2021	\$9.00	CARD FEE	NAB Visa Card Fee			2030211	74557041088
<b>Total for this period</b>	<b>\$438.21</b>		<b>Totals</b>				

**Employee declaration**

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

088/04/18/MC4097/S006496/1012991

Assessment	3rd Previous	2nd Previous	Previous	Current	Total	Comments as at 07.04.2021
A380	9,735.27	5,347.67	5,238.55	2,107.28	22,428.77	PSSO has been lodged on property with Bailiff to commence seizing property
A529	1,787.43	1,783.05	1,651.22	1,664.71	6,886.41	Attempted contacting the ratepayer multiple times with no success. Will be included on list for AMPAC consideration.
A451	15,841.41	0.00	1,570.00	2,728.66	20,140.07	Spoken to child of deceased estate who has sorted their own legal advice, they will apply for probate and then sell the property via auction. Will be a long process but no further legal action (and costs) will take place on this property. Interest will continue to accrue, but all associated costs and charges will be paid and settlement once sold
A474	0.00	0.00	2,359.53	2,517.03	4,876.56	Ratepayer has not made a payment since 2019 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings.
A479	0.00	0.00	914.07	958.07	1,872.14	Ratepayer has not made a payment since 2017 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings. This assessment is coming up to three years since payment, meaning we can start to proceed with 3 Yr Rule, given Council approval.
A512	12,437.91	4,020.63	4,746.14	3,026.22	24,230.90	PSSO has been lodged on property with Bailiff to commence seizing property
A283	0.00	1,669.18	837.42	849.90	3,356.50	Ratepayer has not made a payment since 2017 - therefore increased debt recovery action needs to take place. Debt Recovery action needs to be recommenced on lapsed actions, as decision timeframes were not met. Before commencing future actions, Council needs to be aware that a commitment to proceed with future stages of recovery are required to prevent the Magistrate Court withdrawing proceedings.. This assessment is coming up to three years since payment, meaning we can start to proceed with 3 Yr Rule, given Council approval.
A225	3,917.83	9,195.12	1,067.67	628.69	14,809.31	Have processed the Discharge of Property Sale and Seizure Order - once completed by Landgate the property settlement can occur and the debt will be part paid and part written off as per Council Resolution made in December 2020.
A247	294.22	345.83	401.24	399.38	1,440.67	No contact from ratepayer, last advice they called with was they were selling properties but this has been an excuse for a while. Will refer to AMPAC.
A248	294.22	345.83	401.31	399.38	1,440.74	No contact from ratepayer, last advice they called with was they were selling properties but this has been an excuse for a while. Will refer to AMPAC.
A249	194.22	344.43	390.00	391.17	1,319.82	No contact from ratepayer, last advice they called with was they were selling properties but this has been an excuse for a while. Will refer to AMPAC.
A819	0.00	0.00	268.16	932.32	1,200.48	Attempted contacting the ratepayer multiple times with no success. Will be included on list for AMPAC consideration.
A950	188.86	1,049.40	1,227.19	1,149.99	3,615.44	Attended office to get a copy of rates notice - keeping an eye out for payment within a set amount of days but will be referred to AMPAC if none occurs.
A1016	3,604.81	1,766.81	1,647.41	1,271.89	8,290.92	No response to 14 day letter of demand, AMPAC has sent off for Judgement
	<b>48,296.18</b>	<b>25,867.95</b>	<b>22,719.91</b>	<b>19,024.69</b>	<b>115,908.73</b>	

<b>POLICY NUMBER</b>	-	<b>5.2</b>
<b>POLICY SUBJECT</b>	-	<b>5.2 Pop Up Shop Collective Policy</b>
DATE ADOPTED	-	28 February 2017 (Item 10.1.8)
RESPONSIBLE OFFICER	-	Manager Corporate & Community Services
REVIEWED	-	26 March 2019 (Item 10.2.2)

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### Objective

To initiate Council involvement in business and commercial activities to generate economic growth.

To demonstrate Council's commitment to a next-generation sustainable economy in Dowerin that encourages the promotion of local or value added products and/or attracts new enterprises to the Shire.

To stimulate additional business activities and initiatives in the main street of the town.

To assist Council pursue and achieve the desired social and economic benefits for the community of Dowerin.

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### Policy

Council may encourage and administer business and/or entrepreneurial, community or cultural activities in The Country Collective.

It is up to the discretion of the Shire's Management Team as to who occupies The Country Collective.

Tenants are required to be members of The Country Collective group and be financial prior to occupation. Membership fees will be determined as part of the annual budget process, and as specified in the Schedule of Fees and Charges.

Tenants in the building will have the necessary insurances in place prior to occupation or will sign an Insurance Disclaimer.

Tenants would be required to participate in a Health and Safety induction prior to occupation, led by the Shire of Dowerin.

~~Tenants can occupy The Country Collective for one day (minimum) or one month (maximum) plus an additional one month extension if there is an immediate or future availability. Tenants can occupy The Country Collective on a short term arrangement (i.e for one day (minimum) or one month (maximum) plus an additional one month extension if there is an immediate or future availability).~~

Tenants can occupy the Country Collective on a longer term Arrangement (ie six to twelve months with a similar single extension option) with the following considerations;

- A Letter of Agreement permits the tenant exclusive use of the Country Collective Pop Up Shop located at 26 Stewart Street Dowerin;
- The Shire of Dowerin has the right to maintain the window displays at its discretion;
- A Letter of Agreement permits the tenant to temporarily locate a portable ablution facility at 26 Stewart Street Dowerin, where ablutions are required;
- A Letter of Agreement permits the tenant to temporarily connect the portable ablution facility to the sewerage system.
- The tenant agrees to take full responsibility for any cost incurred to locate and connect the portable ablution facility at 26 Stewart Street Dowerin;

- The tenant is to take full responsibility of utility costs for 26 Stewart Street Dowerin;
- The tenant takes full responsibility to leave 26-28 Stewart Street Dowerin in a clean and tidy state at the conclusion of the Agreement;
- The tenant is to request permission in writing to the Shire of Dowerin before undertaking any building modifications; and
- The tenant is responsible for appropriately insuring their contents.

In the ~~lead up to~~ 1 week prior and 1 week post the Dowerin Field Days, a collective of businesses are encouraged and preferred to occupy The Country Collective to maximise exposure and to be fair to tenants wishing to occupy the space during this time.

Tenants are required to follow the *Retail Trading Hours Act 1987* (WA) which applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets. Extensions can be sought under this Act upon application to the Department of Commerce.

Profits generated from membership (if applicable) will be reinvested into other mainstreet activation projects to the discretion of the Council.

The evaluation of return on investment into The Country Collective will be evaluated annually against a set of criteria including but not limited to occupancy rate, diversity of tenants, estimated multiplier effect of tenants, income, risk and achievement of Council's strategic goals.

Councillors and staff will conduct their Council roles ethically in administering and promoting The Country Collective, in such a way as to maintain the highest level of community accountability, community stewardship and leadership whilst maintaining respect for individuals and the rule of law.

The Shire's Management Team will determine and communicate the risk assessment of all tenants who occupy The Country Collective as well as the building space itself to Council.

## **Roles and Responsibilities**

### **Chief Executive Officer**

The Chief Executive Officer has a responsibility to ensure this policy is implemented.

### **Community Development Officer**

To develop and implement a processes and procedures that ensures this policy is enacted.

### **Related Documentation**

Risk Management Policy

Building Profile

License Membership Agreement

Occupancy Licensing Agreement

### **Related Legislation/Local Law/Policy/Procedure**

*Retail Trading Hours Act 1987 (WA)*

*Section 3.58 of the Local Government Act*

*Regulation 30 of the Local Government (Functions and General) Regulation 1996*

### **Related Delegation**

*Nil Delegation 4.5 - Disposal of Property*

**SHIRE OF DOWERIN  
BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 MARCH 2021**

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

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SHIRE OF DOWERIN  
STATEMENT OF BUDGET REVIEW  
(STATUTORY REPORTING PROGRAM)  
FOR THE PERIOD ENDED 31 MARCH 2021

Note	Budget v Actual		Predicted	
	Adopted Annual Budget (a)	YTD Actual (b)	Variance Permanent (c)	Budget Year End (a)+(c)+(d)
	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>				
Net current assets at start of financial year surplus/(deficit)	941,147	801,648	(139,499)	801,648
<b>Revenue from operating activities (excluding rates)</b>				
Governance	500	27	0	500
General purpose funding	838,462	761,774	276,218	1,114,680
Law, order, public safety	36,000	21,920		36,000
Health	2,600	894		2,600
Education and welfare	463,365	407,833	(70,865)	392,500
Housing	231,547	192,867	(21,500)	210,047
Community amenities	275,100	252,055	(24,500)	250,600
Recreation and culture	58,400	58,076	1,297	59,697
Transport	157,272	1,672,894	3,952,804	4,110,076
Economic services	131,405	157,594	43,000	174,405
Other property and services	73,620	115,473	55,000	128,620
	2,268,271	3,641,407	4,211,454	6,479,725
<b>Expenditure from operating activities</b>				
Governance	(432,792)	(270,723)	281	(432,511)
General purpose funding	(196,631)	(92,790)	36,417	(160,214)
Law, order, public safety	(141,949)	(90,715)	3,000	(138,949)
Health	(55,047)	(19,713)	0	(55,047)
Education and welfare	(502,343)	(465,945)	76,234	(426,109)
Housing	(227,199)	(209,389)	(2,773)	(229,972)
Community amenities	(427,885)	(307,665)	(41,107)	(468,992)
Recreation and culture	(921,353)	(779,218)	(135,475)	(1,056,828)
Transport	(1,735,368)	(1,293,437)	(3,645,845)	(5,381,213)
Economic services	(471,073)	(303,068)	(118,949)	(590,022)
Other property and services	(17,292)	(83,541)	(23,793)	(41,085)
	(5,128,932)	(3,916,204)	(3,852,010)	(8,980,942)
Non-cash amounts excluded from operating activities	1,267,398	1,261,650		1,267,398
<b>Amount attributable to operating activities</b>	<b>(1,593,263)</b>	<b>986,853</b>	<b>219,946</b>	<b>(432,171)</b>
<b>INVESTING ACTIVITIES</b>				
Non-operating grants, subsidies and contributions	3,820,864	839,180	(709,674)	3,111,190
Purchase land and buildings	(134,328)	(21,723)	(132,238)	(266,566)
Purchase property, plant and equipment	(830,000)	(310,843)	199,000	(631,000)
Infrastructure - roads	(3,445,857)	(787,423)	661,008	(2,784,849)
Infrastructure - footpaths	(51,999)	(8,966)		(51,999)
Infrastructure - other	(541,000)	(160,294)	(10,000)	(551,000)
Proceeds from disposal of assets	382,000	295,273	54,000	436,000
<b>Amount attributable to investing activities</b>	<b>(800,320)</b>	<b>(154,798)</b>	<b>62,096</b>	<b>(738,224)</b>
<b>FINANCING ACTIVITIES</b>				
Proceeds from new debentures	508,000	320,000	(188,000)	320,000
Transfer from reserves	193,333	0	(51,333)	142,000
Repayment of debentures	(174,553)	(71,445)	11,291	(163,262)
Transfer to reserves	(437,642)	(425,997)	(54,000)	(491,642)
<b>Amount attributable to financing activities</b>	<b>89,138</b>	<b>(177,442)</b>	<b>(282,042)</b>	<b>(192,904)</b>
<b>Budget deficiency before general rates</b>	<b>(1,363,298)</b>	<b>1,456,261</b>	<b>0</b>	<b>(1,363,298)</b>
<b>Estimated amount to be raised from general rates</b>	<b>1,363,298</b>	<b>1,362,707</b>	<b>0</b>	<b>1,363,298</b>
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>2,818,968</b>	<b>0</b>	<b>0</b>

**SHIRE OF DOWERIN  
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 MARCH 2021**

**1. BASIS OF PREPARATION**

The budget 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 budget. 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 budget have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the budget 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.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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.

**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.

**2020-21 ACTUAL BALANCES**

Balances shown in this budget review report as 2020-21 Actual are as forecast at the time of budget review preparation and are subject to final adjustments.

**ROUNDING OFF FIGURES**

All figures shown in this budget review report are rounded to the nearest dollar.

**BUDGET COMPARATIVE FIGURES**

Unless otherwise stated, the budget comparative figures shown in this budget review report relate to the original budget estimate for the relevant item of disclosure.

SHIRE OF DOWERIN  
NOTES TO THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 MARCH 2021

2. PROPOSED BUDGET AMENDMENTS

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
				\$	\$	\$	\$	\$	
	<b>Budget Adoption</b>	<b>Audited Result</b>	Opening Surplus(Deficit)	941,147	801,648		(139,499)	(139,499)	Due to DHC grant funds carryover & \$64k rates doubtful debts provision
2030100	RATES - Employee Costs		Operating Expenses	(47,417)	(22,000)	25,417		(114,082)	Casual assistance greatly reduced
2030114	RATES - Debt Collection Expenses		Operating Expenses	(5,000)	(2,000)	3,000		(111,082)	Casual assistance greatly reduced
2030117	RATES - Doubtful Debts Expense		Operating Expenses	(10,000)	(2,000)	8,000		(103,082)	Casual assistance greatly reduced
2040104	MEMBERS - Training & Development		Operating Expenses	(4,000)	0	4,000		(99,082)	
2040109	MEMBERS - Members Travel and Accommodation		Operating Expenses	(2,000)	0	2,000		(97,082)	
2040113	MEMBERS - Members Sitting Fees		Operating Expenses	(20,000)	(17,000)	3,000		(94,082)	
2040141	MEMBERS - Subscriptions & Publications		Operating Expenses	(53,458)	(57,000)		(3,542)	(97,624)	
2040187	MEMBERS - Other Expenses		Operating Expenses	(4,000)	(2,000)	2,000		(95,624)	All chambers building work covered under administration building
2040189	MEMBERS - Chambers Building Maintenance		Operating Expenses	(3,823)	0	3,823		(91,801)	All chambers building work covered under administration building
2040211	OTH GOV - Civic Functions, Refreshments & Receptions		Operating Expenses	(9,000)	(6,000)	3,000		(88,801)	
2040251	OTH GOV - Consultancy - Strategic		Operating Expenses	(10,000)	(15,000)		(5,000)	(93,801)	
2040252	OTH GOV - Other Consultancy		Operating Expenses	(10,000)	(15,000)		(5,000)	(98,801)	Business plant for SSA Grant
2040284	OTH GOV - Audit Fees		Operating Expenses	(32,000)	(36,000)		(4,000)	(102,801)	Higher payment due to change in legislation & infrasture revaluation
2050112	FIRE - Fire Prevention/Burning/Control - recoverable		Operating Expenses	(3,000)	0	3,000		(99,801)	
2080287	OTHER ED - Other Expenses		Operating Expenses	(4,000)	(1,000)	3,000		(96,801)	Offset by GL: 3080201; Child Care now under REED
2080300	FAMILIES - Employee Costs		Operating Expenses	(106,615)	(45,000)	61,615		(35,186)	Offset by GL: 3080201; Child Care now under REED
2080610	AGED OTHER - Motor Vehicle Expenses		Operating Expenses	(17,500)	(22,000)		(4,500)	(39,686)	
2080687	AGED OTHER - Other Expenses		Operating Expenses	(145,110)	(165,110)		(20,000)	(59,686)	
2100200	SAN OTH - Employee Costs		Operating Expenses	(40,000)	(30,000)	10,000		(49,686)	
2100387	SEW - Other Expenses		Operating Expenses	(2,500)	(500)	2,000		(47,686)	
2120370	PLANT - Loan Interest Repayments		Operating Expenses	(2,730)	0	2,730		(44,956)	Loan interest payments reduced - non purchase of heavy plant
2120500	LICENSING - Employee Costs		Operating Expenses	(29,810)	(40,000)		(10,190)	(55,146)	
2130240	TOUR - Public Relations & Area Promotion		Operating Expenses	(16,450)	(35,000)		(18,550)	(73,696)	
2130241	TOUR - Subscriptions & Memberships		Operating Expenses	(10,200)	(14,000)		(3,800)	(77,496)	
2130350	BUILD - Contract Building Services		Operating Expenses	(10,000)	(6,000)	4,000		(73,496)	Contractor not fully utilised
2140221	ADMIN - Information Technology		Operating Expenses	(110,176)	(147,000)		(36,824)	(110,320)	Offset by JN: OC011 budget increase due to COA project carrying into current financial year
2140411	POC - External Parts & Repairs		Operating Expenses	(114,500)	(150,000)		(35,500)	(145,820)	
2140412	POC - Fuels and Oils		Operating Expenses	(120,000)	(100,000)	20,000		(125,820)	
2140417	POC - Insurance Expenses		Operating Expenses	(20,000)	(14,000)	6,000		(119,820)	
3030140	RATES - Ex-Gratia Rates (CBH, etc.)		Operating Revenue	36,852	46,601	9,749		(110,071)	Higher ex-gratia that budget
3030146	RATES - Instalment Interest Received		Operating Revenue	2,000	4,000	2,000		(108,071)	
3030246	GEN PUR - Interest Earned - Municipal Funds		Operating Revenue	10,000	1,000		(9,000)	(117,071)	Interest rates extremely low
3080200	OTHER ED - Contributions & Donations		Operating Revenue	16,250	5,000		(11,250)	(128,321)	
3080201	OTHER ED - Reimbursements		Operating Revenue	106,615	45,000		(61,615)	(189,936)	Offset by GL: 2080300; Child Care now under REED



SHIRE OF DOWERIN  
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2. PROPOSED BUDGET AMENDMENTS

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
3080210	OTHER ED - Grant Funding		Operating Revenue	2,000	0	2,000		(187,936)	
3090101	STF HOUSE - Staff Rental Reimbursements		Operating Revenue	15,000	25,000	10,000		(177,936)	Higher staff renting properties
3090201	OTH HOUSE - Rental Reimbursements		Operating Revenue	131,500	100,000		(31,500)	(209,436)	Reduction in other; increase in staff
3100235	SAN OTH - Other Income		Operating Revenue	3,500	0		(3,500)	(212,936)	
3100325	SEW - Sewerage Rates		Operating Revenue	156,000	146,000		(10,000)	(222,936)	Less than budgeted; due to Shire properties not being charged
3100330	SEW - Sewerage Fixtures		Operating Revenue	10,000	0		(10,000)	(232,936)	EHO to undertake review of number of fixtures
3100620	PLAN - Planning Application Fees		Operating Revenue	200	2,200	2,000		(230,936)	
3100722	COM AMEN - Cemetery Fees (Monuments)		Operating Revenue	3,000	0		(3,000)	(233,936)	
3110220	SWIM AREAS - Admissions		Operating Revenue	10,000	7,500		(2,500)	(236,436)	
3110235	SWIM AREAS - Other Income		Operating Revenue	6,500	0		(6,500)	(242,936)	
3110700	OTH CUL - Contributions & Donations - Other Culture		Operating Revenue	14,400	4,000		(10,400)	(253,336)	
3110710	OTH CUL - Grants - Other Culture	15.12.20-0330	Operating Revenue	0	20,697	20,697		(232,639)	
3120210	ROADM - Direct Road Grant (MRWA)		Operating Revenue	139,472	135,330		(4,142)	(236,781)	Untied MRWA Grant Actual
3130200	TOUR - Contributions & Donations		Operating Revenue	0	13,000	13,000		(223,781)	
3130221	TOUR - Caravan Park Fees		Operating Revenue	110,000	140,000	30,000		(193,781)	
3140501	SAL - Reimbursement - Workers Compensation		Operating Revenue	1,000	27,000	26,000		(167,781)	Ongoing Compensation Claim; wages reimbursed
3140735	UNCLASS - Unclassified Income		Operating Revenue	51,000	80,000	29,000		(138,781)	AROC \$31k; ATO \$10k; LG COA Grant \$5k; Minnivale Campground Contributions \$7k; Refunded Bpoint Over Charges \$3k; Surgery reimbursement \$10k
4120381	PLANT - Transfers to Reserve		Transfer to Reserve	(54,892)	(108,892)		(54,000)	(192,781)	As above, add to Plant Reserve
5120350	PLANT - Proceeds on Disposal of Assets		Proceeds on Sale	10,000	64,000	54,000		(138,781)	Trade In Value - Roller \$20k; MWA Ute \$34k
BM001	Administration Office - Building Maintenance		Operating Expenses	(39,050)	(30,000)	9,050		(129,731)	
BM035	72 Cottrell Street Recycling Shelter - Building Maintenance		Operating Expenses	(364)	(3,000)		(2,636)	(132,367)	
BM037	72 Cottrell Street Recycling Storage Shed - Building Maintenance		Operating Expenses	(364)	(2,000)		(1,636)	(134,003)	
BM050	Dowerin Child Care - Building Maintenance		Operating Expenses	(1,425)	(4,000)		(2,575)	(136,578)	
BM056	Depot - Building Maintenance		Operating Expenses	(820)	(3,500)		(2,680)	(139,258)	
BM057	Community Resource Centre - Building Maintenance		Operating Expenses	(36,194)	(5,000)	31,194		(108,064)	
B0001	Administration Office - Building Operations		Operating Expenses	(29,481)	(20,000)	9,481		(98,583)	
B0043	Swimming Pool - Building Operations		Operating Expenses	(7,764)	(15,764)		(8,000)	(106,583)	
B0048	Dowerin District Museum - Building Operations		Operating Expenses	(100)	(2,100)		(2,000)	(108,583)	
B0056	Depot - Building Operations		Operating Expenses	(11,740)	(22,000)		(10,260)	(118,843)	
FEV001	Australia Day	15.12.20-0330	Operating Expenses	(3,400)	(26,697)		(23,297)	(142,140)	
FEV001	Australia Day		Operating Expenses	(26,697)	(24,097)	2,600		(139,540)	
FEV004	Bring the Rain - Pre-Seeding Event		Operating Expenses	(6,000)	(3,500)	2,500		(137,040)	Swap for another event
FEV006	ANZAC Day		Operating Expenses	(1,900)	(3,900)		(2,000)	(139,040)	
FEV008	Wreaths & Wine Workshop		Operating Expenses	(6,500)	0	6,500		(132,540)	
FEV022	Youth Performing & Production Workshop		Operating Expenses	(7,500)	0	7,500		(125,040)	Grant funded DoC? - going to youth leadership
FEV023	Women's Day		Operating Expenses	0	(15,500)		(15,500)	(140,540)	

SHIRE OF DOWERIN  
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2. PROPOSED BUDGET AMENDMENTS

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FEV024	Dowerin Do-Over Event		Operating Expenses	0	(5,000)		(5,000)	(145,540)	
OC011	Internet Connectivity Upgrade Administration & Depot		Operating Expenses	(20,000)	(9,500)	10,500		(135,040)	Offset by GL: 2140221
PE100	Diesel Fuel Bowser - Shire Depot		Operating Expenses	(15,000)	(21,500)		(6,500)	(141,540)	Allows for Pods x 2 & fuel tank to be set up for recording
W0014	North Dam		Operating Expenses	(4,000)	(1,000)	3,000		(138,540)	
W0015	Dowerin Events Management Dam		Operating Expenses	(3,500)	0	3,500		(135,040)	
W0021	Refuse Site Maintenance		Operating Expenses	(18,665)	(50,000)		(31,335)	(166,375)	Check wages for refuse site & sanitation
W0031	Information Bays		Operating Expenses	(8,475)	(20,000)		(11,525)	(177,900)	
<b>4120330</b>	<b>PLANT - Plant &amp; Equipment (Capital)</b>							(177,900)	
PE103	Low Loader		Capital Expenses	(85,000)	0	85,000		(92,900)	Plant purchases deferred or not required
PE109	Modifications to D004 Mitsubishi Ute		Capital Expenses	(15,000)	0	15,000		(77,900)	Plant purchases deferred or not required
PE111	Side Tipper		Capital Expenses	(103,000)	0	103,000		25,100	Plant purchases deferred or not required
4120382	PLANT - Loan Principal Repayments			(30,510)	(19,219)			25,100	
	Loan 105; Low Loader		Loans			5,113		30,213	Loan principal payments reduced due to non purchases of heavy plant
	Loan 106; Side Tipper		Loans			6,178		36,391	Loan principal payments reduced due to non purchases of heavy plant
5120355	PLANT - New Loan Borrowings		Loans	508,000	320,000		(188,000)	(151,609)	Loan borrowings reduced due to non purchase of heavy plant
<b>2090188</b>	<b>STF HOUSE - Staff Housing Building Operations</b>							(151,609)	
B0015	Unit 1/13 Stacy Street - Building Operations		Operating Expenses	(1,685)	(2,685)		(1,000)	(152,609)	
B0016	Unit 2/13 Stacy Street - Building Operations		Operating Expenses	(1,985)	(2,985)		(1,000)	(153,609)	
B0017	Unit 3/13 Stacy Street - Building Operations		Operating Expenses	(1,985)	(2,985)		(1,000)	(154,609)	
B0019	58 (Lot 7) Stacy Street - Building Operations		Operating Expenses	(1,785)	(2,785)		(1,000)	(155,609)	
B0020	26 O'Loughlen Street - Building Operations		Operating Expenses	(2,085)	(3,085)		(1,000)	(156,609)	
B0022	4 O'Loughlen Street - Building Operations		Operating Expenses	(2,585)	(3,585)		(1,000)	(157,609)	
B0028	19 Cottrell Street - Building Operations		Operating Expenses	(4,385)	(5,385)		(1,000)	(158,609)	
B0029	18 O'Loughlen Street - Building Operations		Operating Expenses	(2,185)	(3,185)		(1,000)	(159,609)	
<b>2090189</b>	<b>STF HOUSE - Staff Housing Building Maintenance</b>							(159,609)	
BM015	Unit 1/13 Stacy Street - Building Maintenance		Operating Expenses	(2,824)	(6,824)		(4,000)	(163,609)	
BM016	Unit 2/13 Stacy Street - Building Maintenance		Operating Expenses	(3,374)	(4,374)		(1,000)	(164,609)	
BM017	Unit 3/13 Stacy Street - Building Maintenance		Operating Expenses	(3,403)	(4,403)		(1,000)	(165,609)	
BM019	58 (Lot 7) Stacy Street - Building Maintenance		Operating Expenses	(1,491)	(2,491)		(1,000)	(166,609)	
BM020	26 O'Loughlen Street - Building Maintenance		Operating Expenses	(7,800)	(12,800)		(5,000)	(171,609)	
BM022	4 O'Loughlen Street - Building Maintenance		Operating Expenses	(820)	(1,820)		(1,000)	(172,609)	
BM028	19 Cottrell Street - Building Maintenance		Operating Expenses	(3,723)	(4,723)		(1,000)	(173,609)	
BM029	18 O'Loughlen Street - Building Maintenance		Operating Expenses	(7,786)	(8,786)		(1,000)	(174,609)	
<b>2090289</b>	<b>OTH HOUSE - Building Maintenance</b>							(174,609)	
BM007	Unit 1/18 Memorial Avenue - Building Maintenance		Operating Expenses	(9,641)	(1,000)	8,641		(165,968)	
BM008	Unit 2/18 Memorial Avenue - Building Maintenance		Operating Expenses	(9,483)	(5,000)	4,483		(161,485)	

SHIRE OF DOWERIN  
 NOTES TO THE BUDGET REVIEW REPORT  
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2. PROPOSED BUDGET AMENDMENTS

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
BM009	Unit 3/18 Memorial Avenue - Building Maintenance		Operating Expenses	(2,350)	(15,000)		(12,650)	(174,135)	
BM010	Unit 4/18 Memorial Avenue - Building Maintenance		Operating Expenses	(11,048)	(15,000)		(3,952)	(178,087)	
BM011	18 Memorial Avenue Common Ground - Building Maintenance		Operating Expenses	(970)	(970)	0		(178,087)	
BM021	12 Anderson Street (GROH) - Building Maintenance		Operating Expenses	(535)	(5,000)		(4,465)	(182,552)	
BM023	Unit 1/11 Hilda Street - Building Maintenance		Operating Expenses	(9,068)	(2,000)	7,068		(175,484)	
BM024	Unit 2/11 Hilda Street - Building Maintenance		Operating Expenses	(9,068)	(4,000)	5,068		(170,416)	
BM025	Unit 3/11 Hilda Street - Building Maintenance		Operating Expenses	(9,068)	(2,000)	7,068		(163,348)	
BM026	Unit 4/11 Hilda Street - Building Maintenance		Operating Expenses	(11,996)	(2,000)	9,996		(153,352)	
BM027	11 Hilda Street Common Ground - Building Maintenance		Operating Expenses	(970)	(2,000)		(1,030)	(154,382)	
BM031	Amery Acres House Wyalkatchem-Dowerin Road - Building Maintenance		Operating Expenses	(585)	(585)	0		(154,382)	
BM032	Amery Acres Shed Wyalkatchem-Dowerin Road - Building Maintenance		Operating Expenses	(285)	(285)	0		(154,382)	
BM012	28 Stewart Street (Main Street Shop) - Building Maintenance		Operating Expenses	0	(50,000)		(50,000)	(204,382)	Pop Up Shop Reallocated to Economic Services GL: 2130889
<b>2100788</b>	<b>COM AMEN - Public Conveniences Operations</b>							(204,382)	
B0036	Cemetery Public Conveniences - Building Operations		Operating Expenses	0	(2,500)		(2,500)	(206,882)	
B0038	Stewart Street Public Conveniences - Building Operations		Operating Expenses	(16,670)	(26,670)		(10,000)	(216,882)	
BM038	Stewart Street Public Conveniences - Building Maintenance		Operating Expenses	(4,378)	(9,378)		(5,000)	(221,882)	
<b>2100789</b>	<b>COM AMEN - Public Conveniences Maintenance</b>							(221,882)	
B0042	Dowerin Town Hall - Building Operations		Operating Expenses	(16,610)	(26,610)		(10,000)	(231,882)	
BM042	Dowerin Town Hall - Building Maintenance		Operating Expenses	(38,110)	(43,110)		(5,000)	(236,882)	
<b>2110365</b>	<b>REC - Parks &amp; Gardens Maintenance/Operations</b>							(236,882)	
W0001	Administration Office Gardens		Operating Expenses	(9,750)	(15,000)		(5,250)	(242,132)	
W0006	Centenary Park		Operating Expenses	(6,300)	(30,000)		(23,700)	(265,832)	
W0008	Stewart Street Gardens		Operating Expenses	(22,305)	(30,000)		(7,695)	(273,527)	
W0012	Other Sports Grounds and Clubs		Operating Expenses	(14,025)	(5,000)	9,025		(264,502)	
W0013	Dowerin Skate Park		Operating Expenses	(820)	(5,000)		(4,180)	(268,682)	
B0044	Sports Recreation Centre - Building Operations		Operating Expenses	(21,510)	(35,000)		(13,490)	(282,172)	
B0046	Basketball Shed - Building Operations		Operating Expenses	(950)	(2,950)		(2,000)	(284,172)	
B0049	Hockey Pavilion - Building Operations		Operating Expenses	(500)	(2,500)		(2,000)	(286,172)	
B0051	Old Dowerin Bowling/Co-Op Buildings - Building Operations		Operating Expenses	(5,100)	(10,000)		(4,900)	(291,072)	
B0055	Minnivale Tennis Pavilion & Toilets - Building Operations		Operating Expenses	(800)	(2,800)		(2,000)	(293,072)	
B0074	Dowerin Community Club Function Centre - Building Operations		Operating Expenses	(500)	(4,000)		(3,500)	(296,572)	
<b>2110389</b>	<b>REC - Other Rec Facilities Building Maintenance</b>							(296,572)	
BM074	Dowerin Community Club Function Centre - Building Maintenance		Operating Expenses	(6,913)	(30,000)		(23,088)	(319,660)	
<b>2130288</b>	<b>TOUR - Building Operations</b>							(319,660)	
B0059	Short Term Accommodation/Caravan Park Ablutions - Building Operations		Operating Expenses	(14,150)	(19,000)		(4,850)	(324,510)	
B0060	Short Term Accommodation - Common/BBQ Area - Building Operations		Operating Expenses	(14,300)	(19,000)		(4,700)	(329,210)	
B0061	Short Term Accommodation - Unit 1 - Building Operations		Operating Expenses	(8,864)	(12,000)		(3,136)	(332,346)	

SHIRE OF DOWERIN  
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2. PROPOSED BUDGET AMENDMENTS

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BO062	Short Term Accommodation - Unit 2 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(336,282)	
BO063	Short Term Accommodation - Unit 3 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(340,218)	
BO064	Short Term Accommodation - Unit 4 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(344,154)	
BO065	Short Term Accommodation - Unit 5 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(348,090)	
BO066	Short Term Accommodation - Unit 6 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(352,026)	
BO067	Short Term Accommodation - Unit 7 - Building Operations		Operating Expenses	(9,064)	(13,000)		(3,936)	(355,962)	
BO068	Short Term Accommodation - Common Area (Other) - Building Operations		Operating Expenses	(3,228)	(6,000)		(2,772)	(358,734)	
<b>4120145</b>	<b>ROADC - Roads Outside BUA - Sealed - Roads to Recovery</b>							(358,734)	
R2R003	Koombekine North Road (R2R)		Capital Expenses	(162,750)	0	162,750		(195,984)	Roads to Recovery Reduced due to oversubscription
R2R004	Hindmarsh Road (R2R)		Capital Expenses	(118,840)	0	118,840		(77,144)	Roads to Recovery Reduced due to oversubscription
R2R015	Hindmarsh Back Road (R2R)		Capital Expenses	(102,040)	0	102,040		24,897	Roads to Recovery Reduced due to oversubscription
R2R023	Koorda-Wongan Hills Road (R2R)		Capital Expenses	(245,640)	(245,640)			24,897	Job fully claimed; no change
R2R025	Dowerin-Koorda Road (R2R)		Capital Expenses	(87,000)	(101,210)		(14,210)	10,687	Increase in costs for R2R025 project
<b>4120146</b>	<b>ROADC - Roads Outside BUA - Gravel - Roads to Recovery</b>							10,687	
R2R009	Old Koorda Road (R2R)		Capital Expenses	(143,988)	0	143,988		154,675	Roads to Recovery Reduced due to oversubscription
R2R046	Sanders Road (R2R)		Capital Expenses	(147,600)	0	147,600		302,275	Roads to Recovery Reduced due to oversubscription
<b>3120111</b>	<b>ROADC - Roads to Recovery Grant</b>		Non-Operating Revenue	1,007,858	346,850		(661,008)	(358,734)	Grant funds reduced offset by removal of R2R jobs
3120113	ROADC - Other Grants - Roads/Streets		Non-Operating Revenue	288,000	308,000	20,000		(338,734)	DRFWA First Claim & Second Claim - Emergency 100% Funding
2120212	ROADM - Road Maintenance - Sealed Outside BUA		Operating Expenses	(355,000)	(318,499)		36,501	(302,233)	
<b>2120252</b>	<b>ROADM - Consultants</b>							(302,233)	
	Black Spot Road Safety Audit		Operating Expenses	(5,000)	(5,000)		0	(302,233)	Road Safety Audit
	Flood Damage Project Management - GHD		Operating Expenses	(295,000)	(1,293,143)		(998,143)	(1,300,376)	Increase in GDH Project Management Fees
	P50 Contingency 6%		Operating Expenses	0	(320,053)		(320,053)	(1,620,429)	P50 Contingency 6%
	Cost Escalation 1.5%		Operating Expenses	0	(86,636)		(86,636)	(1,707,065)	Cost Escalation 1.5%
3120130	ROADC - Other Grants - Flood Damage		Operating Revenue	1,619,958	1,148,180		(471,778)	(2,178,843)	First 20% of DFRWA Flood Damage Repairs AGN903
3120130	ROADC - Other Grants - Flood Damage		Operating Revenue	0	4,428,724	4,428,724		2,249,882	Takes into account: 20% advance payment; minus \$164k Council contribution & remainder of GHD Dowerin Cost Estimates
<b>4120157</b>	<b>ROADC - Roads Outside BUA - Sealed - Flood Damage</b>							2,249,882	
RFD001	Cunderdin-Minnivale Road - Flood Damage		Operating Expenses	(163,687)	(225,972)		(62,285)	2,187,597	Increase in identified flood damage works after review
RFD003	Koombekine North Road - Flood Damage		Operating Expenses	(230,246)	(281,391)		(51,145)	2,136,452	
RFD019	Uberin Road - Flood Damage		Operating Expenses	(151,148)	(702,162)		(551,014)	1,585,438	
RFD025	Dowerin-Koorda Road - Flood Damage		Operating Expenses	(205,275)	(115,230)	90,045		1,675,483	
RFD182	Dowerin-Kalannie Road - Flood Damage		Operating Expenses	(278,188)	(234,136)	44,052		1,719,535	
<b>4120157</b>	<b>ROADC - Roads Outside BUA - Sealed - Flood Damage</b>							1,719,535	
RFD005	Rabbit Proof Fence Road - Flood Damage		Operating Expenses	(170,465)	(321,393)		(150,928)	1,568,607	
RFD008	Amery - Benjabberring Road - Flood Damage		Operating Expenses	(64,280)	(316,770)		(252,490)	1,316,117	
RFD009	Old Koorda Road - Flood Damage		Operating Expenses	(118,376)	(525,310)		(406,934)	909,183	

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2. PROPOSED BUDGET AMENDMENTS

GL Account Code	Description	Council Resolution	Classification	Original Budget	Amended Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance	Comments
RFD011	Fifty Four Gate West Road - Flood Damage		Operating Expenses	(51,098)	(151,014)		(99,916)	809,267	
RFD016	Pickering Road - Flood Damage		Operating Expenses	(28,507)	(119,595)		(91,088)	718,179	
RFD018	Spark Road - Flood Damage		Operating Expenses	(40,185)	(79,470)		(39,285)	678,894	
RFD032	Windsor Road - Flood Damage		Operating Expenses	(31,494)	(138,127)		(106,633)	572,261	
RFD042	McHugh Road - Flood Damage		Operating Expenses	(140,559)	(265,107)		(124,548)	447,713	
RFD076	Wilkins Road - Flood Damage		Operating Expenses	(40,960)	(125,290)		(84,330)	363,383	
RFD080	Metcalf Road - Flood Damage		Operating Expenses	0	(95,676)		(95,676)	267,707	
RFD129	Thomas Road - Flood Damage		Operating Expenses	(66,237)	(135,204)		(68,967)	198,740	
RFD142	Amery South Road - Flood Damage		Operating Expenses	(3,253)	(45,560)		(42,307)	156,433	
RFD160	Wheat Bin Road - Flood Damage		Operating Expenses	0	(163,665)		(163,665)	(7,233)	
3030214	GEN PUR - Grant Funding		Operating Revenue	383,000	656,469	273,469		266,237	
BC042	Dowerin Town Hall - Building (Capital)		Capital Expenses	(8,000)	(4,000)	4,000		270,237	\$143K OC003; \$70,469 BC001; \$60,000 BC044
BC042A	Town Hall (Lessor) Air Conditioning - Building (Capital)		Capital Expenses	(4,500)	(6,000)		(1,500)	268,737	
BC001A	Admin Building - Roof Replacement - Building (Capital)		Capital Expenses	(60,000)	(93,800)		(33,800)	234,937	
FC096	Jackson Street - Footpath Capital		Capital Expenses	(25,000)	(25,000)		0	234,937	
FC096A	Jackson Street - Tree Scaping - Footpath Renewal		Capital Expenses	(25,000)	(25,000)		0	234,937	
OC002	Waste Facility Perimeter Fencing		Capital Expenses	(12,000)	(4,000)	8,000		242,937	
OC004	Entrance/Streetscape Project - SSA & DCC		Capital Expenses	(55,000)	(62,000)		(7,000)	235,937	
OC007	Main Street Improvements		Capital Expenses	(60,000)	(60,000)	0		235,937	
OC008	Street Lighting LED Upgrade		Capital Expenses	(10,000)	(10,000)		0	235,937	
OC010	Bird Hide Refurbishment & Tin Dog Walk		Capital Expenses	(9,000)	(9,000)		0	235,937	
OC012	Short Stay Accommodation Caravan Bay Extension		Capital Expenses	(50,000)	(50,000)	0		235,937	
OC013	Oval Perimeter Fence Extension		Capital Expenses	(50,000)	(66,000)		(16,000)	219,937	
OC009	Pioneer Pathway Project includes Tin Dog Replica		Capital Expenses	(35,000)	(35,000)		0	219,937	\$15,200 LCRIP
3130210	TOUR - Grants		Non-Operating Revenue	0	28,000	28,000		247,937	Lotterywest, Trust & BBRF via Shire of Goomalling
OC003	Town Oval Reticulation Upgrade (Inc Dam)		Capital Expenses	(290,000)	0	290,000		537,937	
5110381	REC - Transfers from Reserve		Transfer from Reserve	193,333	0		(193,333)	344,604	No transfer to Reserve as grant application was unsuccessful
3110310	REC - Grants		Non-Operating Revenue	96,666	0		(96,666)	247,938	
OC003	Town Oval Reticulation Upgrade (Inc Dam)		Capital Expenses		(285,000)		(285,000)	(37,063)	LCRIP \$143k funded & \$142k reserve
	Recreation Reserve Funds to support LCRIP		Transfer from Reserve		142,000	142,000		104,938	Recreation Reserve
BC001	Administration Office - Building (Capital)		Capital Expenses	0	(45,469)		(45,469)	59,469	LCRIP Fully Funded
BC044	Sports Recreation Centre - Building (Capital)		Capital Expenses	(11,828)	(60,000)		(48,172)	11,297	LCRIP \$60k funded
BC056	Depot - Building (Capital)		Capital Expenses	0	(7,297)		(7,297)	4,000	Depot Roof Leak
PE112	3 Point Linkage Sprayer - Tractor Attachment		Capital Expenses	0	(4,000)		(4,000)	0	New Plant Item
<b>Proposed Budget Cash Funding Position as per Budget Review</b>						<b>6,720,004</b>	<b>(6,720,004)</b>	<b>0</b>	

<b>POLICY NUMBER</b>	- <b>43.10</b>
<b>POLICY SUBJECT</b>	- <b>43.10 Corporate Credit Card Policy</b>
DATE ADOPTED	- 17 November 2015
RESPONSIBLE OFFICER	- Manager Corporate & Community Services
REVIEWED	- 28 March 2017
REVIEWED	- <b>20 April 2021</b>

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### Objective

To regulate the use of Shire of Dowerin Corporate Credit Cards held by employees.

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### Policy

This ~~policy~~ Policy applies to all officers issued with a corporate credit card. It documents the responsibilities attached to the issue and acceptable use of these cards.

### General

Credit Cards assist in achieving efficiencies in the purchasing and payment process when no other standard purchasing option is available. Corporate Credit Cards may:

1. ~~They r~~Reduce the steps required to process and pay for a purchase; ~~and~~
2. ~~Credit Cards are Provide~~ a more flexible payment tool in order to enhance daily purchase required goods in a timely manner than can be purchased using preferred procedures; and
- 2.3. Provide an alternative purchasing option, purchasing processes and reduce administrative costs.

~~These advantages result in prompt payment of suppliers, reduction in paperwork, improved cash management and greater convenience.~~

### Authorised Use and Limits

Shire of Dowerin Corporate Credit Cards are to be used only in ~~pursuit of official~~ Council business when no other standard purchasing options apply.

~~Under this Policy, Corporate Credit Cards a Corporate Credit Card will be provided to the Chief Executive Officer(CEO)and may be issued to designated the following Senior Employees if advised by the CEOfor the Shire of Dowerin":~~

1. ~~Chief Executive Officer;~~
- 2.1. Manager Corporate & Community Services; and
- 3.2. Manager Works & Assets.

The overall limit of the Shire's corporate credit card facility shall not exceed \$20,000. This overall limit can only be increased by Council resolution on the recommendation of the Audit and Risk Committee.

The *Local Government Act 1995* does not allow for the issue of Corporate Credit Cards to Elected Members. There are no provisions within the Act which allow an Elected Member to incur a debt, as would be the case with a credit card.

### Financial Institution

The Shire's Corporate Credit Cards are to be issued by its financial institution once approved by the Chief Executive Officer.

The Financial institution will verify the card user by requiring identification as per banking legislation policy prior to the issue of a card.

### **Purchasing & Use of Corporate Credit Cards**

Corporate Credit Cards are only to be used for the purchasing of goods and services on behalf of the Shire ~~which is as~~ authorised in the current budget. Cardholders must follow the Shire of Dowerin Purchasing Policy along with any other Council Policies that may apply. Under this Policy, Personal expenditure is prohibited and. ~~Corporate Credit Cards~~ are not to be used for cash withdrawals.

Where the purchase has been made via facsimile, telephone, or over the internet an invoice or receipt is required in all circumstances and must contain full details of the purchase.

A detailed invoice and/or receipt must be completed and signed by the Credit Card Holder at all times, prior to/or at the time of any Corporate Credit Card purchases.

Standard For Fringe Benefits Tax ~~purposes, any expenditure for entertainment must include the reason for the function, the number of people who were in attendance and the full names of any Shire staff.~~ record keeping and requirements are to be maintained.

### **Payments**

The Financial Institution of the credit card will supply the Shire with a statement of account each month. The statement will be provided by the Finance Officer to the respective cardholder for certification and the supply of receipts and tax invoices in support of the transactions. All paperwork must be returned to the Finance Officer within seven (7) days of receiving the statement.

Once the cardholder has returned the statement, it must be signed by an authorised Senior Employee. Although administrative, ~~t~~The Shire President ~~will be required to~~ must authorise and sign off on the Chief Executive Officer's Corporate Credit Card statement each month.

If the credit card is being used by another staff member apart from the cardholder, a Credit Card Authorisation Form must be completed and approved prior to the purchase of goods and/or services.

All invoices/receipts must include the suppliers ABN, total amount, ~~and whether~~ GST applicable applies, and a brief description of goods and services purchased.

### **Stolen or Lost Credit Card**

In the event that the cardholder loses or misplaces their credit card they will need to report this to the issuing financial institution and the Chief Executive Officer or the Manager of Corporate & Community Services immediately.

### **Lost Invoices / Receipt**

In the event the cardholder is unable to produce a valid tax invoice/receipt, a Statutory Declaration must be submitted by the cardholder confirming the nature of the item purchased, the item was work related expenditure and the reason a tax invoice or receipt was not provided and must be signed off by the Chief Executive Officer. In the case of the CEO not being able to produce or provide an invoice/receipt, the CEO will need to complete a Statutory Declaration and have one of the Senior Managers witness and sign the Declaration

### **Register of Corporate Credit Card Holders**

The Manager of Corporate & Community Services will maintain a register of credit cardholders.

### **Misuse of Corporate Credit Cards**

Cards which show unreasonable, excessive or unauthorised expenditure will be reported to the Chief Executive Officer, will be subject to audit and may result in the withdrawal of the card from the ~~officer~~ Officer. Any personal expenditure charged by the cardholder will be treated as a serious breach of policy and disciplinary action taken.

### **Reward/Bonus Points**

Where the corporate credit cards carry rewards or bonus points, under no circumstances are rewards or bonus points to be redeemed for an ~~officer's~~ Officer's private benefit. These rewards or points will be accumulated in the name of the Shire of Dowerin. The Chief Executive Officer will decide how these points are to be utilised.

## Return of Cards

In the event that a cardholder ceases employment, takes an extended period of leave, or ~~they~~ moves to a position which does not require the use of a Corporate Credit Card, the cardholder must notify the Chief Executive Officer two weeks before the date to arrange cancellation of use and to ensure all receipts and ~~their~~ ~~the~~ account has been settled.

All surrendered Corporate Credit Cards must be returned to the Manager of Corporate and Community Services or the Chief Executive Officer who will make arrangements for the destruction of the card and advise the financial institution to cancel the credit card.

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## Roles and Responsibilities

### Chief Executive Officer

Council approves the following conditions for the Chief Executive Officer;

1. That a Corporate Credit Card be issued;
2. The Shire President ~~must~~ ~~sign off on~~ ~~approve~~ the monthly statements for the Chief Executive Officer; and
3. All other terms and conditions set out in this ~~policy~~ Policy and other relevant ~~policies~~ Policies must apply.

### Manager Corporate and Community Services

The Manager Corporate and Community Services must:

1. Arrange for the issues and cancellations of Corporate Credit Cards when requested by the Chief Executive Officer;
2. Maintain a register of all cardholders;
3. Provide cardholders with a copy of this ~~the~~ Policy,
- 3.4. ~~and where required any changes to the~~ Review this Policy every two years or upon legislative change to ensure that cardholders are fully aware of ~~and~~ their responsibilities and obligations as cardholders; and
- 4.5. Arrange for all cardholders to sign the Corporate Credit Cardholder Agreement on receipt of the issue of the new card, ensure the signed agreement is placed in the Council's Information Management System and recorded in the Corporate Credit Card Register.

### Cardholders Responsibilities and Obligations

Cardholders must:

1. All holders of Corporate Credit Cards must refer to the following guidelines ~~which is~~ provided by the financial institution at the time of the card issue;
2. Keep their card in a safe place and under no circumstances permit another person to use their card to make a purchase or use the card for cash advances unless prior approval is given and a Corporate Credit Card Purchasing Form is signed off ~~on~~ by the Corporate Card Holder and requesting Officer;
3. Only make purchases over the internet on secure sites receiving the approval by the Chief Executive Officer or ~~when the~~ relevant Manager has provided written approval;
4. Report immediately any lost or stolen credit cards to the financial institution issuing the card, the Chief Executive Officer or the Manager Corporate and Community Services;
5. Adhere to this ~~Policy~~ and all procedures ~~in relation to~~ of the Shire of Dowerin Corporate Credit Policy and Council's Purchasing Policy as applicable; and
6. Ensure all receipts and tax invoices are kept and submitted to ~~the~~ Finance Officer within ~~7~~ 7 (seven) 7 days of receipt.

### Related Documentation

Corporate Card User Agreement

National Australia Bank Commercial Card ~~application~~ Application Form

Corporate Credit Card Authorisation Form

### Related Legislation/Local Law/Policy/Procedure

The use of Corporate Credit Cards is not specifically mentioned in the *Local Government Act 1995*. However, the impacts of the use and control of corporate credit cards are related to the following sections of the *Local Government Act 1995*:

1. Section 6.5(a) requires the Chief Executive Officer to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and



2. *Local Government (Financial Management) Regulations 1996* – Regulation 11(1)(a) requires local governments to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained.

**Related Delegation**

Nil

**SHIRE OF DOWERIN**
 13 Cottrell Street, Dowerin WA 6461  
 Tel: 9631 1202 Fax: 9631 1193
**APPLICATION FOR DEVELOPMENT APPROVAL**

Owner Details		
Name: Todd Quartermaine	ABN (if applicable): 24893190189	
Address: 84 Ucarty Rock Road, Ucarty WA		Postcode: 6462
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence: Todd Quartermaine		
Signature:		Date:
Signature:		Date:
<i>The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2)</i>		

Applicant Details (if different from owner)		
Name: As above		
Address:		Postcode:
Phone: (work): (home): (mobile):	Fax:	E-mail:
Contact person for correspondence:		
The information and plans provided with this application may be made available by the local government for viewing in connection with the application. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Signature:		Date:

Property Details		
Lot No: 4666	House/Street No: Nil	Location No:
Diagram or Plan No: 113035	Certificate of Title Vol. No: 49	Folio: 345A
Title encumbrances (e.g. easements, restrictive covenants): Nil		
Street name: Ucarty Road		Suburb: Ucarty
Nearest street intersection: Ucarty Rock Road		

**Proposed Development**

Nature of development: (Please attach if insufficient space)  
Existing cattle feedlot with planning approval for 1500 head. Expansion to include the construction of a shed to cover 8 additional pens. Total capacity post-construction to be 4000 head.

Is an exemption from development claimed for part of the development?  Yes  No  
If yes, is the exemption for the following:  
N/A

Description of proposed works and/or land use: (Please attach if insufficient space)  
Construction of a shed (240 x 30M) - roof only, no walls.  
Construction of 8 new feedlot pens, each to have a compacted clay/gravel base.  
Installation of 2 new tanks to hold freshwater collected from roof.  
Please see supporting Development Application document.

Description of exemption claimed (if relevant): (Please attach if insufficient space)  
N/A

Nature of any existing buildings and/or land use: (Please attach if insufficient space)  
There are existing sheds in close proximity to the feedlot.  
Current land use is agriculture.

Approximate cost of proposed development: \$640,000

Estimated time of completion: Early April 2021

**OFFICE USE ONLY**

Acceptance Officer's initials: \_\_\_\_\_ Date received: \_\_\_\_\_

Local government reference no: \_\_\_\_\_

# **DEVELOPMENT APPLICATION – UCARTY FEEDLOT, UCARTY**

## **1. INTRODUCTION**

The Quartermaine family currently operate a traditional 1500 head cattle feedlot across 14 pens at Ucarty Road, Ucarty. The property is 3600 hectares in size (with an additional 3800 hectare property owned and operated by the Quartermaine family). The property is in the Shire of Dowerin and the feedlot site is located approximately 15 km ESE from Goomalling, 20 km SSW of Dowerin and 35km WSW of Wyalkatchem. The existing feedlot received planning approval for 1500 head on the 29 January 2015 from the Shire of Dowerin (ADM 0337 DJA 01/15).

This is an application for a Development Application to construct covered feedlot pens at the existing Ucarty Feedlot site, with the covered pen area to have a capacity of 2000 head. Construction will include the formation of a compacted hardstand, feedlot infrastructure (fences, water troughs, feed bunks etc), freshwater capture infrastructure (pipes, tanks) and the shed. Once constructed, this will take the capacity of the feedlot to 4000 head.

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

## 2. THE ENVIRONMENT

A description of the existing environment of Ucarty Road, Ucarty, is provided below.

### A. Location

The feedlot is located at Ucarty Road, Ucarty. The property is in the Shire of Dowerin and the feedlot site is located approximately 15 km ESE from Goomalling, 20 km SSW of Dowerin and 35km WSW of Wyalkatchem. The land is located in the Shire of Dowerin and is zoned Rural under the Shire of Dowerin Local Planning Scheme No 2. The surrounding land use is agriculture.

### B. Climate

The climatic conditions for the Ucarty region are shown in Table 1 and Figure 1. The information presented in Table 1 has been calculated from 50 years of daily SILO data for a location approximately 3km from the feedlot. The date range for the data is January 1970 to December 2019. Mean rainfall versus Mean evaporation is shown in Figure 1. The prevailing winds for that region is easterly/north-easterly at 9am (for Goomalling and Wyalkatchem) and a westerly at 3pm (for Wyalkatchem) (Source: Bureau of Meteorology).

Table 1: Key climate data for Ucarty.

Descriptor	Value	Source
Average annual rainfall	349 mm	SILO
Mean winter rainfall	251 mm	SILO
1 in 20 year winter* rainfall	355 mm	SILO
Average winter* evaporation**	583 mm	SILO
Annual evaporation**	2102 mm/year	SILO

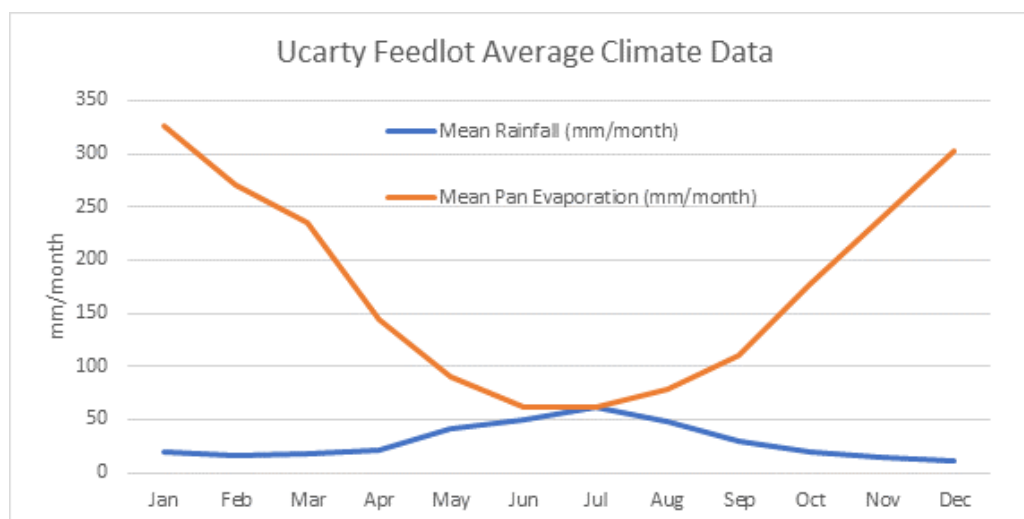


Figure 1: Mean rainfall versus mean pan evaporation for Ucarty.

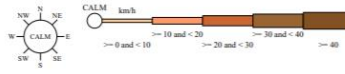
**Rose of Wind direction versus Wind speed in km/h (14 Jun 1967 to 11 Aug 2020)**

Custom times selected, refer to attached note for details

**GOOMALLING**

Site No: 010059 • Opened Jan 1887 • Still Open • Latitude: -31.2994° • Longitude: 116.8269° • Elevation 239m

An asterisk (\*) indicates that calm is less than 0.5%.  
Other important info about this analysis is available in the accompanying notes.



9 am  
9433 Total Observations

Calm 21%

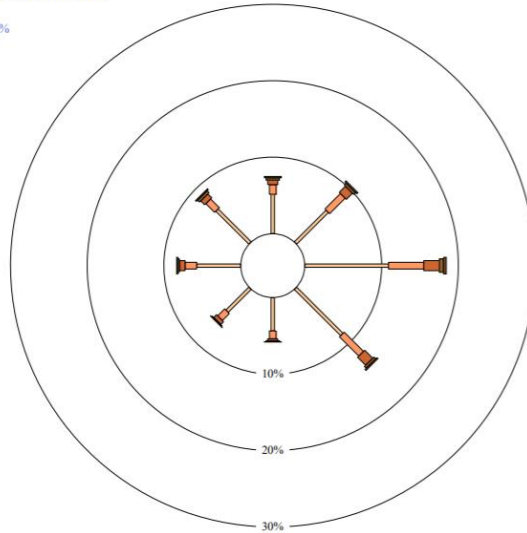


Figure 2: Prevailing winds for Goomalling (15km WNW of the feedlot site) at 9am.

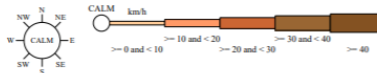
**Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 30 Nov 1975)**

Custom times selected, refer to attached note for details

**WYALKATCHEM**

Site No: 010140 • Opened Jan 1909 • Still Open • Latitude: -31.1806° • Longitude: 117.3797° • Elevation 320m

An asterisk (\*) indicates that calm is less than 0.5%.  
Other important info about this analysis is available in the accompanying notes.



9 am  
3877 Total Observations

Calm 2%

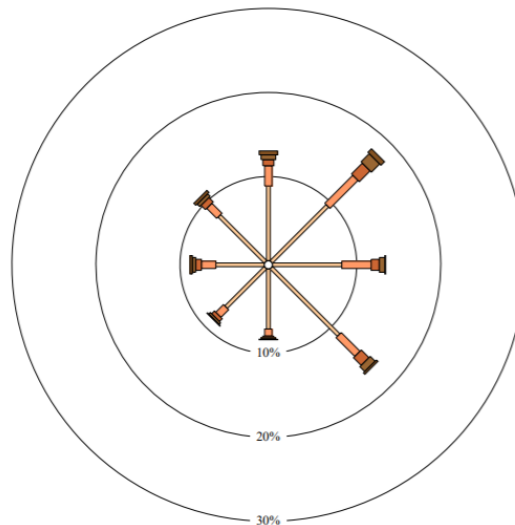


Figure 3: Prevailing winds for Wyalkatchem (35km ENE of the feedlot site) at 9am.

### Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 30 Nov 1975)

Custom times selected, refer to attached note for details

#### WYALKATCHEM

Site No: 010140 • Opened Jan 1909 • Still Open • Latitude: -31.1806° • Longitude: 117.3797° • Elevation 320m

An asterisk (\*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.

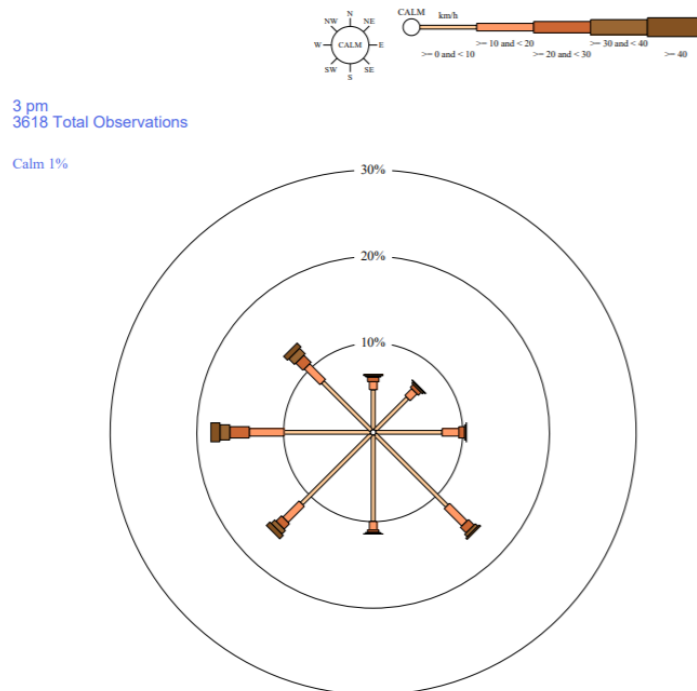


Figure 4: Prevailing winds for Wyalkatchem (35km ENE of the feedlot site) at 3pm.

### C. Geology and soils

The soil subsystem at the site is predominantly 256PsCU, which is characterised by yellow Aeolian sand with patches of white sand and some areas of sand over gravel. The landscape is dominated by gentle slopes with some areas of well drained flats and footslopes.

### D. Surface water

The premises is not located in a flood prone area and is above the 1 in 100 year average recurrence interval flood height. The premises is also not located in a Public Drinking Water Source Area, but is in a proclaimed surface water area (SwanAvon\_Mortlock catchment).

The closest surface water body is a salt lake that is located 300m SE of the feedlot. This salt lake only contains water during winter months.

### E. Groundwater

The property is not in a proclaimed groundwater area. The Quartermaine's access three bores that are located within close proximity of the feedlot (see Figure 5). All 3 bores show a groundwater level of 20m (Table 2).

Table 2: Bore data for Ucarty Feedlot.

Bore	Distance and Direction from feedlot	Depth	Capacity
Bore 1	400m SW	20m	30,000 L/10 hours
Bore 2	1600m SW	20m	60,000 L/10 hours
Bore 3	500m E	20m	50,000 L/10 hours



Figure 5: Google Earth image showing location of the 3 bores in close proximity to the feedlot.

Information obtained from the Water Information Reporting tool is outdated and all bores are located >4.5 km from the feedlot (Figure 6). Nonetheless the data is presented below. Groundwater depths in the middle of winter ranged from 1.4 to 2.3 m among four of the closest (< 5.4 km) bores to the location. Table 3 shows the last known groundwater levels and the most recent groundwater salinity data.



Table 3: Groundwater water data from the Water Information Reporting tool for Ucarty.

Site Ref	Collect Date	Lat	Long	Distance to Bore (km)	Bearing to Bore	Depth Drilled (mbGL)	Static water level (m)	TD Solids (mg/L)
61510989	30/06/1974	-31.3246	116.9777	4.5	N	2	1.8	5600
61510982	30/06/1930	-31.3526	116.926	5	W	7	2.3	5400
61510978	1/01/1900	-31.35	116.9252	5.2	W	5.3	2.2	300
61510976	1/01/1900	-31.3374	116.9304	5.4	NW	1.9	1.4	5000
61510988	1/01/1900	-31.3169	116.9985	5.7	NE	2	0	375
61510983	30/06/1978	-31.3505	116.9181	5.8	W	16.6	8	360
61510984	30/06/1977	-31.3494	116.9174	5.9	W	15	8.2	390
61510981	30/06/1920	-31.3531	116.9157	6	W	4.4	1.7	690
61510985	30/06/1974	-31.348	116.9154	6.2	W	13.72	13.41	310
61510987	30/06/1979	-31.3473	116.9145	6.3	W	27.43	18.29	4000
61510986	30/06/1920	-31.3523	116.9087	6.6	W	2.6	0	3600

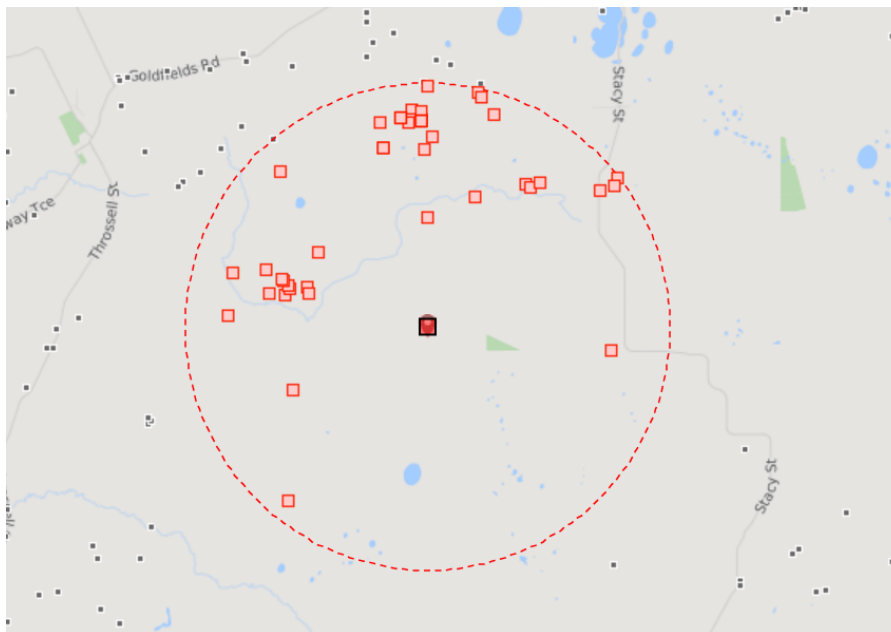


Figure 6 – Water Information Reporting screenshot showing locations of bores to feedlot. Circle radius of 10 km.

### 3. DESCRIPTION OF THE PROPOSED FEEDLOT DESIGN AND OPERATIONS

#### A. Washdown of equipment and vehicles

There will be no washdown of equipment or machinery at the feedlot facility.

#### B. Storage of fuels and chemicals

There are no fuels or chemicals stored at the feedlot facility.

#### C. Pens and shed design

The following describes the design of the new 8 pens that are to be constructed:

- Pens to each measure 30m x 30m (area of 900m<sup>2</sup>/pen).
- Shed to measure 240m x 30m and contain 8 pens (total pen area of 7200m<sup>2</sup>).
- Average weight of cattle in pens will be 420 kg.
- Each pen to have a maximum capacity of 250 head (193 SCU). Total capacity to be 2000 head (1540 SCU). Refer to Table X.
- Stocking rate of 3.6 m<sup>2</sup>/head (4.7 m<sup>2</sup>/SCU). The National Feedlot Accreditation Scheme Standards (September 2018) states that a minimum stocking density of 2.5 m<sup>2</sup>/SCU is provided for shedded cattle, so therefore the stocking rate of this facility is more than acceptable.
- Cattle will be on feed for approximately 90 days, allowing for approximately 4 rotations per year.
- Pen floor to have a slope of 1% E-W and 0.5% N-S (shed to have a N-S orientation).
- The pen floor is to be constructed of 300m of clay (with some gravel), using a vibrating roller and a water truck for water binding.
- The existing feedlot infrastructure includes a set of cattle yards, therefore there will not be the need for the construction of additional cattle yards.
- The shed design is shown in the Appendices.

Table 4: Head to SCU comparison for the 8 new pens to be constructed at Ucarty Feedlot.

	Head	SCU
Stocking density	3.6 m <sup>2</sup>	4.7 m <sup>2</sup>
Number per pen	250 head	193 SCU
Total number	2000 head	1540 SCU

## **D. Liquid waste management**

Liquid waste in a feedlot is created primarily through the action of rain falling onto the pens. When rain is removed from the system, the generation of liquid waste becomes negligible. The construction of the shed over these 8 pens will therefore negate the need for drains and ponds to capture and contain wastewater. This system operates almost identically to a deep litter piggery, whereby there is negligible liquid waste and solid waste is absorbed by straw that is added to the pens for bedding.

## **E. Solid waste management**

### **MANURE**

Manure is a natural by-product from a cattle feedlot and is a valuable commodity in the farming system. In this case, the by-product will be a straw/manure combination as straw is added to the pens as bedding for the cattle. Three bales of straw will be added to each pen before the cattle enter the feedlot, with an additional 2 bales of straw added to each pen each week (for approximately 12 weeks). Pens are then cleaned after 6-8 weeks and then again at the completion of the 12 weeks, with the straw/manure product being immediately applied to paddocks at the point of removal (no stockpiling).

### **MORTALITIES**

Dead animals are immediately removed from the pen using a front end loader. The dead animal is taken to a designated area for composting. This designated area is an existing clay lined pit within close proximity of the feedlot. The animal is placed on at least 1m of compost and then covered with 2-3 m of compost product. The compost piles are never turned so the bodies can break down undisturbed. Once the animals are decomposed, the compost product is applied to paddocks. The mortality rate of the feedlot is expected to be 0.5%, therefore approximately 80 animals for the 4000 head feedlot working on 4 rotations per year.

Manure and compost are not applied within 25m of any watercourses, drainage lines and the property boundary.

### **NUTRIENT BALANCE**

The following nutrient balance shows how nutrients generated by a beef cattle feedlot are removed with cropping. Cattle manure, carcass compost and pen bedding material generated by the 4000 head feedlot can be spread over 5,500 ha of land. A cropping regime consisting of Grain Wheat, Grain Oats, Canola, Winter Cereal hay and Lupins is available to remove nutrients from the cropping area, however only 2,500 ha of Grain Wheat is required to remove nutrients generated by the feedlot.

Some decomposition of the straw bedding material in the pens will take place but has not been accounted for. Therefore, effective Nitrogen loading onto the cropping area will be slightly less than shown in this balance.

## **Nutrients IN**

### **Manure**

The SCU capacity for the feedlot can be calculated by finding the SCU scaling factor (MLA, 2012) for an average liveweight of 420kg and multiplying by the total head of cattle.

$$SCU = 0.77 [SCU \text{ scaling factor}] \times 4000 \left[ \frac{\text{head}}{\text{year}} \right] = 3,080 \left[ \frac{SCU}{\text{year}} \right]$$

Manure solids generated from a 3,080 SCU feedlot were calculated using a total solids generation rate of 410 kg TS/SCU/year (R. Tucker, 2015).

$$\text{Manure Dry solids} = 3,080 [SCU] \times 410 \left[ \frac{\text{kg TS}}{SCU \times \text{year}} \right] = 1,262,800 \left[ \frac{\text{kg TS}}{\text{year}} \right]$$

### Bedding Material

Straw will be used for bedding in the pens, with 3 pales put down initially, followed by 2 bales each following week. A total of 8 pens will receive 26 bales of straw on each pen rotation, totalling 4 rotations each year. Each bale of straw weighs 400 kg and has a dry-matter content of 90%. Total dry matter of straw per year can be calculated as follows:

$$\begin{aligned} \text{Straw Solids} &= 26 \left[ \frac{\text{bales}}{\text{pen}} \right] \times 8 [\text{pens}] \times 4 \left[ \frac{\text{rotations}}{\text{year}} \right] \times 400 \left[ \frac{\text{kg}}{\text{bale}} \right] \times 0.9 \left[ \frac{\text{kg solids}}{\text{kg straw}} \right] \\ &= 299,520 \left[ \frac{\text{kg TS}}{\text{year}} \right] \end{aligned}$$

Straw dry-matter nutrient content is expected to be 0.6% Nitrogen, 0.05% Phosphorous and 1.4% Potassium

(APL, 2018).

### Carcass Compost

A 0.5 % mortality rate is assumed for the 4000 head feedlot, with carcasses composted and spread over the cropping area.

Total carcass compost produced was calculated using a 72% cattle carcass moisture content (D. A. Gredell, 2018), a 20 carcass/year production and 420 kg average live weight. An assumed 35% solids loss through the composting process was used (MLA, 2015).

$$\begin{aligned} \text{Carcass Compost Produced} &= 20 \left[ \frac{\text{head}}{\text{year}} \right] \times 420 \left[ \frac{\text{kg liveweight}}{\text{head}} \right] \times 28 \% \left[ \frac{\text{kg dry solids}}{\text{kg liveweight}} \right] \times 65 \% \\ &= 1,492 \left[ \frac{\text{kg dry solids}}{\text{year}} \right] \end{aligned}$$

### Sum of all nutrient sources

Table 5 uses the total solids generated and their nutrient composition (MLA, 2015) to sum the total Nitrogen, Phosphorous and Potassium generated by both nutrient sources at the feedlot.

$$\text{Nutrients IN} \left[ \frac{\text{kg}}{\text{year}} \right] = \text{Dry solids generated} \left[ \frac{\text{kg}}{\text{year}} \right] \times \text{Nutrient Composition} [\% \text{ dry weight}]$$

Table 5 - Total waste and nutrient output for land spreading.

Nutrient Source	Manure	Bedding Material	Carcass compost	
Dry solids generated (kg/year)	1,262,800	299,520	1,492	
<b>Nutrient composition</b>				
N (% db)	2.50%	0.60%	2.10%	

P (% db)	1.00%	0.05%	0.80%	
K (% db)	1.90%	1.40%	1.50%	
<b>Nutrients IN</b>				<b>Total</b>
N (kg/year)	31,570	1797	31	<b>33,398</b>
P (kg/year)	12,628	150	12	<b>12,790</b>
K (kg/year)	23,993	4193	22	<b>28,209</b>

### Worked Example - Phosphorous:

Manure dry solids production is 1,262,800 [kg TS/year] with a Phosphorous content of 1.0%.

Bedding material dry solids production is 299,520 [kg TS/year] with a Phosphorous content of 0.05%.

Carcass compost dry solids production is 1,492 [kg TS/year] with a Phosphorous content of 0.8%.

$$\text{Nutrient IN (P)} = \left(1,262,800 \times \frac{1.0}{100}\right) + \left(299,520 \times \frac{0.05}{100}\right) + \left(1,492 \times \frac{0.8}{100}\right) = 12,790 \frac{\text{kg (P)}}{\text{year}}$$

## Nutrients OUT

A cropping regime consisting of 5 different crops and cropping areas will be used to remove the nutrients. The expected nutrient offtake of a crop can be calculated by knowing the dry matter composition of a crop (APL, 2018) and the expected yield. Summary of crop types, expected yields and their nutrient offtake is shown in Table 6 below.

$$\begin{aligned} \text{Crop requirement (CR)} & \left[ \frac{\text{kg}}{\text{ha. year}} \right] \\ & = \text{Dry Matter Nutrient Content} \left[ \frac{\text{kg}}{\text{t}} \right] \times \text{Crop Yield} \left[ \frac{\text{t}}{\text{ha. year}} \right] \end{aligned}$$

Table 6 – Nutrient removal table for cropping regime.

Crop Type	Grain Wheat	Canola	Grain oats	Winter cereal hay	Lupins
Crop Yield (t/ha)	2.5	1	2	4	1.7
Crop Area (ha)	3000	600	300	600	1000
Area Percentage	55%	11%	5%	11%	18%
CR-N (kg/ha/Year)	47.5	33	30	80	76.5
CR-P (kg/ha/Year)	10	0.3	6	12	5.1
CR-K (kg/ha/Year)	12.5	12	8	64	13.6

### Worked Example - Phosphorous:

Expected yield for Grain Wheat is 2.5 t/ha, with a dry matter Phosphorous content of 4 kg/ton.

$$\text{Crop Requirement (P)} = 2.5 \times 4 = 10 \frac{\text{kg (P)}}{\text{ha. year}}$$

## Nutrient Balance

Of the 5,500 ha of land available for spreading, only 2,500 ha of Grain Wheat is required. Total nutrient loading onto the 2,500 ha of available land is calculated as follows, with totals shown in Table 3:

Using the total Nutrients IN from Table 5, the Nutrient Loading can be calculated across the cropping area:

$$\text{Nutrient Loading} \left[ \frac{\text{kg}}{\text{ha year}} \right] = \text{Nutrient IN} \left[ \frac{\text{kg}}{\text{year}} \right] \div 2,500 [\text{ha}]$$

Comparative difference between nutrient loading and crop requirement can be shown by this equation, and it shows the effective safety factor for each nutrient:

$$\text{Difference [\%]} = \frac{\text{Crop Requirement} - \text{Nutrient Loading}}{\text{Crop Requirement}} \times 100$$

The percent difference is how much nutrient cropping is removing from the soil, compared to how much is being put on. With 100% meaning that no nutrient is applied to meet the crop requirement, and 0% meaning that all of the applied nutrient is being taken up by the crop.

Table 7 – Nutrient balance indicating that all nutrients spread onto the land will be removed by the cropping regime.

	Nutrient Loading [kg/ha/year]	Crop Requirement [kg/ha/year]	Difference (%)
Nitrogen	13.4	47.5	72%
Phosphorous	5.1	10.0	49%
Potassium	11.3	12.5	10%

Therefore, spreading of feedlot waste gives a 72%, 49% and 10% safety net for Nitrogen, Phosphorous and Potassium. Considering that Potassium is the nutrient most in-excess, the proposed cropping regime can remove an extra 10% Potassium than the feedlot can produce at maximum capacity.

Due to the low levels of nitrogen input to the land in comparison to crop requirement, volatilisation during spreading was not considered.

### Combined Worked Example - Phosphorous:

*Manure dry solids production is 1,262,800 [kg TS/year] with a Phosphorous content of 1.0%.*

*Bedding material dry solids production is 299,520 [kg TS/year] with a Phosphorous content of 0.05%.*

*Carcass compost dry solids production is 1,492 [kg TS/year] with a Phosphorous content of 0.8%.*

$$\text{Nutrient IN (P)} = \left(1,262,800 \times \frac{1.0}{100}\right) + \left(299,520 \times \frac{0.05}{100}\right) + \left(1,492 \times \frac{0.8}{100}\right) = 12,790 \frac{\text{kg (P)}}{\text{year}}$$

Using the above Nutrient IN total, the nutrient loading for phosphorous across 2,500 ha is:

$$\text{Nutrient Loading (P)} = \frac{12,790}{2,500} = 5.1 \frac{\text{kg (P)}}{\text{ha. year}}$$

Expected yield for Grain Wheat is 2.5 t/ha, with a dry matter Phosphorous content of 4 kg/ton.

$$\text{Crop Requirement (P)} = 2.5 \times 4 = 10 \frac{\text{kg (P)}}{\text{ha. year}}$$

$$\text{Difference [\%]} = \frac{10 - 5.1}{10} \times 100 = 49\%$$

Percent difference between nutrient loading and crop offtake for Phosphorous is 49%, meaning that the nutrients spread onto the land will be completely removed by Grain Wheat, with a 49% safety margin.

### Definitions Used

Term	Description	Unit
Nutrients IN	The sum of total nutrient generated by premise considered in the nutrient balance.	$\frac{\text{kg}}{\text{year}}$
Nutrients OUT	The sum of total nutrient removed during nutrient management.	$\frac{\text{kg}}{\text{year}}$
Nutrient Loading	The intended loading rate of nutrients for the cropping area.	$\frac{\text{kg}}{\text{ha. year}}$
Crop Requirement	Nutrient offtake by cropping, considering crop nutrient content and expected yield.	$\frac{\text{kg}}{\text{ha. year}}$

## 4. SEPARATION DISTANCES

The s-factor calculation (MLA, 2012) can be used to quantify the required separation distance between a feedlot and a sensitive receptor. This calculation has been designed for traditional outdoor feedlots, which means it will present very conservative numbers for this covered feedlot.

### A. SINGLE RURAL DWELLING

$$D = \sqrt{N} \times S$$

where N = feedlot capacity in SCU = 3080 SCU

D = separation distance (m)

S = composite site factor = S1 X S2 X S3 X S4 X S5

S1 = design and management factor = 79 (<750mm rainfall, 3.6 m<sup>2</sup>/SCU)

S2 = receptor factor = 0.3 (single farm or rural dwelling)

S3 = terrain factor = 1.0 (flat terrain)

S4 = vegetation factor = 1.0 (crops only, no effective tree cover)

S5 = wind direction factor = 1.0

$$S = S1 \times S2 \times S3 \times S4 \times S5 = 23.7$$

$$D = \sqrt{3080} \times 23.7$$

$$= 1,315 \text{ m}$$

Therefore the minimum separation distance of the feedlot of 4000 head (3080 SCU) is 1,315m from the nearest single farm or rural dwelling. This is an extremely conservative figure when the covered nature of the feedlot is considered. The actual distance to the nearest single farm or rural dwelling is 3,500 m (refer to Map X in Section 8).

S-factor calculations for the single rural or farm dwellings located more than 3,500 m from the feedlot were deemed to be unwarranted.

### B. MEDIUM TOWN (>500 – 2,000 PEOPLE)

$$D = \sqrt{N} \times S$$

where N = feedlot capacity in SCU = 3080 SCU

D = separation distance (m)

S = composite site factor = S1 X S2 X S3 X S4 X S5

S1 = design and management factor = 79 (<750mm rainfall, 3.6 m<sup>2</sup>/SCU)

S2 = receptor factor = 1.2 (medium town >500-2,000 persons)

S3 = terrain factor = 1.0 (flat terrain)

S4 = vegetation factor = 1.0 (crops only, no effective tree cover)

S5 = wind direction factor = 1.0

$$S = S1 \times S2 \times S3 \times S4 \times S5 = 94.8$$



$$D = \sqrt{3080 \times 94.8}$$

$$= 5,261 \text{ m}$$

Therefore the minimum separation distance of the feedlot of 4000 head (3080 SCU) is 5,261 m from the nearest small town of Goomalling. The actual distance to Goomalling is approximately 15,000 m (refer to Map X in Section 8).

### C. SUMMARY

The use of the s-factor equation in this circumstance is conceptually flawed as the calculation has been designed for use in traditional outdoor feedlots. There has been no allowance for the presence of the roof in the calculations above. In reality, the roof will greatly reduce odour generation from the facility. Nonetheless, the required separation distances that have been calculated using the s-factor equation are extremely conservative but are still able to be achieved at this site. In fact the actual separation distances far exceed the required separation distances for both single farm or rural dwellings and town sites (Table 8).

Table 8: Compliance of the nearest receptors with the s-factor calculation.

	Distance & Direction from the feedlot	Type of receptor	Compliance with s-factor
1.	3.9 km to the SE	Single farm or rural dwelling	Yes
2.	4.7 km to the E	Single farm or rural dwelling	Yes
3.	3.5 km to the NW	Single farm or rural dwelling	Yes
4.	4.7 km to the N	Single farm or rural dwelling	Yes
5.	6.7 km to the N	Single farm or rural dwelling	Yes
6.	Goomalling townsite to the WNW	Medium town (>500-2000 persons)	Yes

## 5. MAINTENANCE AND RECORDING

The maintenance program at the feedlot includes:

- Feedlot pens are scraped clean every 6-8 weeks, with the partially decomposed manure/straw product to be applied to paddocks at the point of removal. This pen cleaning frequency far exceeds that stated in the National Guidelines (a minimum of 13 weeks). No water is used in the cleaning of feedlot pens.
- Mortalities are removed from pens daily (as required) and transported to the designated onsite compost pad.
- A visual check of the pen surface and compost pad will be made weekly. Repairs to this infrastructure will be made as required. Any repairs to the feedlot infrastructure will be detailed in an excel spreadsheet and dated.
- Any odour complaints received by the applicant will be correlated with weather conditions and the operations at the feedlot at the time. A complaints register will be kept at the property that details the nature of the complaint, the response made and any mitigation measures implemented.

Ucarty feedlot has been accredited with the National Feedlot Accreditation Scheme (NFAS) since it has been operational. This Scheme independently audits cattle feedlots to ensure that they adhere to standards and legislation in relation to environment, animal welfare and food safety matters. In terms of environmental aspects, this Scheme audits against the National Code of Practice and National Guidelines. Under this scheme, this feedlot is audited annually with any non-compliance matters addressed immediately.

## 6. PLANNING CONSIDERATIONS

### A. Access

Access to the property is via a combination of Nambling Road, Berring East Road, Sanders Road, Ucarty Rock Road and Ucarty Road.

### B. Traffic loads

The above access roads are already utilised to service the existing 2000 head cattle feedlot at the site. Given that the capacity following the expansion will be 4000 head, this will equate to an approximate doubling of the traffic loads. Refer to Table X for a comparison of current versus expected truck numbers.

Table 9: Cattle, hay and grain loads to Ucarty Feedlot for the 2000 head and 4000 head feedlot.

	Current (2000 head)	Expected (4000 head)
Cattle (C train)	43 loads per year or 0.8 loads per week.	86 loads per year or 1.6 loads per week.
Hay (Pocket Road Train)	25 loads per year, notionally 6 loads per week in October.	50 loads per year, notionally 12 loads per week in October.
Grain (Pocket Road Train)	50 loads per year, notionally 4 loads per week in November, December and April.	100 loads per year, notionally 8 loads per week in November, December and April.

Therefore the expected traffic load once the new covered pens are constructed will be 1.6 loads per week for January to March and May to September; 13.6 loads per week for October; and 9.6 loads per week for November, December and April.

### C. Water supply

Water for the feedlot is currently sourced from 3 bores located within 1.6km of the feedlot. The construction of a shed will allow for freshwater capture from the roof, which will reduce the reliance on groundwater. Two 375,000 litre tanks are to be used to hold freshwater collected from the roof, with a pipe system to then feed this water back into water troughs in the feedlot.

## **7. REFERENCES**

- APL. (2018). *National Environmental Guidelines for Indoor Piggeries (NEGIP)*. Australian Pork Limited.
- D. A. Gredell, T. G. (2018). Palatability and Biochemical Factors of Beef from Mature Cattle Finished on a Concentrate Diet Prior to Harvest. *Meat and Muscle Biology* 2, 111-126.
- MLA. (2012). *National Beef Cattle Feedlot Environmental Code of Practice*. Meat & Livestock Australia.
- R. Tucker, S. M. (2015). *Beef cattle feedlots: waste management and utilisation*. Meat and Livestock Australia.

## **8. APPENDICES**

Appendix 1 – Shed design document attached to email

Appendix 2 – Feedlot layout map attached to email

Appendix 3 – Feedlot location showing distance to neighbours attached to email





24/09/2020

Todd Quartermaine  
Ucarty Holdings  
Ucarty Road  
Ucarty, WA

Ref: 7354 / 3  
240m x 30m x 6m Feed-lot cover

Job No: \_\_\_\_\_

A 98 Byfield St, Northam WA 6401  
P 1800 800 909  
F 1800 800 910  
[www.wheatbeltsteel.com.au](http://www.wheatbeltsteel.com.au)

Dear Todd,

Thank you for giving us the opportunity to offer our recommendations for your project at DOWERIN.  
The details of our recommendations are outlined in the following pages.

**Site Location and Information**                      84 Ucarty Road, DOWERIN, WA, 6461  
  
Region A1, Terrain 2, Importance Level 2

**Shed Configuration and Dimensions**

Configuration	Roof Only
Overall Dimensions (L x W x H)	240m x 30m x 5.9m
Bay Spacing	7.5m
Clearance Height	4.9m
Roof Pitch	<i>(Data missing; Please resubmit details)</i>

**Construction**

Column Construction	Universal Beam (RSJ)
Rafter Construction	Parallel Chord Web Truss
Steelwork Treatment	Hot Dip Galvanised
Paint Colour	Galvanised

**Cladding, Gutters and Downpipes**

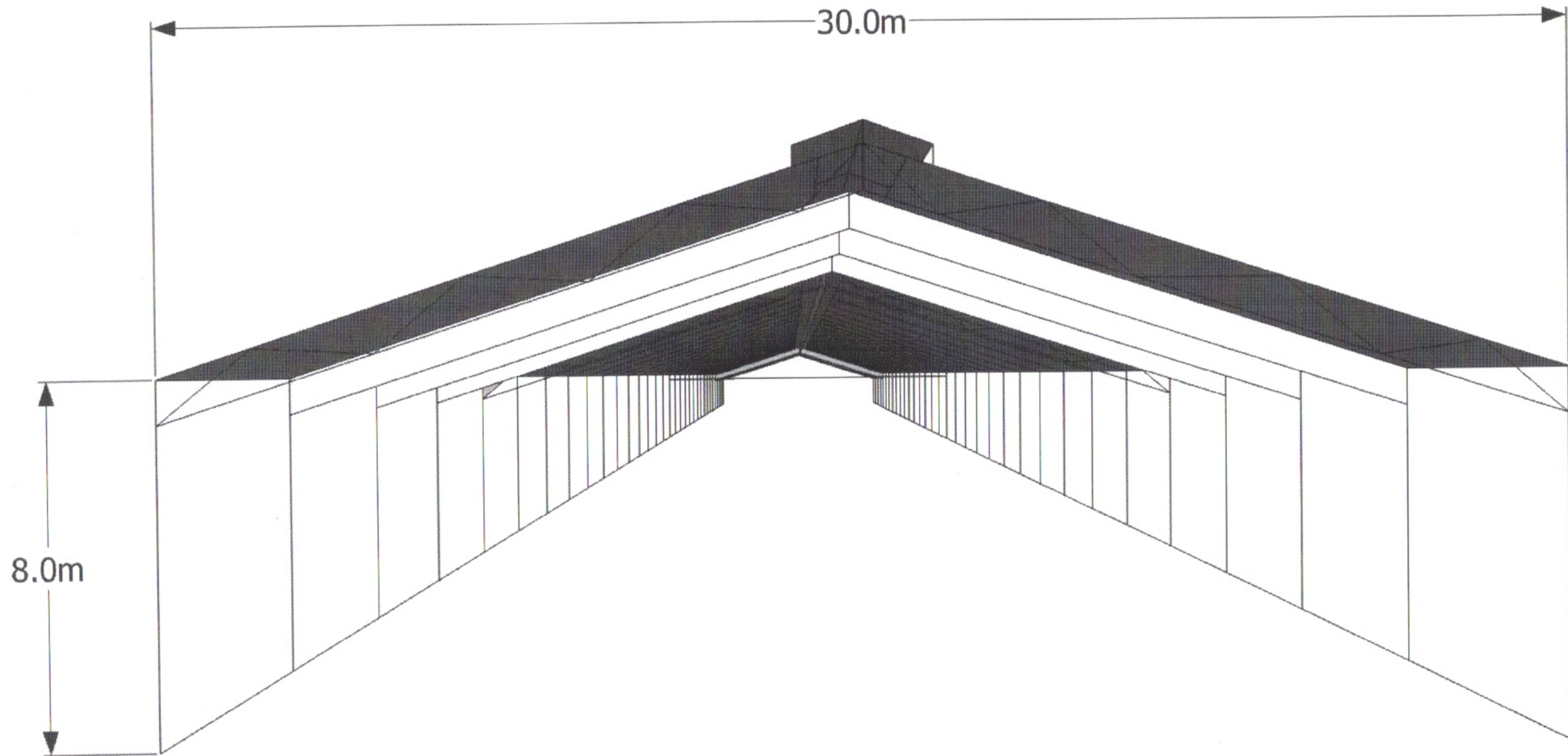
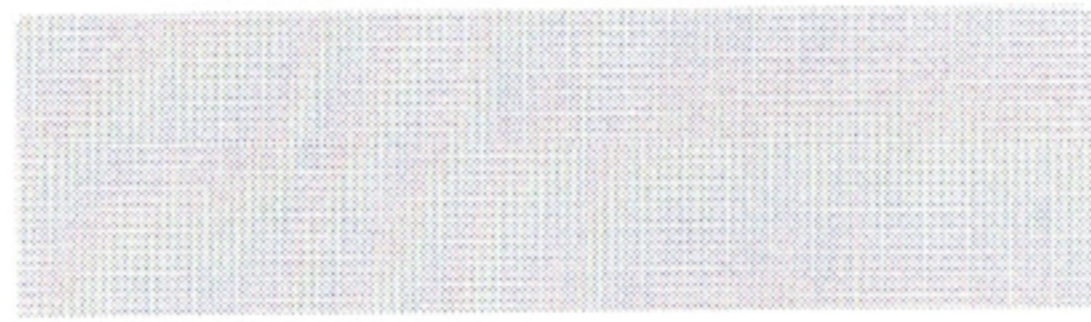
Cladding Profile	Trimdek
Roof Cladding Finish	Zincalume
Wall Cladding Finish	Zincalume
Gutter Finish	Zincalume
Gutter Type	200mm Tapered to Both Ends
Downpipe Finish	PVC Stormwater Pipe



ABN: 45 625 274 688



**WE BUILD  
IN STEEL**



Client: Ucarty Holdings

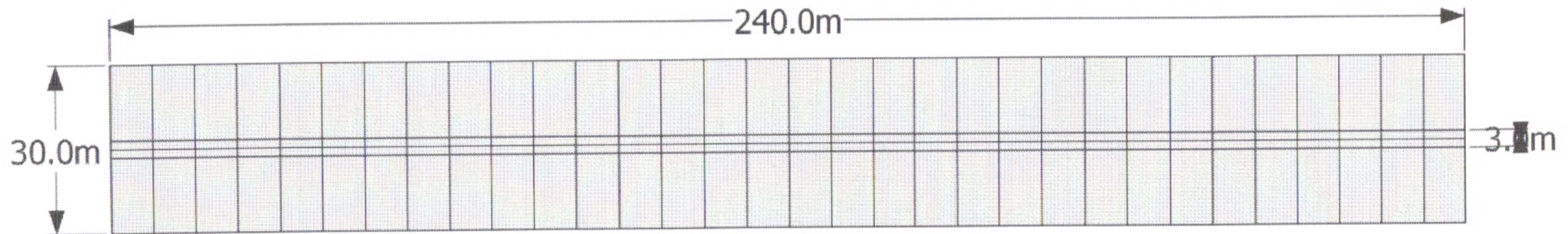
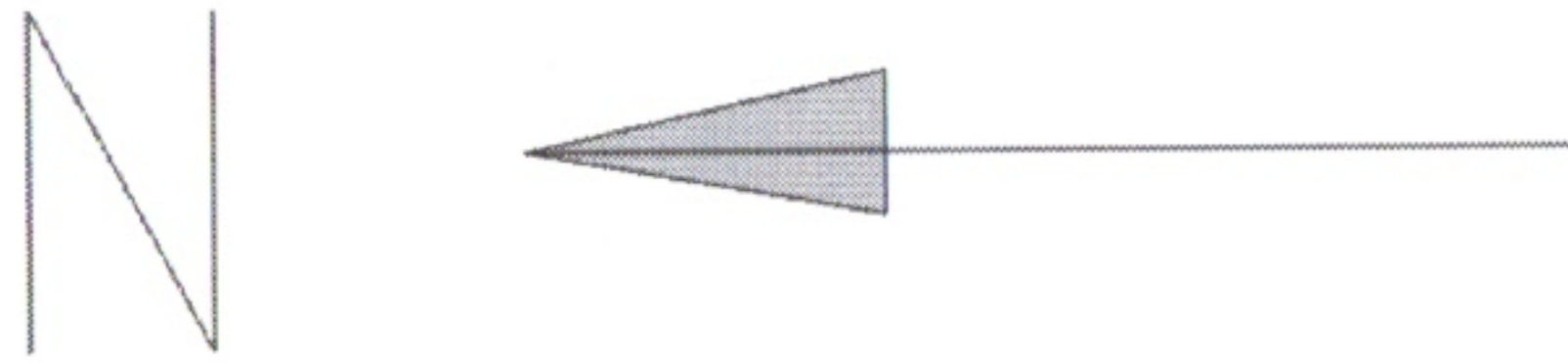
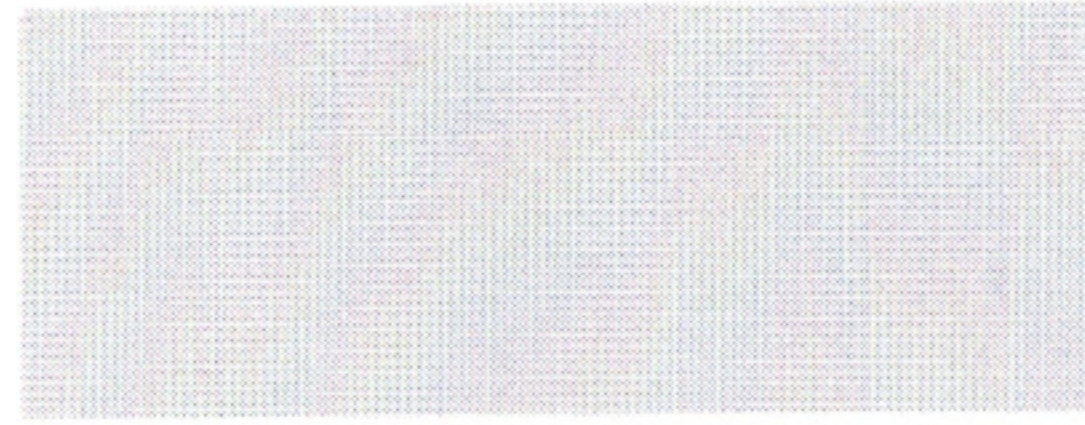
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View: Northern Elevation

Drawn: 24 September 2020



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IN STEEL



Client: Ucarty Holdings

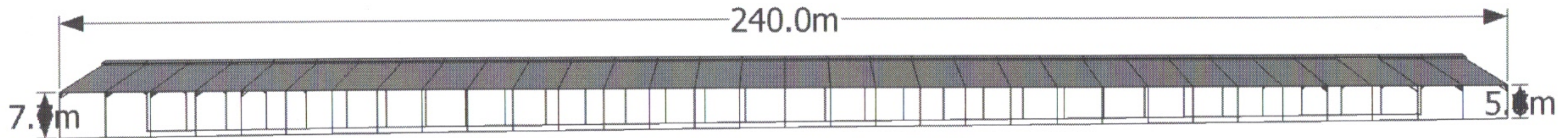
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View: Plan View

Drawn: 24 September 2020



**WE BUILD  
IN STEEL**



Client: Ucarty Holdings

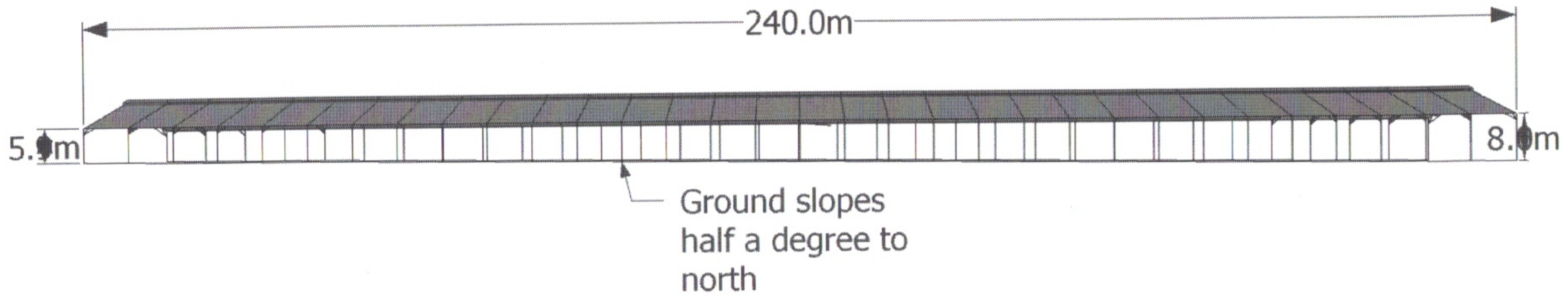
Quote No:7354-2

View: Western Elevation

Drawn: 24 September 2020



WE BUILD  
IN STEEL



Client: Ucarty Holdings

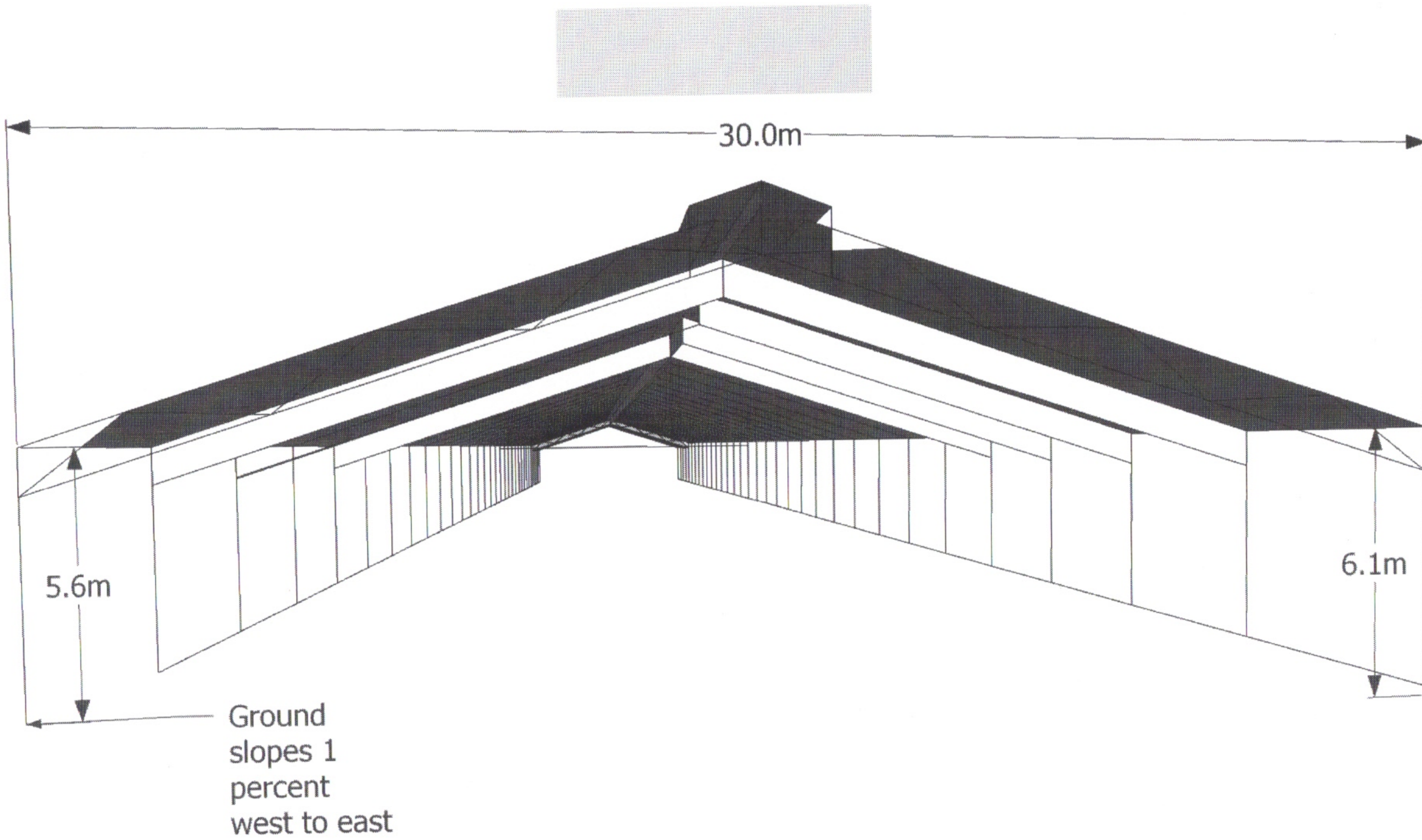
Quote No:7354-3

View: Eastern Elevation

Drawn: 24 September 2020



WE BUILD  
IN STEEL



Client: Ucarty Holdings

Quote No:7354-3

View: Southern Elevation

Drawn: 24 September 2020



Monday 15th March 2021

Dear Rebecca McCall (Dowerin CEO) and Dowerin Shire Councillors,

RE: Application for Ucarty Cattle Feedlot expansion

As one of the land holders within approximately 10km of the site, we wish to raise some comments and questions for the Shire of Dowerin to consider in their approval of the Feedlot expansion.

We are in support of the business, Ucarty Pty Ltd in their expansion of the feedlot, as it will create employment opportunities within the shire. However, we would like the shire to address these comments below that we see important to all concerned parties, land holders, rate payers and the Shire of Dowerin.

**Road Infrastructure and Road Safety:**

- Access to the feedlot from roads within Shire of Dowerin (livestock, grain and hay transport trucks)
- Increased trucks on Nambling South road which is a school bus route
- Upgrade of roads to include the need for all weather access as cattle may need to be transported in or out in wet weather to meet contractual requirements.
- Are the current local access roads gazetted to take the size of trucks that could be used. i.e. Livestock C Trains on Nambling South Road – travelling to or from Great Eastern HWY.
- Road Signage
- Safe Intersections
- Widening of roads so two trucks can pass safely (over hanging trees and branches, appropriate design and location of water run off infrastructure)

**Water Supply Requirements**

As a feedlot requires a secured water supply, the expansion raises the questions below:

- Can the current underground water supplies (hydrogeological assessment) handle the extra requirements needed for the watering of the extra cattle without affecting existing ground water supplies that surrounding neighbours also use?
- Will the increased feedlot operation use existing water corporation scheme infrastructure solely or in conjunction with groundwater? Or not at all?
- Has a study or approval been done by the Water Corporation on behalf of UCARTY PTY LTD that if the scheme is to be used that other 4 landholders on the same water pipe will not have their flow or pressure affected any more than what is supplied currently.
- Is there a Loss of water supply contingency plan?

**Carcass Disposal and Waste Management Plan**

- How close will planned carcass disposal and waste management be to adjoining neighbour boundaries?

**Future Plans**

- Will this feedlot be capped at 4000 head or is this a first stage of bigger expansion plan?

Yours sincerely

[Redacted Signature]

Culbartum Nominees Pty Ltd

[Redacted Address Line]

PO Box [Redacted]

DOWERIN WA 6461

[Redacted Address Line]

[REDACTED]  
[REDACTED]  
PO Box [REDACTED]  
GOOMALLING WA 6460  
[REDACTED]  
[REDACTED]

17 March 2021

Chief Executive Officer  
Rebecca McCall  
Shire of Dowerin  
13 Cottrell Street  
DOWERIN WA 6461

Dear Rebecca

Thank you for your letter regarding the feedlot for Ucarty Holdings Pty Ltd. We have lived alongside this feedlot for as long as it has been there, and although we were not consulted by the Shire of Dowerin when the feedlot was first approved, we appreciate you asking for our comment now, and would like to state that we would **not** have agreed to the feedlot going ahead.

In saying that we have no objections with the feedlot getting bigger as it is already there, however we do have a problem with the stench that comes from it. It is very unpleasant at the moment when the wind is coming from a south east direction, we are unable to sit outside and in the summer the smell comes through our evaporative air conditioning which we then have to turn off and sit in the heat. We feel that this is only going to get worse as the number of head increase, and that more needs to be done to reduce the smell.

We are also concerned about the number of additional trucks that will be on Ucarty Road in the Shire of Goomalling as this is the main route for the cattle entering and exiting the feedlot.

We hope if in the event that this is approved that you will ensure that the smell of the feedlot is minimized, as you can appreciate that no one wants to smell a feedlot constantly.

Yours faithfully

[REDACTED]



24 March 2021

Shire of Dowerin  
13 Cottrell Street  
DOWERIN WA 6461

Attention – Shire President / RRG Delegate / CEO / Works Manager

**RE: WHEATBELT SECONDARY FREIGHT NETWORK – 5-YEAR DELIVERY PLAN  
PRIORITY 1 ROUTES**

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads across 53 routes that connect with State and National highways to provide access for heavy vehicles into the region. It consists of 42 LGs of the Wheatbelt region who have worked collaboratively for over 4 years to identify to secure \$187M of Federal, State and Local Government funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt. In 2019 the WSFN established a Steering Committee is to provide oversight and governance to the program.

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

<b>Route</b>	<b>Priority 1-Budget</b>
1. Lancelin to Meckering	\$ 26,000,000
2. Dumbleyung to Nyabing	\$ 3,900,000
3. Cuballing to Wickepin	\$ 4,800,000
4. Dowerin to Dalwallinu	\$ 25,000,000
5. Merredin to Kondinin	\$ 15,300,000
6. Jurien Bay to Dalwallinu	\$ 25,600,000
7. Corrigin to Katanning	\$ 16,400,000
8. Cunderdin to Quairading (Pilot)	\$ 1,600,000
<b>PRIORITY 1 TOTAL</b>	<b>\$ 118,600,000</b>

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

The specific routes, roads and individual projects approved for funding under the WSN 5-Year Delivery Program are included as **Appendix 1 Dowerin 5 Year Delivery Plan**.

Moving forward the WSN Steering Committee requires a resolution of Council verifying your commitment to the **Dowerin 5 Year Delivery Plan** for incorporation within future capital works budgets. The funding break-down for each project is 80% Federal Government, 13.3% State Government and 6.7% Local Government. Claims are to be submitted to Main Roads WA Wheatbelt Region in a similar manner to RRG claims on a 40:40:20 basis. The final 20% claim will only be approved following WSN Project Manager sign off. Please note as per RRG projects there is no process for variations, however any savings made in any individual year may be carried over as contingency for future years.

The following provides an outline of key communication contacts and processes with WSN representatives:

Executive Officer – Fiona Jasper  
[executiveofficer@wsfn.wa.gov.au](mailto:executiveofficer@wsfn.wa.gov.au)  
08 9880 1204

- Administration
- General WSN Enquiries
- Correspondence
- Progress Certificates, Invoices
- Project Updates
- Main Roads liaison

Project Manager – Peter Hall  
[projectmanager@wsfn.wa.gov.au](mailto:projectmanager@wsfn.wa.gov.au)  
0417 936 755

- Technical Committee issues
- Project delivery
- Technical design queries
- Completion Certificates and Final Claims
- Project Updates

Project Technical Director – Garrick Yandle  
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0408 945 011

- Steering Committee issues

Should you require more detailed information regarding WSN project delivery requirements please contact the Executive Support Officer directly, who can then disseminate the queries appropriately.

Yours sincerely



**Garrick Yandle**  
**WSFN – Project Technical Director**  
**Shire of Kulin - Chief Executive Officer**  
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**Katrina Crute**  
**WSFN – Steering Committee Chairperson**  
**Shire of Brookton – President**  
[sp@brookton.wa.gov.au](mailto:sp@brookton.wa.gov.au)

Dowerin 5 Year Delivery Plan

LG	Road	Start SLK	End SLK	Length KM	Project Phase	Proposed Scope of Works	Route	YEAR 2019-2020	YEAR 2020-2021	YEAR 2021-2022	YEAR 2022-2023	YEAR 2023-2024	YEAR 2024-2025	Total
Dowerin	Dowerin Kalannie Rd	27.28	41.7	14.42	Development	Preliminary Works (Geotechnical Investigation of Pavement and Subgrade Materials and Soil Testing and Report, Gravel Materials Supply Investigation and Soil Testing, Pavement Design, Feature Survey and Geometric Design, Dial - A - Dig / Locate Underground Services, Project Development Costs)	D-DL			\$ 50,314				\$ 50,314
Dowerin	Dowerin Kalannie Rd	0	48.77	48.77	Development	Maintenance Clearing of Vegetation within the Maintenance Zone (including Traffic Management)	D-DL			\$ 212,150				\$ 212,150
Dowerin	Dowerin Kalannie Rd	0	48.77	48.77	Development	Preliminary Work (Clearing Permit to remove original trees impacting the Upgraded Carriageway and Drainage width - includes onsite vegetation marking and pick up, application documentation and submission, application costs, provision of onsite flora and fauna surveys, and offset revegetation costs, etc)	D-DL			\$ 126,802				\$ 126,802
Dowerin	Dowerin Kalannie Rd	0	25.68	25.68	Construction	Repair the Pavement Failures at thirteen (13) locations from SLK 0-0.5, 0.70-0.75, 1.16-1.20, 12.42-12.56, 12.60-12.78, 13.55-14.05, 15.70-16.20, 16.30-16.80, 17.20-17.35, 18.18-18.46, 18.70-19.90, 20.40-20.80 & 25.56-25.68 by stabilising the existing pavement with 2.5% cement to 250 deep and apply a two coat (14 and 10mm) primer seal to these patches - total area to repair = 16,160 m2. Reseal the section from SLK 6.5 to 14.65 & 15.30 to 23.80 with a single coat 10mm cutback bitumen seal (total area excluding the repaired pavement patches = 123,210 m2.	D-DL			\$ 777,650				\$ 777,650
Dowerin	Dowerin Kalannie Rd	27.28	30.89	3.61	Construction	Reconstruction / Upgrade Works to achieve a minimum 11.0m carriageway and 8.0m seal width. Upgrade works include: extend the existing culverts located at SLK 27.78, 28.70, 29.50, 30.08, 30.30, 30.55 & 30.80; import 150mm thick gravel basecourse pavement layer and wet mix via stabilisation machine and grader, stabilisation with cement the existing pavement in low lying sections, compact and trim; apply a two coat 14 & 10mm primer seal; apply a primer seal and 40 thick asphalt wear course to the Dowerin Koorda Road intersection (SLK 27.56); widen & construct the intersection with Harris East Road (SLK 28.25), cut shoulders and compact, install signs and guideposts.	D-DL				\$ 1,012,600			\$ 1,012,600
Dowerin	Dowerin Kalannie Rd	0	48.77	48.77	Construction	Removal of verge vegetation within the clear zone via clearing permit.	D-DL					\$ 293,811		\$ 293,811
Dowerin	Dowerin Kalannie Rd	30.89	34.5	3.61	Construction	Reconstruction / Upgrade Works to achieve a minimum 11.0m carriageway and 8.0m seal width. Upgrade works include: extend the existing culverts located at SLK 30.93, 32.25, 32.53, 32.61, 32.82, 33.03, 33.38 & 34.08; import 150mm thick gravel basecourse pavement layer and wet mix via stabilisation machine and grader, stabilisation with cement the existing pavement in low lying sections, compact and trim; apply a two coat 14 & 10mm primer seal; widen & construct Bailey East West (SLK 31.29) & Moonijin East Road (SLK 32.63) intersections; cut shoulders and compact and install signs and guideposts.	D-DL					\$ 959,450		\$ 959,450
Dowerin	Dowerin Kalannie Rd	34.5	38.1	3.60	Construction	Reconstruction / Upgrade Works to achieve a minimum 11.0m carriageway and 8.0m seal width. Upgrade works include: extend the existing culverts located at SLK 34.71, 34.83, 36.08 & 37.07; import 150mm thick gravel basecourse pavement layer and wet mix via stabilisation machine and grader, stabilisation with cement the existing pavement in low lying sections, compact and trim; apply a two coat 14 & 10mm primer seal; widen & construct Booralaming West (SLK 36.19) and Ward Road (SLK 36.37) intersections; cut shoulders and compact, install signs and guideposts.	D-DL						\$ 932,600	\$ 932,600
Dowerin	Dowerin Kalannie Rd	38.1	41.71	3.61	Construction	Reconstruction / Upgrade Works to achieve a minimum 11.0m carriageway and 8.0m seal width. Upgrade works include: extend the existing culverts located at SLK 39.38, 39.70, 40.14, 40.46, 40.62, 40.79, 41.16 & 41.70; import 150mm thick gravel basecourse pavement layer and wet mix via stabilisation machine and grader, stabilisation with cement the existing pavement in low lying sections, compact and trim; apply a two coat 14 & 10mm primer seal; widen & construct Fifty four gate west road (Slk 41.71) intersection; cut shoulders and compact, install signs and guideposts.	D-DL						\$ 949,450	\$ 949,450
Dowerin	Dowerin Kalannie Rd	0	48.77	48.77	Construction	Carry out centreline line marking.	D-DL						\$ 71,504	\$ 71,504
														\$ 5,386,331



# MEMO

**TO: WSNF Steering Committee**

**FROM: Garrick Yandle – WSNF Project Technical Director**

**DATE: January 2021**

**SUBJECT: WSNF Stage 2 Priority Route Commentary**

## Revised MCA Overview

The following provides an overview of the WSNF Stage 2 Priority Route Funding. This takes into account routes being funded via Stage 1A and Stage 1B relative to total available funding, as well as the Revised MCA Technical Report (Infralink, June 2020).

## Funding

The following funding and various sources has been approved for WSNF for capital works as follows:

<b>WSFN</b>	<b>Stage 1</b>	<b>Stage 2</b>	<b>Total</b>
<b>Funding</b>	\$87.5M	\$100M	\$187.5M
<b>Federal (ROSI)</b>	\$70M	\$80M	\$150M
<b>State</b>	\$11.7M	\$13.3M	\$25M
<b>LG</b>	\$5.8M	\$6.7M	\$12.5M
<b>Date</b>	May 2019	October 2020	

Projects for Stage 1 have been funded to a total of \$120M as follows to be delivered via 5-Year Delivery Plan 2020/21 – 2024/24.

Route	Indicative Value	Budget
1. Lancelin to Meckering	\$ 27,000,000	19/20 Project Development Process
2. Dumbleyung to Nyabing	\$ 5,000,000	Initial 17/18 information
3. Cuballing to Wickepin	\$ 3,000,000	Initial 17/18 information
4. Dowerin to Dalwallinu	\$ 21,000,000	Initial 17/18 information
5. Merredin to Kondinin	\$ 14,000,000	Initial 17/18 information and 19/20 Project Development Process
6. Jurien Bay to Dalwallinu	\$ 26,000,000	19/20 Project Development Process
7. Corrigin to Katanning	\$ 14,000,000	Initial 17/18 information
<b>STAGE 1 TOTAL</b>	<b>\$ 110,000,000</b>	

This leaves approximately \$60M available for Stage 2 up to a cumulative total of \$180M with contingency and Project Development of \$7.5M.





## Route Priority Ranking

Following the identification of Stage 1 routes, further interrogation of the MCA Priority Route listing was undertaken by the Technical Committee. This included investigation and clarification of eligibility of specific routes. Liaison was also undertaken with relevant LGs to rationalise specific routes.

An updated MCA Priority Route listing is shown in the table below. It should be noted that routes that currently have unsealed sections were action not considered by funding for Stage 2. Hence their priority ranking will become 3 or lower.

MCA Results Summary Table																
Category		Utilisation				Condition						Total Score	Rank	Priority Level	Cost Estimate	Cumulative Cost Estimate
Criterion		Ave. ESA		Ave. ADT		Underwidth		KSI/1000km		TSD > 500						
Weight		35%		15%		25%		15%		10%						
Route #	Route Name	Value	Score	Value	Score	Value	Score	Value	Score	Value	Score					
8	Lancelin to Meckering Route - Aglime Route 2	478	5	250	5	48%	3	3.5	3	16%	3	4.00	1	Priority 1	\$ 26,275,956	\$ 26,275,956
48	Dumbleyung to Nyabing Route	108	5	106	3	95%	5	0.0	1	22%	4	4.00	2	Priority 1	\$ 3,874,381	\$ 30,150,337
1	Jurien Bay to Dalwallinu Route- AG Lime Route 4	143	5	124	4	43%	3	0.0	1	7%	2	3.45	3	Priority 2	\$ 25,575,010	\$ 55,725,347
37	Cuballing to Wickpin Route	134	5	115	3	45%	3	9.4	5	11%	2	3.90	4	Priority 1	\$ 4,811,219	\$ 60,536,566
5	Dowerin to Dalwallinu Route	173	5	179	5	42%	3	0.0	1	20%	4	3.80	5	Priority 1	\$ 25,056,831	\$ 85,593,397
17	Merredin to Kondinin Route	96	4	161	5	25%	2	5.1	4	20%	4	3.65	6	Priority 1	\$ 15,297,910	\$ 100,891,307
28	Corrigin to Katanning Route	89	4	120	4	42%	3	5.4	4	18%	3	3.65	7	Priority 1	\$ 16,353,649	\$ 117,244,956
31	Narrogin to North Bannister Route	110	5	434	5	45%	3	14.6	5	10%	2	4.20	8	Priority 2	\$ 11,576,680	\$ 128,821,636
3	Regans Ford to Miling Route	132	5	213	5	15%	2	8.1	5	12%	2	3.95	9	Priority 2	\$ 7,398,500	\$ 136,220,136
7	Nungarin to Wialki Route	193	5	149	4	13%	2	0.0	1	30%	5	3.50	10	Priority 2	\$ 3,103,900	\$ 139,324,036
21	Dangin to Kweda Route	86	4	92	3	61%	4	0.0	1	34%	5	3.50	11	Priority 2	\$ 3,352,000	\$ 142,676,036
9	Cunderdin to Koorda Route	65	3	98	3	63%	4	1.8	2	29%	5	3.30	12	Priority 2	\$ 13,246,200	\$ 155,922,236
12	Gingin to Northam Route	56	3	252	5	26%	2	7.5	5	6%	2	3.25	13	Priority 2	\$ 11,806,000	\$ 167,728,236
49	Kukerin to Albany Route	122	5	104	3	21%	2	0.0	1	21%	4	3.25	14	Priority 2	\$ 3,364,050	\$ 171,092,286
22	Corrigin to Bruce Rock Route	63	3	141	4	11%	2	9.6	5	15%	3	3.20	15	Priority 2	\$ 1,322,000	\$ 172,414,286
45	Collie to Changerup Route	92	4	128	4	15%	2	5.5	4	6%	1	3.20	16	Priority 2	\$ 4,189,700	\$ 176,603,986
52	Northam town access from Great Eastern Highway	503	5	1277	5	0%	1	0.0	1	0%	3	3.20	17	Priority 2	\$ 1,001,850	\$ 177,605,836
26	Wandering to Aldersyde Route	60	3	235	5	33%	3	0.0	1	12%	3	3.00	18	Priority 2	\$ 6,668,800	\$ 184,274,636
30	Hyden to Noresman Route	86	4	161	5	100%	5	7.4	5	14%	3	4.45	19	Priority 3	\$ 18,240,000	\$ 202,514,636
43	Wagin to Albany Highway Route	78	4	385	5	66%	4	4.2	3	24%	5	4.10	20	Priority 3	\$ 7,550,000	\$ 210,064,636
11	Indian Ocean Drive to Brand Highway Route - Aglime Route 1	916	5	1142	5	0%	1	41.2	5	11%	2	3.70	21	Priority 3	\$ 1,012,800	\$ 211,077,436
10	Warralakin to Burracoppin Route	146	5	119	3	0%	1	0.0	1	28%	5	3.10	22	Priority 3	\$ 5,260,800	\$ 216,338,236
46	Darkan to Moodiarrup Route	68	3	132	4	51%	3	4.5	3	10%	2	3.05	23	Priority 3	\$ 2,447,950	\$ 218,786,186
4	Wongan Hills to Bullfinch Route	89	4	98	3	23%	2	1.5	2	20%	4	3.05	24	Priority 3	\$ 24,430,400	\$ 243,216,586
42	Williams to Darkan Route	63	3	162	5	0%	1	11.3	5	10%	2	3.00	25	Priority 3	\$ 6,602,500	\$ 249,819,086
39	Harrismith to Kuender Route	54	3	90	3	50%	3	4.0	3	8%	2	2.90	26	Priority 3	\$ 10,327,500	\$ 260,146,586
13	Cunderdin to Quairading Route	86	4	92	3	25%	2	0.0	1	17%	3	2.80	27	Priority 3	\$ 4,070,000	\$ 264,216,586
29	Hyden to Woolocutty Route	25	2	86	3	87%	5	0.0	1	10%	2	2.75	28	Priority 3	\$ 4,800,000	\$ 269,016,586



44	Wagin to Wickepin Route	53	3	46	2	47%	3	0.0	1	29%	5	2.75	29	Priority 3	\$ 6,309,700	\$ 275,326,286
23	Corrigin to South Kumminin Route	96	4	68	2	8%	2	0.0	1	16%	3	2.65	30	Priority 3	\$ 1,402,570	\$ 276,728,856
34	Karlgarin to Lake Grace Route	49	2	79	2	74%	4	0.0	1	31%	5	2.65	31	Priority 3	\$ 8,651,950	\$ <b>285,380,806</b>
6	Kellerberrin to Beacon Route	46	2	99	3	6%	2	3.2	3	19%	4	2.50	32	Priority 4	\$ 4,818,045	\$ 290,198,851
51	Newdegate to Dunn Rock Route	18	1	28	1	98%	5	3.2	3	0%	3*	2.50	33	Priority 4	\$ 12,978,000	\$ 303,176,851
15	Kellerberrin to Babakin Route	48	2	46	2	46%	3	2.7	2	18%	4	2.45	34	Priority 4	\$ 12,023,036	\$ 315,199,887
35	Hyden to Newdegate (Western) Route	41	2	41	2	66%	4	0.0	1	0%	3*	2.45	35	Priority 4	\$ 10,120,600	\$ 325,320,487
38	Kulin to Holt Rock Route	22	1	51	2	88%	5	0.0	1	21%	4	2.45	36	Priority 4	\$ 14,172,500	\$ 339,492,987
41	Narrogin to Harrismith Route	20	1	105	3	77%	4	4.3	3	10%	2	2.45	37	Priority 4	\$ 7,401,000	\$ 346,893,987
27	Bulyee to Tincurrin Route	27	2	23	1	41%	3	6.6	4	11%	2	2.40	38	Priority 4	\$ 9,576,720	\$ 356,470,707
50	Newdegate to Jacup Route	50	2	36	1	65%	4	0.0	1	21%	4	2.40	39	Priority 4	\$ 7,657,800	\$ 364,128,507
53	Corrigin to Hyden Route (via Bending)	36	2	4	1	121%	5	0.0	1	0%	1	2.35	40	Priority 4	\$ 23,230,000	\$ 387,358,507
16	Doodlakine to Hyden Route	31	2	80	2	35%	3	2.3	2	14%	3	2.35	41	Priority 4	\$ 18,186,610	\$ 405,545,117
18	Bruce Rock to Moorine Rock Route	53	3	43	2	40%	3	0.0	1	6%	1	2.35	42	Priority 4	\$ 15,708,500	\$ <b>421,253,617</b>
32	Pingelly to Wickepin Route	35	2	158	4	13%	2	3.0	2	11%	2	2.30	43	Priority 5	\$ 7,764,000	\$ 429,017,617
2	Burakin to Wialki Route	44	2	62	2	41%	3	0.0	1	15%	3	2.20	44	Priority 5	\$ 7,358,000	\$ 436,375,617
47	Boyup Brook to Arthur River Route	52	3	115	3	0%	1	0.0	1	17%	3	2.20	45	Priority 5	\$ 1,651,400	\$ 438,027,017
40	Kulin to Tarin Rock Route	16	1	29	1	67%	4	0.0	1	31%	5	2.15	46	Priority 5	\$ 6,059,000	\$ 444,086,017
19	Bruce Rock to Wogarl Route	40	2	28	1	14%	2	0.0	1	25%	5	2.00	47	Priority 5	\$ 2,274,000	\$ 446,360,017
33	Wickepin to Corrigin Route	39	2	97	3	9%	2	0.0	1	8%	2	2.00	48	Priority 5	\$ 508,000	\$ 446,868,017
36	Hyden to Newdegate (Eastern) Route	21	1	39	1	51%	3	0.0	1	27%	5	1.90	49	Priority 5	\$ 13,035,700	\$ 459,903,717
14	Kellerberrin to Yoting Route	0	1	0	1	9%	2	0.0	1	15%	3	1.45	50	Priority 5	\$ 1,156,005	\$ <b>461,059,722</b>
20	Beverley to Corrigin Route	0	1	0	1	49%	3	4.5	3	17%	3	2.00	51	Rationalised	\$ 3,057,500	\$ 464,117,222
25	Bannister to Pingelly Route	25	2	146	4	63%	4	0.0	1	20%	4	2.85	52	Rationalised	\$ 16,104,000	\$ 480,221,222
24	York to Williams Route	26	2	61	2	56%	4	8.9	5	19%	4	3.15	53	Rationalised	\$ 13,804,175	\$ 494,025,397

\* TSD data was unavailable for noted routes, therefore routes were given a median score of 3

Significant unsealed portions



## Stage 2- Nominal Priority Routes

The following routes and their specific and relevant LGs are identified as the Stage 2 Nominal Priority Routes following on from the 7 Stage 1 Priority Routes.

8. Narrogin to North Bannister Route
9. Regans Ford to Miling Route
10. Nungarin to Wialki Route
11. Dangin to Kweda Route
12. Cunderdin to Koorda Route
13. Gingin to Northam Route
14. Kukerin to Albany Route
15. Corrigin to Bruce Rock Route
16. Collie to Changerup Route
17. Northam town access from Great Eastern Highway
18. Wandering to Aldersyde Route

It is recommended that the WSFN Project Manager work with these relevant LGs to ground truth their data and identify sections along the routes that require upgrading. From this the PM and the LGs will develop a detailed scope and budget for each LG to upgrade their specific roads on the Priority 2 routes. Once this data is collected and a comprehensive detailed budget developed the Technical Committee will make a recommendation for specific Stage 2 Priority Route Funding.

The Stage 2 Nominal Priority Routes, relevant LGs and specific roads are:

Route	LG	Roads
Narrogin to North Bannister	Narrogin	Lefroy Street Clayton Road Narrakine Road Wandering – Narrogin Road
	Cuballing	Wandering Narrogin Road
	Wandering	Wandering – Narrogin Road Wandering – Pingelly Road North Bannister – Wandering Road
Regans Ford to Miling	Dandaragan	Dandaragan Road Rowes Road Dandaragan Road
	Moora	Moora – Caro Road Dandaragan Street Gardiner Street Berkshire Valley Road Moora – Miling Road
Nungarin to Wialki	Nungarin	Nungarin North Road
	Mukinbudin	Nungarin North Road MacGregor Road Strugnell Street Mukinbudin – Wialki Road
Dangin to Kweda	Quairading	Dangin – Mears Road
	Brookton	Dangin – Mears Road
Cunderdin to Koorda	Cunderdin	Baxter Road Dunlop Street

		Cunderdin – Wyalkatchem Road
	Wyalkatchem	Cunderdin – Wyalkatchem Road Railway Terrace Town Access Road Honour Avenue Wyalkatchem - Koorda Road
	Koorda	Wyalkatchem - Koorda Road Aitken Road Railway Street
Gingin to Northam	Gingin	Moolianeenee Road
	Chittering	Dewars Pool - Bindoon Road
	Toodyay	Dewars Pool - Bindoon Rd Toodyay - Bindi Bindi Rd
Kukerin to Albany	Dumbleyung	Kukerin South Road Adams Road
Corrigin to Bruce Rock	Corrigin	Corrigin – Bruce Rock Road
	Bruce Rock	Corrigin – Bruce Rock Road
Collie to Changerup	West Arthur	Bowelling - Duranillin Road Moodiarrup - Changerup Road
Northam Town Access	Northam	Yilgarn Avenue
Wandering to Aldersyde	Wandering	Wandering – Pingelly Road
	Pingelly	North Bannister - Pingelly Rd Park Street Review Street Aldersyde - Pingelly Rd
	Brookton	Aldersyde - Pingelly Rd Aldersyde North Rd

From this a 5-Year Delivery Plan for Stage 2 will be developed for these respective routes by Technical Committee in conjunction with the relevant LGs.

## Route Commentary

Various routes have been reviewed by the Technical Committee and subsequently the Steering Committee. The following outcomes have been agreed as of 8<sup>th</sup> February 2021.

### Quairading to Corrigin

- This was on the original list of routes agreed by WS, but it was never included on the map or dataset.
- Incorporate with Cunderdin to Quairading route to be a new route Cunderdin to Corrigin
- Incorporate updated data into MCA
  - Potentially fund this route via Stage 2 as it would also connect to Corrigin to Katanning route.

### Beverley - Corrigin Route

- Consisted of the following roads
  - Morbinning Road / Old Beverley Road (from Beverley townsite to Quairading – Corrigin Road)



- This road is partially sealed from some length, but remains unsealed for a significant portion.
- It is not really a Regional Distributor route, but more of a short-cut, or Local Distributor.
- What would be a more relevant Regional Freight Route in-line with WSFN ideology are the following roads:
  - Westdale Road (Westdale to Beverley)
  - Mawson Road (Beverley to Mawson)
- Joins Brookton Highway west of Brookton to Quairading-York Road west of Quairading
  - This is actually more reflective of “Dale to Mawson” Route.

Steering Committee liaised with Shire of Beverley requesting the removal of the Beverley - Corrigin Route, and its respective roads, from the WSFN route list, and

- An alternative route named “Dale to Mawson” Route consisting of the following roads be added to WSFN.
  - Westdale Road (Westdale to Beverley)
  - Mawson Road (Beverley to Mawson)

Meeting held with Shire’s of Beverley, Brookton, Cuballing, Narrogin, Pingelly and Wandering to discuss rationalisation of routes within this area. Specifically, the rationalisation of 4 routes into 2 routes as follows:

- Narrogin to North Bannister
  - Remains
- Wandering to Aldersyde (via Wandering-Pingelly and North Bannister-Pingelly Roads)
  - Remains
- York to Williams
  - Removed
- Bannister to Pingelly (via North Wandering Road)
  - Removed



# WSFN

WHEATBELT SECONDARY  
FREIGHT NETWORK

# PROGRAM GOVERNANCE PLAN

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# 1 Program Governance Outline

## 1.1 Program Overview

The Wheatbelt Secondary Freight Network (WSFN) in the Main Roads WA Wheatbelt region comprises some 4,400km of Local Government managed roads that connect with State and National highways to provide access for heavy vehicles into the region. These roads are intended to enable large, high productivity trucks safe and cost-effective access to business. The WSFN project is developing a submission, with the supporting evidence and documentation required, to seek the addition of a program of road improvements across the network be added to the Infrastructure Australia (IA) Priority List.

The efficiency of supply chains serving industries in the Wheatbelt region is determined by the performance of the weakest link. Failure to maintain and improve productivity of the secondary freight network will reduce the international competitiveness of the Wheatbelt agricultural sector, which underpins employment and economic activity in the region. Transport links need to be addressed if the production of this sector is to be supported.

## 1.2 Goals

The 42 Local Governments (LGs) that collectively manage roads that comprise the Wheatbelt Secondary Freight Network are seeking to:

1. Efficiently deliver Stage 1 pilot projects funded through the Federal Government Roads of Strategic Importance (ROSI) program with State and Local Government co-contributions;
2. Develop a prioritised program of works for Stage 1 based on available funding (approximately \$87.5 million in funding for on-ground works), priority and deliverability.
3. Complete an "IA Stage 4 Business Case" submission covering the unfunded work needed to develop the WSFN to meet to industry requirements and submit this to Infrastructure Australia for inclusion on the Infrastructure Priority List (IPL).

## 1.3 Background

The 42 LGs of the Wheatbelt region have worked collaboratively for over 4 years to identify and now secure funding to improve secondary freight network routes on Local Government Roads in the Wheatbelt.

The 42 LGs have worked collaboratively with a number of State Government Departments to develop this plan and secure the Federal funding and this level of collaboration is unprecedented. In order to ensure ongoing success it is imperative that governance to deliver this program be established to administer the available funds and deliver the agreed outcomes in a transparent, reportable manner to the satisfaction of all parties; Local Governments, States Government and the Commonwealth.

\$70 million of Federal funding (ROSI) has been allocated and this has been matched with State funding of \$17.5 million (reflecting the 80/20 funding agreement). The State funding will be sourced two thirds from the State and one third from the Local Governments whose assets are being upgraded.

The available \$87.5M will not be sufficient to upgrade all the identified 80 routes and good governance of this program, and ongoing collaboration between all parties, will be critical in securing additional funding.

In addition to this the Shire of Koorda has received a REDS grant of \$100k for 2019/20 to engage a project manager for this project.

#### **1.4 Purpose of the Program Governance Plan**

The purpose of this Program Governance Plan (PGP) is to identify how key governance and administrative aspects will be undertaken to ensure successful delivery of the program. It will assist to outline the structure and processes for decision making and consultation within the Wheatbelt Region Regional Road Groups (WR RRG), their respective Sub-Groups and Local Governments. It will address who has responsibility for decision making on specific components. The PGP will provide a framework and guidelines for all members of the WSFN program to operate within. It also outlines how key administrative roles associated with program management such as stakeholder engagement, funding acquittal, project development and delivery and general correspondence will be undertaken. The PGP links all administrative tasks into a single concise document that members of the program governance team can regularly refer to.

The PGP will be used to communicate to all stakeholders how the program will be governed. It also provides a reference from which the governance of the program can be evaluated at any point in time and modified or improved as required.

The process and procedures outlined in this PGP will enable Wheatbelt North and Wheatbelt South RRGs and the WSFN Steering Committee to make decisions in accordance with in the PGP. This approach would mitigate the need for every decision to be considered by all 42 Shires and would therefore enable swifter decision making.

#### **1.5 Governance and Delivery**

Given this funding is for Local Governments and all improvements are on Local Government assets it is appropriate that Local Government representatives determine program prioritisation, project selection, and appropriate standards and are responsible for design and delivery of the works.

It is proposed to split the Local Government responsibilities for this program delivery into three areas;

- Governance
  - Provide sound governance
  - Overall program management
  - Administration
- Management
  - Design and scoping of projects.
  - Delivery of individual identified projects
- Administration
  - Funding breakdown.
  - Funding acquittal.
  - Program agreements.

#### **1.6 Formal Agreement**

This PGP should be read in conjunction with the Program Delivery Plan and the Multi-criteria Analysis (MCA) Methodology documents that provide operational details about how the work will be delivered.

As outlined later in the PGP it is proposed that all 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the following WSNF program documents:

- Project Governance Plan
- Program Delivery Plan
- MCA Methodology.

The 42 Council resolutions will be collated as addendums to a formal agreement (either a Deed of Agreement / Memorandum of Understanding, with exact terminology to be confirmed) that the Regional Road Group will sign with the Federal and State Governments on behalf of all 42 LGs associated with the WSNF program formalising the ongoing commitment to the program.

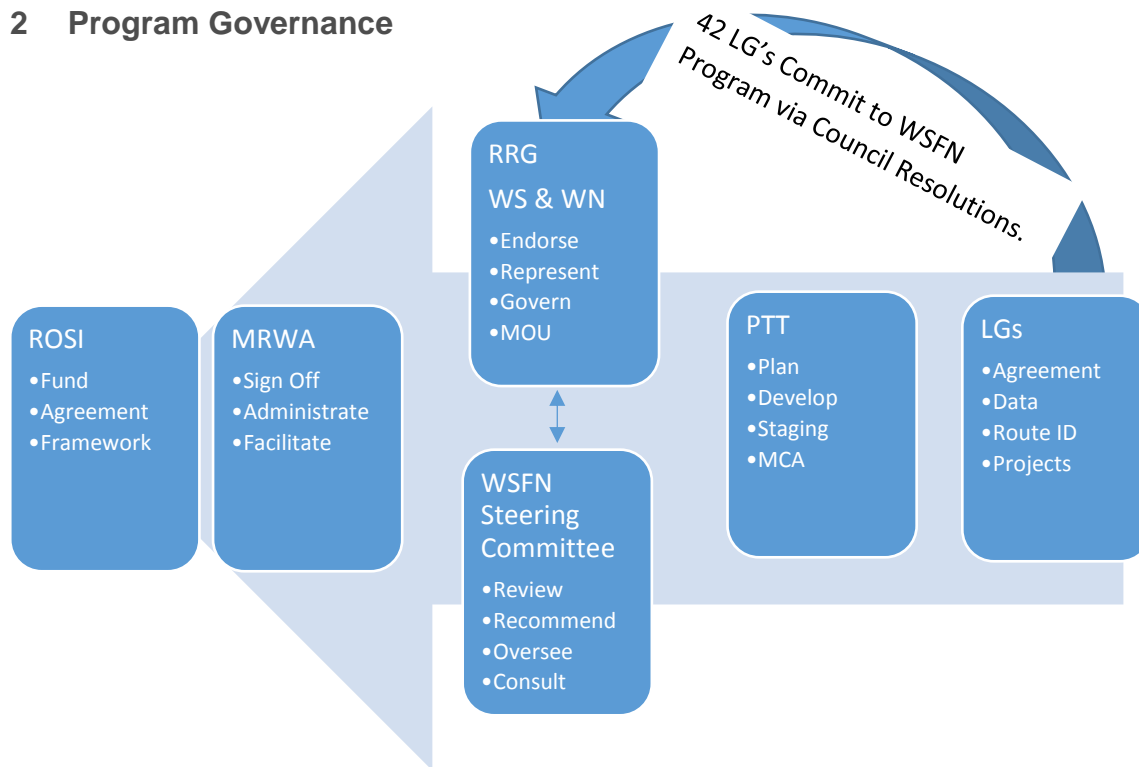
The following provides an overview of the delegations and approval processes for each relevant stakeholder group associated with WSNF program governance and delivery.

<b>Document</b>	<b>WSFN Steering Committee</b>	<b>LG</b>	<b>RRG</b>
<b>Formal Agreement</b>	Prepare & Submit	Commit	Approve
<b>Governance Plan</b>	Prepare & Submit	Receive	Approve
<b>Program Delivery Plan</b>	Prepare & Submit	Receive	Endorse
<b>Preliminary MCA</b>	Prepare & Submit	Receive	Approve
<b>Annual Report</b>	Prepare & Submit	Receive	Receive
<b>Staging Plan</b>	Prepare & Submit	Receive	Endorse
<b>Annual Program Budget</b>	Prepare & Submit	Receive	Endorse
<b>Specific Projects</b>	Approve	Commit	Receive

The Program Delivery Plan will be a “live” document that will evolve as the program and its various projects are delivered. It is envisaged that this document incorporate various learnings undertaken over the course of the program.

In submitting Program Proposal Reports to the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development, that are required to enable payments from the Commonwealth to be made, Main Roads WA will confirm that the Program Delivery Plan and Annual Program Budget have been developed in accordance with the approved Governance Plan and that the projects have been delivered in accordance with the plans and budgets as amendment from time to time.

## 2 Program Governance



### 2.1 Federal Government

The Australian Federal Government intends to invest \$4.5 billion over ten years to the Roads of Strategic Importance (ROSI) initiative to help connect regional businesses to local and international markets, and better connect regional communities.

The WSFN Stage 1 prioritised program and on-ground capital works, up to a value of \$87.5 million, will be completed through the provision of Federal Government ROSI funds (\$70 million) along with matching State Government funds (\$11.7 million) and Local Government (\$5.8 million) co-contributions. The envisaged timeframe for this is 3 – 5 years subject to funding arrangements outlined by the Federal Government.

The Federal Government will:

- Provide guidance regarding program delivery and funding arrangements for WSFN program in-line with the ROSI requirements.
- Note Agreement between the 42 Local Governments of Wheatbelt North & Wheatbelt South Regional Road Groups (RRGs) regarding on-going support for investment in the WSFN and governance arrangements.
- Note a 5 year Staging Plan.
- Approve annual program plan through the Program Proposal Report (PPR).
- Provide funding to WA State Government via Main Roads WA in alignment with agreed milestones.

### 2.2 State Government (Main Roads WA)

Main Roads WA (MRWA) will represent the State Government in financial arrangements with the Commonwealth Department of Infrastructure, Transport, Cities and Regional Development and provide the link between the Federal Government and the WSFN. MRWA

will review the processes undertaken by RRGs, WSFN and associated LGs and approve when satisfied that these process have been complied with.

Federal and State Government funding will be managed through Main Roads WA. Main Roads WA will fulfil the public financial administration role as it does with the Regional Road Groups.

- MRWA Wheatbelt Regional Manager to sign off on individual projects.
- MRWA Wheatbelt Regional Manager to ensure the various projects are delivered in accordance with the project plan
- MRWA to administer funds.
- Reporting implementation of the WSFN Program will be an additional funding stream within the Wheatbelt North and Wheatbelt South Regional Road Groups.

### **2.3 Wheatbelt North and Wheatbelt South Regional Road Groups**

The WSFN Program will use existing governance structures and decision-making processes within the Wheatbelt North (WN) and South (WS) Regional Road Groups.

The RRGs will make decisions in accordance with agreed processes and procedures based upon advice from WSFN Steering Committee and the PGP. Its specific roles and responsibilities will entail:

- WS & WN RRGs to enter into a formal agreement representing all 42 LGs confirming their inclusion in WSFN program.
- Receive and acknowledge Steering Committee decisions.
- Endorse Governance Plan under which the Steering Committee will operate.
- Approve Multi Criteria Assessment as recommended by Steering Committee
- Receive and Note the Annual Report as presented by Steering Committee
- Endorse the Program Staging Plan.
- Endorse the Annual Program Budget

Should WN & WS when approving programs not come to an agreed position it will be referred to mediation group comprising of RDA-W, WALGA and MRWA.

### **2.4 WSFN Steering Committee**

The purpose of the Steering Committee is to provide oversight and governance to the program.

The Steering Committee is made up of the following members:

#### **Voting Delegates**

- 2 x Wheatbelt North Regional Road Group (WN RRG) Elected Members
  - Chairperson plus 1 other delegate
- 2 x Wheatbelt South Regional Road Group (WS RRG) Elected Members
  - Chairperson plus 1 other delegate

#### **Non-Voting Delegates**

- WSFN Program Technical Director (ex-officio from LG)
- WA Local Government Association (WALGA)
- Regional Development Australia - Wheatbelt (RDA-W)
- Main Roads WA - Wheatbelt Region (MRWA-WR)

- Wheatbelt Development Commission (WDC)

*The Elected members are nominated to the Steering Committee for a two year term at the first RRG meeting following the LG elections. The Chairperson shall be elected at the first WSNF Steering Committee meeting following the LG elections.*

*Should the Steering Committee be unable to reach an agreed position it will be referred to mediation group comprising senior officers appointed by RDA-W, WALGA and MRWA.*

The Steering Committee would work to set the goals and outcomes for the program in order for the Program Technical Team (refer Section 2.5) to develop a program brief and manage the consultant engagement process. Key roles would include:

- Set the goals and outcomes for the program.
- Provide political representation with State and Federal governments as well as their relevant authorities and departments.
- Identify funding opportunities and sources.
- Provide communication and consultation back to the WN and WS RRGs.
- Provide a collaborative approach to program delivery across multiple organisations.

The Steering Committee will recommend decisions to RRGs and approve the commitment of funds to individual LGs in accordance with agreed processes and procedures outlined in WSNF Governance Plan.

Specific roles and responsibilities of the Steering Committee will be to:

- Review and recommended to RRGs
  - proposed routes within each sub-group.
  - approved Multiple Criteria Analysis process.
  - prioritisation of the 80 routes in accordance with the agreed Multi Criteria Assessment
  - work programs for future years and project prioritisation plans.
- Approve projects and allocation of project funding on an annual basis against agreed scope and budget with individual Shires.
- Consult and communicate with their respective sub-groups and member LGs.
- Ensure relevant information is presented to each RRG meeting for consideration.
- Prepare annual reports of achievements in the previous year
- Report on decisions made and program progress to Regional Road Groups and Main Roads

## **2.5 Program Technical Team**

The PTT would be a technical working group consisting of the WSNF Program Technical Director and Project Manager as well as a Technical Advisor from each RRG.

The PTT will also have the ability to co-op specific technical resources as and when is required.

The role of the PTT will be to undertake a multi-organisational approach to deliver all the components of the program. Key responsibilities will entail.

- Engage consultants as required to deliver the program outcomes.
- Prioritise the 80 routes in accordance with the agreed Multi Criteria Assessment.
- Prepare work programs for future years.
- Prepare annual reports of achievements in the previous year.
- Prepare scope for future works to ensure consistency along identified routes.
- Allocate budgets against agreed scopes with individual Shires.
- Report on decisions made and program progress to Steering Committee and Working Group.

### **2.5.1 Program Technical Director**

It is proposed that this role is undertaken by a representative of a Local Government within the Wheatbelt Regional Road Groups. Their roles and responsibilities will entail:

- Technical Member of the Steering Committee.
- Chairperson and coordination of PTT.
- Review of Project Brief and Budget as prepared by the Project Manager and present to Steering Committee.
- Oversee Project Manager in conjunction with employing LG.

The Steering Committee will make a recommendation to the RRGs to approve the appointment of Program Technical Director for an initial period of 3 years commencing October 2019, and every 2 years thereafter, outside of an election cycle.

### **2.5.2 Project Manager**

The Project Manager will form part of the Program Technical Team and will be an integral key to successful program delivery. The complexity and scale of this program is significant and well beyond the technical and financial capabilities of the Wheatbelt Local Government staff on an individual basis. Engaging an external Project Manager with the skills and expertise required to work with the PTT, relevant LG officers as well as technical consultants will ensure a cohesive and collaborative environment is established for optimum outputs.

The Project Manager will direct the work of the external technical consultants and will be the main contact for communication between the PTT and external consultants.

Key roles of the Project Manager will be to undertake streamlined planning and coordination of activities associated with finalising the assessment, prioritisation and delivery of Stage 1 priority projects with relevant LGs. The activities include:

- Refine design criteria and develop preliminary standards and designs
- Consolidate existing data to gain an understanding of road user requirements, the physical site, and environmental context and constraints
- Undertake a study of quantified issues and opportunities, for input into route prioritisation.
- Collation and review of existing road condition and traffic data and program scopes.
- Identify priority projects and the proposed scope and timing for staged implementation of planned network
- Refine a route prioritisation MCA tool and conduct analysis of selected routes.
- Develop a route staging plan.
- Collection of additional, more detailed road condition and traffic data and project scope refinement.

- Site visits including cursory visual inspections would be undertaken to support desktop activities and to inform gap assessment.
- Development of detailed investigation and survey of Stage 1 priority projects. Supporting investigations that may be required which would include feature survey, environmental surveys, traffic surveys, utility services investigations (such as potholing), geotechnical and hydrological investigation.
- Development of “approved” and funded shovel ready projects
- Allocation for specific design or engineering investigations for immediate priority works (environmental, geotechnical, survey, detailed design).

The Shire of Koorda will be the auspice of the funding of the Project Manager for a nominal period of 3 years commencing 2019 (nominally October) as per the REDS Funding agreement.

## **2.6 LGs**

- 42 Local Governments are to formalise their commitment to WSNF Program, to be eligible for future funding and project consideration, via a formal resolution of Council, which will entail the presentation and acknowledgement of the follow WSNF Program documents:
  - Program Governance Plan
  - Program Delivery Plan
  - MCA Methodology.
- Provide necessary data to PTT to be utilised as part of MCA process and Staging Plan.
- Assist PTT with development of Staging Plan by identifying routes and assessing deliverability within the timeframes and parameters of the WSNF Program.



# Harvesting Operations

## ***Harvest and Vehicle Movement Bans***

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

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

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

## ***Conditions for harvesting operators:***

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

To register for this service please contact the Shire office on 9631 1202 or [dowshire@dowerin.wa.gov.au](mailto:dowshire@dowerin.wa.gov.au)

# Infringement Penalties

## ***Inspections***

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

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

## ***Penalties***

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

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

## ***Avoid the Consequences***

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

***For more information please contact the***

***Shire of Dowerin on***

***(08) 9631 1202 or visit***

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

# Firebreak Order 2021/22



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

**Restricted Burning Period  
20 October to 31 October  
and 15 February to 31 March  
PERMITS ARE REQUIRED!**



**For All Emergencies  
Dial 000**

# First and Final Notice

## Bush Fires Act 1954

Notice is given to all owners and/or occupiers of land within the Shire of Dowerin under the requirements of Section 33 of the *Bush Fires Act 1954*, that firebreaks must be installed by 31 October 2021 and maintained clear of inflammable material up to and including 30 April 2022.

**No burning is permitted over the EASTER HOLIDAY PERIOD**

*(Good Friday and the 3 days immediately following Good Friday)*

**No lighting of chaff piles is permitted on Wednesday or Thursday before Good Friday**

**No open fires are permitted between 1 November 2021 — 14 February 2022**

*(including for the purpose of cooking and camping)*

**Firebreaks must be installed by 31 October 2021**



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

### Contacts

**Chief Bush Fire Control Officer**  
Paul Millstead — 0427 311 721

**Deputy Chief Bush Fire Control Officer**  
Phil Pickering — 0429 311 250

# Prescribed Burning

## Restricted and Prohibited Burning Periods

**Restricted Burning** period:

20 October to 31 October and 15 February to 31 March

**Permits are required.**

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


**Prohibited Burning** period:

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

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

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

 Permit required

 No burning

## Burning Permits

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

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

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

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

# Fire Break Standards

## Properties 20 hectares (50ac) or larger

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

## Non Urban Land—rural residential, rural development

**Industrial estates and subdivisions between half an acre (2023m<sup>2</sup>) to 50 acres**

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

## Urban Land—All town sites

**Properties less than half an acre (2023m<sup>2</sup>)**

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

**Properties larger than half an acre (2023m<sup>2</sup>)**

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

**MUST BE COMPLIANT BY 31 OCTOBER 2021**