



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 December 2022



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Table of Contents



1.	Official Opening / Obituaries
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 15 November 2022
8.	Minutes of Committee Meetings to be Received
8.1	GECZ Council Meeting held on 28 November 2022
8.2	NEWROC Council Meeting held on 28 November 2022
8.3	Audit & Risk Committee Meeting held on 13 December 2022
8.4	Australia Day Honours Committee held on 12 December 2022
9.	Recommendations from Committee Meetings for Council Consideration
9.1	Audit & Risk Committee Recommendations
9.2	Australia Day Honours Committee Recommendations
10.	Announcements by the President Without Discussion
11.	Officer's Reports – Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Long Term Financial Plan
11.4	Dowerin District High School Request for Support/Fees Waiver
11.5	New Fee for Dry Hire of Plant
12.	Officer's Reports – Governance and Compliance
12.1	Policy Manual Review – Council & Council Member Related Policies
12.2	Policy Manual Review – 7.9 Work Health Safety Policy
12.3	Shire of Dowerin Delegations Register Review
12.4	WALGA Best Practice Governance Review
12.5	Review of Representation
12.6	Holberton Workers Accommodation – Development Approval (DA) Application
13.	Officer's Reports – Works and Assets
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 20 December 2022



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.06pm. In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Dowerin Residents Clarence "Clarry" Murray and Don Phillips with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr BA Ward	Deputy President
Cr W Allsopp	
Cr N McMorran	
Cr JC Sewell	

Staff:

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

Members of the Public: Nil

Apologies: Cr AJ Metcalf

Approved Leave of Absence: Cr LG Hagboom, Cr DP Hudson

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

5.1 February - Cr Ward

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0700 That, by Simple Majority pursuant to Section 2.25(1) of the *Local Government Act 1995*, Councillor Ward be granted Leave of Absence for February.

CARRIED 5/0

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 15 November 2022.

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7.1

Moved: Cr McMorran

Seconded: Cr Ward

0701 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 15 November 2022, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

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

8.1 GECZ Council meeting held on 28 November 2022

Attachment 8.1A

8.2 NEWROC Council meeting held on 28 November 2022

Attachment 8.2A

8.3 Audit & Risk Committee Meeting held on 13 December 2022

Attachment 8.3A

8.4 Australia Day Honours Committee Meeting held on 12 December 2022

Attachment 8.4A

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution - 8.1, 8.2, 8.3 & 8.4

Moved: Cr Allsopp

Seconded: Cr Ward

0702 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the GECZ Council Meeting held 28 November 2022, as presented in Attachment 8.1A, the Minutes of the NEWROC Council Meeting held 28 November 2022, as presented in Attachment 8.2A, the Minutes of the Audit & Risk Committee Meeting held 13 December 2022, as presented in Attachment 8.3A, and the Minutes of the Australia Day Honours Committee Meeting held 12 December 2022, as presented in Attachment 8.4A, be received by Council.

CARRIED 5/0

9. Recommendations from Committee Meetings for Council Consideration

9.1 Audit & Risk Committee (A&R) Recommendation(s)

9.2 Australia Day Honours Committee (ADH) Recommendation(s)

9.1 Audit and Risk Committee Meeting held on 13 December 2022

9.1.1 Risk Dashboard Quarterly Report – September 2022 (A&R Item 7.1)

Refer Audit and Risk Committee Meeting Minutes dated 13 December 2022

[Attachment 9.1.1](#)

4.14pm A.Wooldridge left the meeting

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution – 9.1.1

Moved: Cr Trepp

Seconded: Cr McMorran

0703 That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council:

1. Notes the information in the Risk Dashboard Quarterly Report dated September 2022 provided as Attachment 7.1A to the Audit and Risk Committee Meeting hold on 13 December 2022.

CARRIED 5/0

9.1.2 2021/22 Annual Report & Annual Electors Meeting (A&R Item 7.2)

Refer Audit and Risk Committee Meeting Minutes dated 13 December 2022

[Attachment 9.1.2](#)

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution – 9.1.2

Moved: Cr Ward

Seconded: Cr McMorran

0704 That, by Absolute Majority, in accordance with Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995*, Council:

1. Notes the 2021/22 Annual Report, provided as Attachment 7.2A, for the 2021/22 financial year to the Audit and Risk Committee Meeting hold on 13 December 2022;
2. Recommends to Council that it adopts the 2021/22 Annual Report, as presented in Attachment 7.2A, for the 2021/22 financial year; and
3. Recommends to Council that it conducts its Annual Electors Meeting on Tuesday 20 December 2022 at the Dowerin Community Centre, East Street Dowerin commencing at 6.30pm.

CARRIED BY ABSOLUTE MAJORITY 5/0

9.2 Australia Day Honours Committee Meeting held on 12 December 2022

9.2.1 Award Nominations - Community Citizen of the Year (ADH Item 6.1)

Refer Australia Day Honours Committee Meeting Minutes dated 12 December 2022

Voting Requirements

Simple Majority Absolute Majority

Councillor's Recommendation/Resolution - 9.2.1

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

0705 That the Australia Day Honours Committee recommends to Council that * be awarded the 2023 Citizen of the Year Award, to be announced and presented on Thursday 26 January 2023 at the Australia Day Breakfast.

CARRIED 5/0

4.17pm A.Wooldridge returned to the meeting

9.2.2 Award Nominations - Senior Citizen of the Year (65 years and over) (ADH Item 6.2)

Refer Australia Day Honours Committee Meeting Minutes dated 12 December 2022

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution - 9.2.2

Moved: Cr Trepp **Seconded:** Cr Allsopp

0706 That the Australia Day Honours Committee recommends to Council that * be awarded the 2023 Senior Citizen of the Year Award, to be announced and presented on Thursday 26 January 2023 at the Australia Day Breakfast.

CARRIED 5/0

10. Announcements by the President Without Discussion

Nil

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

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

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1


Moved: Cr Ward

Seconded: Cr Allsopp

0707 That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period November 2022, as presented in Attachment 11.1A.

CARRIED 5/0

11.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	7 December 2022	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.2A - List of Accounts Paid - November	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for November 2022.

Background

Nil

Comment

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation/Resolution – 11.2

Moved: Cr Allsopp

Seconded: Cr Ward

0708 That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid – November 2022	
EFT 10367 to EFT 10465*	\$420,266.54
CHQ 11006	\$122.93
Direct Debit: Credit Card Payment: October 2022	\$8,828.75
Direct Debit: Motopass: Fuel: November 2022	\$780.30

Direct Debit: Synergy	\$4,584.92
Direct Debit: Bank Fees	\$607.10
Direct Debit: Water Corporation	\$10,067.57
Direct Debit: ATO - FBT Activity Statement	\$16,467.86
Direct Debit: Telstra	\$1,816.50
Direct Debit: Wesfarmers Kleenheat	\$1,344.67
PPE Nov 2022 - Wages	\$40,731.00
PPE Nov 2022 - Wages	\$41,087.30
Superannuation	\$42,404.39
Loan Repayments	\$20,716.27
TOTAL	\$609,826.10

*EFT 10402 - Payment raised in November but withheld processing - Newground

CARRIED 5/0

11.3 Long Term Financial Plan (LTFP)

<h2>Corporate & Community Services</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	12 December 2022	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Aaron Wooldridge, Deputy Chief Executive Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Corporate Management/Integrated Planning/Financial Planning	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.3A - Long Term Financial Plan	

Purpose of Report

Executive Decision



Legislative Requirement

Summary

This item is presented to Council for consideration of the Long-Term Financial Plan (LTFP), which will be used to ensure linkages between the system's asset management functions and the Long-Term Financial Plan (LTFP) are accurately recorded, and if satisfactory, adoption.

Background

In 2011, the Department of Local Government introduced the Integrated Planning and Reporting (IPR) Framework to encourage a movement towards best practice strategic planning and reporting standards across the Western Australian local government industry.

The existing LTFP was adopted by Council in 2018.

The Long-Term Financial Plan (LTFP) is a ten-year rolling plan that informs and activates the IPR priorities. From these planning processes, Annual Budgets that are aligned with strategic objectives can be developed.

The LTFP indicates the Shire's long term financial sustainability, allows early identification of financial issues and their longer-term impacts, shows the linkages between specific plans and strategies, and enhances the transparency and accountability of the Council to the community.

Comment

The Shire of Dowerin's LTFP is a planning tool that has been developed to map and forecast the management and financial sustainability of the Shire's Infrastructure and Assets into the future. The LTFP provides a mechanism for determining financial projections for a ten-year forecast period.

The LTFP has been prepared based on a number of objectives and assumptions that is outlined in the document. Strategies, issues and risks are all dynamic influences in relation to any planning and as such, the LTFP will be reviewed and adjusted annually to reflect material changes.

It should be noted that the LTFP should be viewed as a rolling document. Its purpose is to be used in conjunction with the Shire's AMP on a rolling basis.

Consultation

Rebecca McCall, Chief Executive Officer
 Aaron Wooldridge, Deputy Chief Executive Officer
 Ben Forbes, Asset & Works Coordinator
 Ben Symmons, Asset Infrastructure Management (AIM)
 Glenn Nordsvan, AccWest
 Council Workshops

Policy Implications

Financial Management Policy

Statutory Implications

Local Government Act 1995 - Section 5.56 Planning for the future:

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

The AMP will inform the LTFP.

Long Term Financial Plan

The reviewed LTFP will replace the current LTFP adopted in 2018.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Financial Impact
Risk Description	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Long Term Financial Plan
Action (Treatment)	Review o Long Term Financial Plan
Risk Rating (after treatment)	Effective

Financial Implications

Financial Sustainability and Management of assets in accordance LTFP.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution – 11.3

Moved: Cr Ward

Seconded: Cr McMorran

0709

That, by Absolute Majority, in accordance with Section 5.56 of the *Local Government Act 1995*, Council adopts the Long-Term Financial Plan (2022-2032) as presented in Attachment 11.4A.

CARRIED BY ABSOLUTE MAJORITY 5/0

11.4 Dowerin District High School – Request for Financial Support

Governance & Compliance



Date:	1 December 2022
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Community/Community Development/Government Liaison /Dowerin District High School
Disclosure of Interest:	Nil
Attachments:	Attachment 11.4A - Correspondence

Purpose of Report

- Executive Decision Legislative Requirement

Summary

This Item presents a request for financial support from Dowerin District High School (DDHS) to Council for consideration and, if satisfactory, adoption.

Background

At its February 2019 meeting Council considered a request from DDHS to waive the entry fees to the Dowerin Memorial Swimming Pool and resolved (Item 10.1.7):

“That Council, by Absolute Majority pursuant to Section 6.12 of the Local Government Act, resolves to support the Dowerin District High School by allowing free entry for participants and spectators to utilise the Dowerin Memorial Swimming Pool for a three (3) year period commencing in 2019 for swimming lessons, swimming trials, swimming carnivals and cadet training.”

This resolution was in line with similar support provided by the Shire in previous years.

Comment

In anticipation of the 2023 school year, and to enable the true cost of such support to be identified and appropriately recorded for audit and transparency purposes, it is preferred that all requests for support be identified as one request. Therefore, correspondence was sent to DDHS requesting information on all the Shire owned services and facilities it anticipated utilising for its various scheduled events. The DDHS have replied to that correspondence and this is included as an Attachment.

It is important to note that in some circumstances there is no fee included in Council’s Schedule of Fees and Charges for the hire of some facilities (such as the oval), as is the case in many other local governments. However, even without an applicable hire fee, a cost is still incurred by Council through the use of the facility by needing to have the facility cleaned after each use (such as the changerooms etc). Where the Schedule of Fees and Charges does not have a hire fee applicable, this cleaning cost is the dollar amount used in the spreadsheet.

Past discussions at its Workshop Council acknowledged that education is a responsibility of the State Government and as such the DDHS would receive funding to carry out its necessary functions and activities. However, Council also appreciates the valuable and important service the DDHS provides in our community and notes there are many excellent initiatives and activities undertaken

for the benefit of our children. Therefore, any support provided by Council may consequently enable some additional initiatives to be fully realised.

It should be noted that Council has provided this level of support to the DDHS historically for some years, irrespective of its February 2019 resolution. The purpose of this exercise was to identify the true cost of the support provided, document that support for audit and transparency purposes, and to provide staff with clarity and timelines around what support will be provided and what is excluded. It also enables the DDHS to budget and plan appropriately over a number of years, as opposed to revisiting a support request each year.

Consultation

Council Workshop 26 November 2019

Council Workshop 20 December 2022

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

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

Outcome: 1.2

Reference: 1.2.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 6.12 of the *Local Government Act 1995* states:

“6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may –*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*
- which is owed to the local government.*

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.”*

Risk Implications

There is a certain risk of Council losing revenue should the support proposal be accepted. However, should Council not provide the support there is a risk the events run by DDHS will either be reduced or not occur at all, and potentially that any additional initiatives will not occur as the DDHS spends its core funding on providing the services and events included in the support request.

Risk Profiling Theme	Engagement Practices
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

Based on the current Schedule of Fees & Charges the revenue loss would be approximately \$6,300 per year.

This amount could increase should Council choose to introduce fees and charges for the hire of some facilities in the future.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 11.4

Moved: Cr Trepp

Seconded: Cr Allsopp

0710

That, in accordance with Section 6.12 of the *Local Government Act 1995*, Council resolves to provide financial support to the Dowerin District High School for a three-year period beginning 1 January 2023 by allowing:

- 1. Free entry for participants and spectators to utilise the Dowerin Memorial Swimming Pool for swimming lessons, swimming trials, swimming carnivals and cadet training;**
- 2. Free use of the oval and sports facilities adjacent to the Dowerin District High School for physical education lessons, faction and interschool athletics carnivals, cross country training, the Regional Inland Lighthouse Network Student Leadership Event and cadet training;**
- 3. Preparation of athletic jumps;**
- 4. Free use of the Dowerin Community Club facilities for the above activities; and**
- 5. Free use of the Town Hall for a school production and occasional incursions.**

Note: The Dowerin District High School is to pay for the hire of the Community Bus at the rate listed in the relevant financial years' Schedule of Fees and Charges.

CARRIED BY ABSOLUTE MAJORITY 5/0

11.5 New Fee for Dry Hire of Plant

Governance & Compliance



Date:	5 December 2022
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the introduction of a new fee for the dry hire of the Shire of Dowerin's mobile plant and equipment to Council for consideration and, if satisfactory, adoption.

Background

Under Section 6.19 of the *Local Government Act 1995*, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted. This item brings a recommendation from Management before Council to give local public notice of the introduction of a new fee for the dry hire of the Shire of Dowerin's mobile plant and equipment.

Comment

Due to the decision to contract the road construction and grader programs, there is an opportunity to dry hire under utilised plant. To enable dry hire an appropriate hire rate needs to be included in the 2022/23 Fees and Charges.

The following recommended dry hire fee is based on current market rates:

PLANT	DAY RATE
Smooth Drum Roller	\$230.00
Multi Tyre Roller	\$230.00
Loader 938H	\$430.00
Grader 120M	\$500.00
Grader 12M	\$450.00
Water Truck	\$450.00
Sewer Jetter	\$400.00

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Ben Forbes, Asset & Works Coordinator

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.2

Asset Management Plan

Associated maintenance costs of plant is factored into the AMP.

Long Term Financial Plan

Associated maintenance costs of plant is factored into the LTFP.

Statutory Implications

Section 6.19 of the *Local Government Act 1995* states:

“6.19. Local government to give notice of fees and charges

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

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.”

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	\$5,001 - \$50,000
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Asset Management Plan
Action (Treatment)	Development of Revised Asset Management Plan

Risk Rating (after treatment)	Effective
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Financial Implications

The current Schedule of Fees and Charges does not accommodate dry hire of plant. The introduction of dry hire fees and charges will generate unbudgeted revenue for the 2022/23 financial year.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 11.5

Moved: Cr Allsopp

Seconded: Cr Ward

0711

That, by Absolute Majority, in accordance with Section 6.19 of the *Local Government Act 1995*, Council resolves to give local public notice of the intention to introduce a daily dry hire rate for the hire of the Shire of Dowerin's mobile plant and equipment.

CARRIED BY ABSOLUTE MAJORITY 5/0

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review - Council & Council Member Related Policies

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	21 November 2022	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Reviewed Policies	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the reviewed and proposed Council and Council Member related policies to Council for consideration and, if satisfactory, adoption.

Background

At its November 2019 meeting Council considered a major review of the 2007 Policy Manual where a significant portion of the manual was rescinded. One of the sections recommended to be retained at that time related to Council itself. The purpose of this was to enable a full review of the policies to be undertaken with the aim to develop an up to date and relevant suite of policies relating to Council and Council Members. This review resulted in the Policy manual currently utilised by the Shire.

Council at its November Workshop reviewed and discussed the current Council and Council Member policies and are presented for ratification.

Comment

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as an Attachment.

The amendments are written in red text, with the strikeout text showing the proposed deletions. Black text indicates the wording currently contained in the policy. Further comment on the amendments is detailed below:

Policy	Comment
1.1 & 1.2	A document control box has been introduced and as policies are reviewed will be applied to all policies.

1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings	Amended to align with current practices. Document Control box added.
1.4 Use of Council Chambers	Included CEO discretion to conduct business within Chambers.
1.5 Councillor's Requests and Works Requests	Rescind - process no longer relevant
1.6 Councillor Induction	Amended to align with current practices and terminology
1.8 Annual Christmas Function	Rescind - Council feel the Shire Christmas function does not need to be formalised
1.9 Mobile Phone Use During Council and Committee Meetings	Rescind - This is incorporated in the Code of Conduct
1.10 Councillor iPads	Title change - 1.10 Councillor IT Device Amend iPad throughout document as an alternate device may be deemed appropriate.
1.11, 1.12, 1.13, 1.14 & 1.16	A document control box has been introduced and as policies are reviewed will be applied to all policies.
1.15 Councillor Training & Continuing Professional Development	Updated plan titles (Integrated Strategic Plan) and aligned with the Shire's strategic direction.

Consultation

Council Workshop 15 November 2022

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Funds have been included in the 2022/23 Budget to cover any costs associated with the policies. Similarly, funds will need to be allocated in future budgets.

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation/Resolution - 12.1

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

0712 That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council:

1. **Adopts the Council and Council Members Policies, as presented in Attachment 12.1A; and**
2. **Rescinds the Council and Council Member Policies, as presented in Attachment 12.1A.**

CARRIED 5/0

12.2 Policy Manual Review – Policy 7.9 Work Health Safety Policy

Governance & Compliance



Date:	5 December 2022
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - Reviewed Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 7.9 Work Health Safety Policy to Council for consideration and, if satisfactory, adoption.

Background

The Work Health Safety Policy (WHS Policy) is a cornerstone of an effective Work Health Safety Management System and sets out the overall WHS objectives and principles that the Shire of Dowerin will observe in relation to the management of Work Health Safety.

The previous Occupational Safety, Health and Environmental (OSHE) Policy was adopted by Council in September 2021 (CMRef 0491). With the implementation of the new *Work Health Safety Act 2020* in March 2022 and the OSHE Policy is required to be reviewed and endorsed on an annual basis, it is now due for adoption.

Comment

This Policy was developed by LGIS to ensure Council's compliance with the requirements of the *Work Health Safety Act and Regulations*. This policy provides Councillors, the CEO, staff, contractors and volunteers with clear direction and understanding of the Shire of Dowerin's responsibilities in terms of implementing an effective Work Health Safety Management System.

Minor changes to the policy include the endorsement of this policy by the Chief Executive Officer, referencing the *Work Health Safety Act 2020 and Regulations* and the document control.

Consultation

Rebecca McCall – Chief Executive Officer

Linley Dreghorn, Executive and Governance Officer

Policy Implications

Should Council adopt the policy, it will be included in the Shire's Policy Manual.

Statutory Implications

Work Health Safety Act 2020

Work Health Safety (General) Regulations 2022

Australian Standard AS 4801 – Occupational Health and Safety Management Systems

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.4

Reference: 5.4.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 12.2

Moved: Cr Allsopp

Seconded: Cr McMorran

0713

That Council, by Simple Majority pursuant to Sections 2.7(2)(b) and 5.41 of the Local Government Act 1995, resolves to adopt reviewed Policy 7.9 Work Health Safety Policy as presented in Attachment 12.2A.

CARRIED 5/0

12.3 Shire of Dowerin Delegations Register Review

Governance & Compliance



Date:	5 December 2022
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Delegations
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A - Review of Delegations

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a review of the Shire of Dowerin's Delegations Register to Council for consideration and, if satisfactory, adoption.

Background

It is a requirement of the *Local Government Act 1995* to review the Delegation Register annually. Council adopted a comprehensive review of its Delegations Register at its June 2020 Meeting (CMRef 0214).

Subsequently, the Shire of Dowerin's Delegation Register has been reviewed and is presented to Council for consideration.

Comment

The proposed amendments to the delegations bring them into alignment with current Council policies and factor in the position amendments from the recent organisation restructure.

By including these in the delegations it ensures that the use of the delegated authority is captured and provides transparency to Council and the community on the authority being exercised by staff.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Linley Dreghorn, Executive & Governance Officer
Council Workshop 15 November 2022

Policy Implications

These amendments bring delegations into alignment with current Council policies.

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 5.42 of the *Local Government Act 1995* states that a number of the local government's powers and duties can be delegated to the CEO. Section 5.43 details the limitations on those delegations. Section 5.44 states the CEO may delegate powers and duties to other employees. The review has been conducted within these legislative requirements.

An Absolute Majority decision of Council is required to adopt the Delegations Register.

The separate legislation referenced in the individual delegations is also applicable.

Section 2.7(2)(b) of the *Local Government Act 1995* is applicable and states:

"2.7. Role of council

(1) *The council –*

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

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

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

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

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

Risk Implications

Risk Profiling Theme	Misconduct
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Governance Management Framework Delegations Register
Action (Treatment)	Document Governance Framework Review & document organisation's controls and systems
Risk Rating (after treatment)	Adequate

By not conducting the review and adopting the Register Council would be in breach of Section 5.46(2) of the *Local Government Act 1995*.

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.3

Moved: Cr Trepp

Seconded: Cr Ward

0714 That, by Absolute Majority, in accordance with Sections 5.42, 5.44 and 5.46 of the *Local Government Act 1995*, Council adopts the reviewed Delegation Register, as presented in Attachment 12.3A.

CARRIED BY ABSOLUTE MAJORITY 5/0

12.4 WALGA Governance Review

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 December 2022	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dregghorn, Executive & Governance Officer	
Legislation:		
Sharepoint Reference:		
Disclosure of Interest:	Nil	
Attachments:	<p>Attachment 12.4A - Best Practice Governance Review - Background Paper</p> <p>Attachment 12.4B - Best Practice Governance Review - Consultation Paper - Model Options</p>	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The Western Australian Local Government Association (WALGA) is seeking feedback from local governments on its Best Practice Governance Review. This is an opportunity to review and reshape the governance model, where necessary, so that WALGA is well-placed to represent, respond and deliver outcomes for their members

Background

WALGA has, as a part of its Corporate Strategy 2020-25, identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review include:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders - stemming from varying amendments;
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "deal with matters related to State Councillors' Candidature for State and Federal elections";
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995* (WA); and
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979* (WA), which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission.

In March 2022 WALGA's State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review. The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussions regarding WALGA's current governance model, better membership engagement, and opportunities for change. At the meeting, five (5) comparator organisations were identified to be used as part of the comparative analysis. The subsequent Steering Committee meetings focused on the development of governance model principles.

WALGA has presented 5 governance model options:

- Option 1 – Two tier model, existing zones;
- Option 2 – Board, regional bodies;
- Option 3 – Board, amalgamated zones;
- Option 4 – Member elected board, regional groups; and
- Option 5 – current model

Comment

WALGA’s Corporate Strategy 2020-2025 identifies its governance model as a key enabler of performance, with the following description: “*We have contemporary governance and engagement models.*” Member and stakeholder feedback from a range of sources over several years has highlighted dissatisfaction with the current governance model. Specifically:

- Structure – WALGA’s governance structure is seen by members and stakeholders as creating roadblocks, hindering decision-making, and holding WALGA back;
- Responsiveness – there is a perception among members and stakeholders that WALGA’s governance model is slow and bureaucratic in an environment that requires agility;
- Prioritisation and Focus – members and stakeholders acknowledge the challenges of developing unified Local Government policy positions and advocacy priorities given the diversity of Local Government sector interests;
- Transparency and Accountability – feedback from members and stakeholders suggests that WALGA should be more transparent about its decision-making processes; and
- Zones – Feedback from members and stakeholders in relation to Zones and Zone meetings is mixed. A proportion of WALGA’s membership believes that Zones are not as representative, strategic nor effective as they potentially could be.
















The following principles were endorsed at the State Conference Annual General Meeting which was held on 2 October 2022.

- Representative – WALGA unites and represents the entire Local Government sector in WA and understands the diverse nature and needs of members, regional communities and economies;
- Responsive – WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders; and
- Results Oriented – WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.

WALGA is now seeking formal feedback by 23 December 2022, via a Council decision, on governance model options as presented in the Consultation Paper.

In addition, WALGA will be undertaking independent consultations from CEOs and Elected Members.

Below are the 5 options, including the current model, with details of each of their key governance bodies.

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>

Attachment 2, pages 15-19 illustrate the distinctions of each Option.

Option 5, the status quo, current model provides the clearest reference point upon which to try and best judge the other four (4) options. It is perhaps very subjective therefore how one can assess alternate options or models. However, given WALGA is asking local governments to provide feedback on which Option might suit Dowerin's needs (as a member) and the needs of WALGA moving forwards, the following subjective comments / observations are provided for assisting debate from the sole perspective of the Chief Executive Officer and the Council Working Group:

- WALGA represents 139-member local governments, whose size, scale, location and diversity is very extreme. For this reason, it is often difficult to obtain a view on some issues that is 'acceptable' to all. That is the primary reason WALGA has always had an equal representation from metropolitan based local governments versus non (Country), with the President alternating from year to year. Notwithstanding going against the principles of one vote one value.
- WALGA originally (2001) was formed from the merger of the Western Australian Municipal Association, Country Shire Council's Association and the Local Government Association of WA and Country Urban Councils Association.
- Option 5 is known and whilst cumbersome, represents the best way of the diversity of viewpoints across the State and size and scale of local governments.
- Sometimes there is safety in the known compared to the unknown.
- The existing Option is sometimes frustrating and time consuming and lengthy to get to an agreed perspective but could be argued can provide a more balanced view given the diversity of members.
- Options 1, 2, 3 and 4 all introduce the concept of a Board (elected still) and between two (2) to three (3) independent Board Members. This might add cost but also add 'value' and professional viewpoints (accountant, lawyer etc).
- Options 1 and 5 retain the current zones. That might be relevant as an issue given likely travel times and distance, compared to the other Options, which would probably result in the tendency to use teleconference as opposed to face to face and meet less frequently?
- WALGA Consultation Paper (Attachment 2) notes that the Options meet the Principles as follows (highlighting arguably WALGA's position that there is an argument for change):
 - Option 1 score of 8/10
 - Option 2 score of 8/10
 - Option 3 score of 7/10
 - Option 4 score of 7/10
 - Option 5 score of 4/10

In summary, it could be argued that local governments do not utilise or see value in zones for many years. Tending to go directly with an issue, given the diversity and clumsiness of the zone and board system of the current model.

What has worked well, from the view of the Chief Executive Officer and Council Working Group, is advocacy as for a sector for many years, particularly given the complexity and diversity of its members perspectives and needs.

Consultation

WALGA are seeking feedback from all Western Australian local governments.

Rebecca McCall, Chief Executive Officer

Council Workshop November 2022

Council Working Group Meeting (informal arrangement) December 2022

Policy Implications

The Council's Policy Manual contains no policies that relate and nor are there any proposed.

Statutory Implications

Proposed Legislative reforms could also impact WALGA's governance arrangements.

- The Minister for Local Government's reforms to the *Local Government Act 1995* proposes to remove WALGA from being constituted under the Local Government Act.
- A review of WA's *Industrial Relations Act 1979* provides an opportunity for WALGA to be constituted as a registered employer organisation, which would enable WALGA to make applications in its own right on behalf of the sector

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Manage by providing a submission to the review
Action (Treatment)	Manage by providing a submission to the review
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation/Resolution - 12.4

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

0715 That, by Simple Majority, Council responds to the request of the Western Australian Local Government Association (WALGA) regarding its Governance Review, that the Shire of Dowerin:

1. **Endorses the principles that inform WALGA's future governance model and accompanying governance implications below:**
 - a. **Representative - WALGA unites and represents the entire Local Government sector in WA and understands the diverse nature and needs of members, regional communities and economies;**

- b. Responsive - WALGA is an agile association which acts quickly to respond to the needs of members and stakeholders; and**
 - c. Results Oriented - WALGA dedicates resources and efforts to secure the best outcomes for Local Government and supports the delivery of high-quality projects, programs and services.**
- 2. Believes that Option 1, the Two-Tier Model with existing zones is preferred, with its second preference the status quo, in option 5, the Current Model.**

CARRIED 5/0

12.5 Review of Representation

Governance & Compliance



Date:	29 November 2022
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Wards/2022 Review of Representation
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents a proposal to reduce Elected Member numbers to Council for consideration and, if satisfactory, adoption.

Background

Every local government is required to conduct a review of its representation every eight years in accordance with Schedule 2.2 of the *Local Government Act 1995*. At its May 2020 Meeting Council resolved to initiate a Review of Representation and endorsed the distribution of a Discussion Paper for public consultation (CMRef 0198). After the statutory 6-week public consultation period Council considered public submissions at its August 2020 meeting and resolved to retain eight councillors (Item 11.1).

In July 2022, the Minister of Local Government announced the final package of proposed local government reforms. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- the introduction of optional preferential voting;
- directly elected mayors or presidents;
- councillor numbers based on population; and
- the removal of wards.

Many of the reform proposals related to council representation are based on recent trends and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- reduce the number of elected members on council in accordance with population thresholds;
- change from a council elected mayor or president to a directly elected mayor or president (this reform only affects band 1 and 2 local governments); or
- abolish wards (for band 3 and 4 local governments with wards); or
- implement more than one of the above.

The Amendment Act will also provide the optional preferential voting will apply for all local government elections. Optional preferential voting means that all electors have the choice to number for as many or as few candidates as they wish.

Due to these reforms, Council at its October 2022 Meeting, resolved to undertake a Review of Representation and endorsed the distribution of a Discussion Paper for public consultation (CMRef 0677).

A statutory 6-week public consultation period is required hence the Review was advertised in the Dowerin Despatch on Friday 28 October 2022 (and again on Friday 25 November 2022), as well as on the Shire's website and social media pages.

The closing date for submissions was Friday 9 December at 4.00pm.

Comment

At the close of the public consultation process, no submissions had been received.

In considering whether, or not, to propose a change to the number of elected members, Council is to have regard to the following:

Community of Interests

The term "community of interests" has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on shared facilities in an area as reflected in catchment areas of local schools and sporting teams or the circulation areas of the local newspaper.

Neighbourhoods are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

For a district the size of Dowerin, it could be argued that Community of Interests may mostly apply to districts which contain wards as otherwise, with all Councillors elected to represent all aspects and constituents of the district, the "community of interest" is the whole district.

One of the submissions suggest that some community members may only feel confident in contacting certain Councillors. While the reasons for that are not detailed in the submission, this could relate to personality conflicts, personal perceptions of any of the Councillors or where a community member does not share the same beliefs, values or principles of any of the Councillors.

However, it would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant or critical effect on these community of interests.

Physical and Topographic Features

These may be natural or man-made features. Water features, such as water courses and catchment boundaries, may be relevant considerations. Farmland, parks and reserves may be relevant, as may other man-made features, such as the rail line and other major and minor roads.

Dowerin is trans versed with a number of both natural and man-made features with the salt lakes and water courses including Tin Dog Creek running through various areas of the district as well as the rail line running north-south and a number of major roads such as the Dowerin-Kalannie Road running north-south and the Goomalling-Merredin Road running east-west.

However, as mentioned above, these may also be insignificant when considering that the main real divide would be between rural and town areas and so where all Councillors are elected to represent all aspects and constituents of the district, the physical and topographic features are across the whole district.

It would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant effect on these physical and topographic features.

Demographic Trends

Several measurements of the characteristics of human population size and its distribution by age, sex, occupation and location provide important demographic information. Current and projected characteristics will be relevant, as well as similarities and differences between areas within the Shire.

The 2021 Census detailed the population of Dowerin as 715 persons made up of 52.6% male and 47.4% female with a median age of 45 years. This compares to the 2016 Census which detailed the population of Dowerin as 690 persons made up of 50.2% male and 49.8% female with a median age of 43 years. The 2011 Census detailed the population of Dowerin as 678 persons made up of 348 males and 330 females with a median age of 43 years. Therefore, Dowerin's population is expected to remain mostly static with no major increases or decreases.

Again, the main difference within the district will be those within the rural areas and those within the townsite, as well as those who are employed and those who are not.

With Dowerin's population not expected to change significantly it would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a considerable effect on the Shire's demographic trends.

Having said that, there could be an argument for whether sufficient diversity on Council could be maintained with either the same level of representation, particularly when new Councillors are not elected to office, or where there is less representation, allowing specific interest groups to control Council's activities.

Economic Factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in an area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

The main industry within the district is agriculture which is spread across the rural areas with the farms themselves and into the townsite areas for businesses catering to agricultural needs such as machinery dealerships, seed cleaning, engineering, agribusiness consultants and suppliers as well as the usual retail, food and hospitality type businesses.

It would not be expected that either retaining the current level of representation, or decreasing the level of representation, would have a significant effect on the economic factors of the district aside from where there are changes to the diversity of Council, and the individual Councillor's alliances.

Councillor to Elector Ratio

It is expected that each local government will have similar ratios of electors to elected members across its municipality. The Local Government Advisory Board (LGAB) stipulates the importance of keeping the councillor/elector ratio preferably within plus or minus 10%, although that is only applicable to districts which contain wards, which Dowerin does not currently.

Dowerin currently has a councillor/elector ratio of 58:1 being 466 electors (as at the 2021 election) to eight councillors. Reducing the number of Councillors to seven would result in a ratio of 67:1 which is within the 10% variance allowed by the LGAB.

The **advantages** of a reduction in the number of councillors may include:

1. The decision making process may be more effective and efficient if the number of councillors is reduced. It is more timely to ascertain the views of a fewer number of people and decision making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
2. The cost of maintaining councillors is likely to be reduced.
3. The increase in the ratio of councillors to electors is unlikely to be significant.
4. Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local councillor.
5. A reduction in the number of councillors may result in an increased commitment from those elected reflected in greater interest and participation in Council's affairs.
6. Fewer councillors are more readily identifiable to the community.
7. With legislated training requirements both prior to nomination and within the first 12 months of election, potential candidates may be deterred from nominating for Council.
8. With less offices on Council to fill, there may not be a need for a costly extraordinary election should the number of nominations not match the number of vacant offices on Council.
9. Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
10. There is a State-wide trend for reductions in the number of councillors and many local governments have found that fewer councillors works well.

The **disadvantages** of a reduction in the number of councillors may include:

1. A smaller number of councillors may result in an increased workload and may lessen effectiveness. A demanding role may discourage others from nominating for Council.
2. There is the potential for dominance in the Council by a particular interest group.
3. A reduction in the number of councillors may limit the diversity of interests around the Council table.
4. Opportunities for community participation in Council's affairs may be reduced if there are fewer councillors for the community to contact.

5. A significant increase in the ratio of councillors to electors may place too many demands on councillors.

In considering all the above, perhaps it would be more pertinent to a local government such as Dowerin to consider the longer-term implications of being able to attract the necessary number of interested candidates to nominate for election to Council. This may be particularly true in light of the newly introduced, mandatory training which is required to be undertaken online prior to nomination and, for those successfully elected, the completion of five core modules within the first 12 months of their election. This, in addition to the current legislative, compliance and audit obligations to be adhered to by both Councillors and staff, may result in less candidates being willing to nominate or re-nominate for Council.

In those situations, it would be expected that an extra-ordinary election would need to be conducted. With the restraints on staff time and resources it is not possible for an election to be conducted in-house, hence the WA Electoral Commission would be required to conduct the election, which is a relatively expensive exercise (around \$12,000-\$14,000 per election). In addition, conducting an extra-ordinary election is no guarantee that a suitable candidate(s) will nominate and could essentially result in Council having to conduct two or more election processes to fill all vacancies.

Should Council wish to make a recommendation to the LGAB to reduce its level of representation, the changes, if endorsed by the LGAB and agreeable by the Minister, will be published in the Government Gazette and come into effect for the next local government election of October 2023.

The Officer's Recommendation takes into account the potential for interested and capable candidates nominating for Council in future years, and the significant costs to Council and the community in conducting extra-ordinary elections when the appropriate number of candidates cannot be achieved.

It is the Administration's belief that a reduction in representation from eight to seven will still adequately serve and represent the interests of Dowerin and its ratepayers.

Consultation

A mandatory 6-week public notice consultation period began on 28 October 2022 and closed on 9 December 2022. No submissions were received by the close of the consultation period.

Should Council wish to recommend a reduction in representation numbers, following the Ministers response on such a proposed reduction, a public notice will be issued to update the community of any changes to the Shire of Dowerin's Representation.

Council Workshop 18 October 2022

Council Meeting 15 November 2022

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Clauses 6-12 of Schedule 2.2 of the *Local Government Act 1995* are applicable and state:

6. Local government with wards to review periodically

- (1) A local government the district of which is divided into wards is to carry out reviews of —
 - (a) its ward boundaries; and
 - (b) the number of offices of councillor for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (2) A local government the district of which is not divided into wards may carry out reviews as to —
 - (a) whether or not the district should be divided into wards; and
 - (b) if so —
 - (i) what the ward boundaries should be; and
 - (ii) the number of offices of councillor there should be for each ward,from time to time so that not more than 8 years elapse between successive reviews.
- (3) A local government is to carry out a review described in subclause (1) or (2) at any time if the Advisory Board requires the local government in writing to do so.

7. Reviews

- (1) Before carrying out a review a local government has to give local public notice advising —
 - (a) that the review is to be carried out; and
 - (b) that submissions may be made to the local government before a day fixed by the notice, being a day that is not less than 6 weeks after the notice is first given.
- (2) In carrying out the review the local government is to consider submissions made to it before the day fixed by the notice.

8. Matters to be considered in respect of wards

Before a local government proposes that an order be made —

- (a) to do any of the matters in section 2.2(1), other than discontinuing a ward system; or
 - (b) to specify or change the number of offices of councillor for a ward,
- or proposes under clause 4(2) that a submission be rejected, its council is to have regard, where applicable, to —
- (c) community of interests; and
 - (d) physical and topographic features; and
 - (e) demographic trends; and
 - (f) economic factors; and
 - (g) the ratio of councillors to electors in the various wards.

9. Proposal by local government

On completing a review, the local government is to make a report in writing to the Advisory Board and may propose* to the Board the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit.

* Absolute majority required.

10. Recommendation by Advisory Board

- (1) Where under clause 5(b) a local government proposes to the Advisory Board the making of an order under section 2.2(1), 2.3(3) or 2.18(3), and the Board is of the opinion that the proposal is —
 - (a) one of a minor nature; and
 - (b) not one about which public submissions need be invited,

the Board, in a written report to the Minister, is to recommend the making of the order but otherwise is to inform the local government accordingly and the local government is to carry out a review.

- (2) *Where under clause 9 a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8 that, in the Board's opinion, correctly takes into account the matters referred to in clause 8(c) to (g), the Board, in a written report to the Minister, is to recommend the making of the order.*
- (3) *Where a local government proposes to the Advisory Board the making of an order of a kind referred to in clause 8, or that a submission under clause 4(2) be rejected, that, in the Board's opinion, does not correctly take into account the matters referred to in that clause –*
- (a) *the Board may inform the local government accordingly and notify the local government that a proposal that does correctly take those matters into account is to be made within such time as is set out in the notice; and*
- (b) *if the local government does not make a proposal as required by a notice under paragraph (a), the Board may, in a written report to the Minister, recommend* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account those matters.*

** Absolute majority required.*

- (4) *Where a local government fails to carry out a review as required by clause 6, the Advisory Board, in a written report to the Minister, may recommend* the making of any order under section 2.2(1), 2.3(3) or 2.18(3) it thinks fit that would correctly take into account the matters referred to in clause 8.*

** Absolute majority required.*

11. Inquiry by Advisory Board

- (1) *For the purposes of deciding on the recommendation, if any, it is to make under clause 10(3)(b) or (4), the Advisory Board may carry out any inquiry it thinks necessary.*
- (2) *The Advisory Board may recover the amount of the costs connected with an inquiry under subclause (1) from the local government concerned as if it were for a debt due.*

12. Minister may accept or reject recommendation

- (1) *The Minister may accept or reject a recommendation of the Advisory Board made under clause 10.*
- (2) *If the recommendation is accepted the Minister can make a recommendation to the Governor for the making of the appropriate order.*

Risk Implications

Risk Profiling Theme	Misconduct
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Code of Conduct
Action (Treatment)	Review Code of Conduct
Risk Rating (after treatment)	Adequate

Financial Implications

Minimal costs were applicable for advertising the Review which are accommodated within Council's operating expenditure.

Should Council resolve to reduce its level of representation from eight to seven Councillors, the cost of Councillors will reduce by approximately \$8,239 per annum.

There could be significant financial implications to Council in the scenario where an ordinary election is held, and insufficient nominations are received for the available positions on Council. This would trigger an extra-ordinary election(s) which would cost between \$4,000-\$14,000 depending on the number of vacancies and nominations received.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.5

Moved: Cr Allsopp

Seconded: Cr Trepp

0716 That, by Absolute Majority, in accordance with Schedule 2.2 of the *Local Government Act 1995*, Council:

1. Notes that no public submissions were made during the Review of Representation process;
2. Endorses the proposal to reduce the number of Councillors from eight to seven to be effective from the 2023 Ordinary Local Government Elections; and
3. Authorises the Chief Executive Officer to write to the Local Government Advisory Board to seek endorsement of the reduction in Councillors and submission to the Minister for Local Government.

CARRIED BY ABSOLUTE MAJORITY 5/0

5.12pm A.Wooldridge left the meeting
5.13pm A.Wooldridge returned to the meeting.

12.6 Holberton Workers Accommodation – Development Approval (DA) Application

Governance & Compliance



Date:	11 December 2022
Location:	Lot 804 (Nr 41) Rifle Range Road, Ucarty
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Laura Pikoss- HBP Services WA
Legislation:	<i>Planning & Development Act 2005</i>
Sharepoint Reference:	N/A
Disclosure of Interest:	The author does not have an interest in this item
Attachments:	Nil

Purpose of Report

To inform the Council of the factors to consider when determining an application for Development Approval (DA) for the construction of workers accommodation, to an existing 'Rural Zone' land use at Lot 804 Rifle Range Road, Dowerin.



Executive Decision



Legislative Requirement

Summary

The Council is in receipt of a planning application, seeking retrospective Council approval for workers accommodation. Although this activity is not directly listed in the planning table, it should be noted that there are several other uses such as Camping Area and Bed & Breakfast activities that are permissible. The Rural zone objectives state, *"to encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops"*. As the workers accommodation is associated with a business, and the location ensures *"to provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality"*, workers accommodation is considered to align with the zone objectives. This also is supported by the Department of Planning Lands and Heritage Position Statement 'Workforce Accommodation' stating the following: *"Where practicable, workforce accommodation should be provided in established towns, in locations suitable to its context, to facilitate their ongoing sustainability. Planning and development of workforce accommodation should be consistent with local planning strategies and schemes, except where the Mining Act 1978 and State Agreement Acts prevail"*.

Description of Proposal

The applicant is proposing the construction of worker accommodation to provide suitable temporary housing for their contractors and sub-contractors to enable them to fulfil business obligations, which vary in volume of contracts for rail and road works. The development is located at Lot 804 Rifle Range Road, DOWERIN 6461 and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardize the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.

- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

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

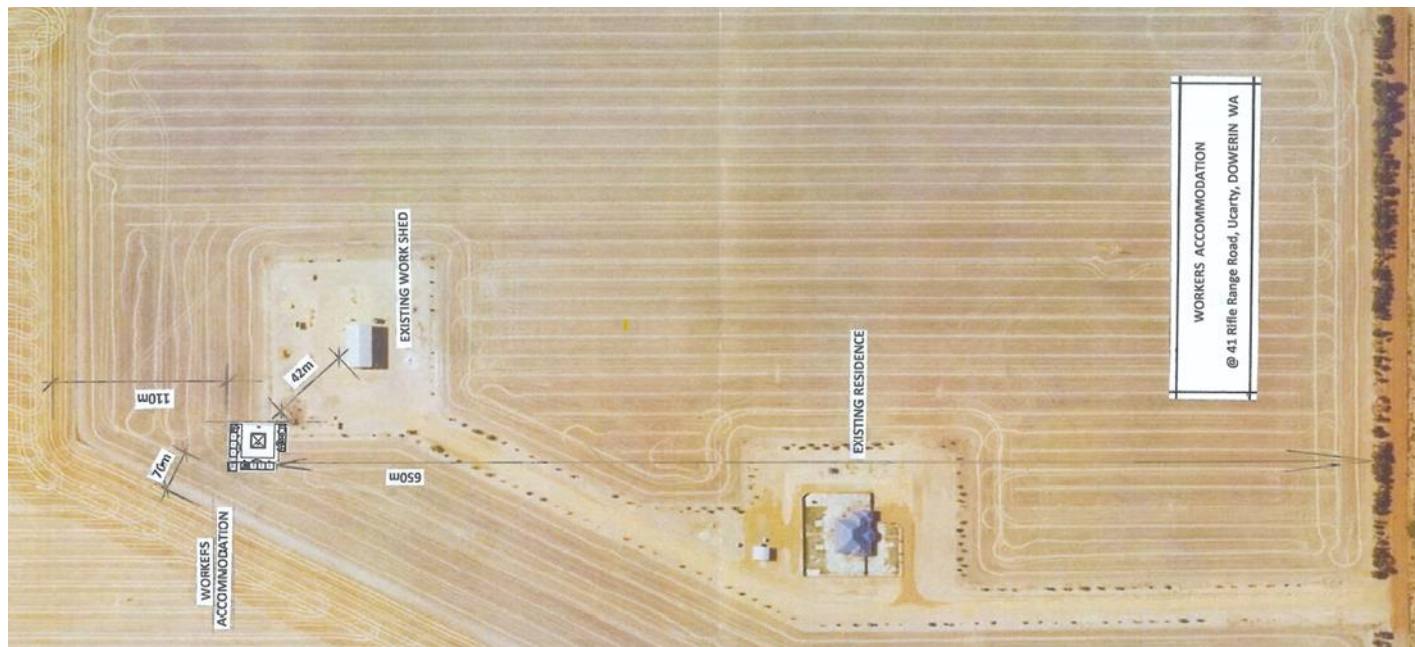


Figure 1 Site Plan



Figure 3: Photos of workers accommodation

Site and Location



Figure 4 Satellite Image of Subject Site



Figure 5 Landgate Map of Subject Site



Figure 6 Location of Subject Site

Background

Holberton Earthmoving Pty Ltd is a family business, involved in earth works contracts, which vary in volume of contracts for rail and road works. Consequently, several workers require accommodation on site for longer projects.

Consultation

Rebecca McCall, Chief Executive Officer
 Linley Dregghorn, Executive & Governance Officer
 Laura Pikoss, HBP Services, Planning Contractor
 Peter Otto, Architect and Registered Builder

Policy Implications

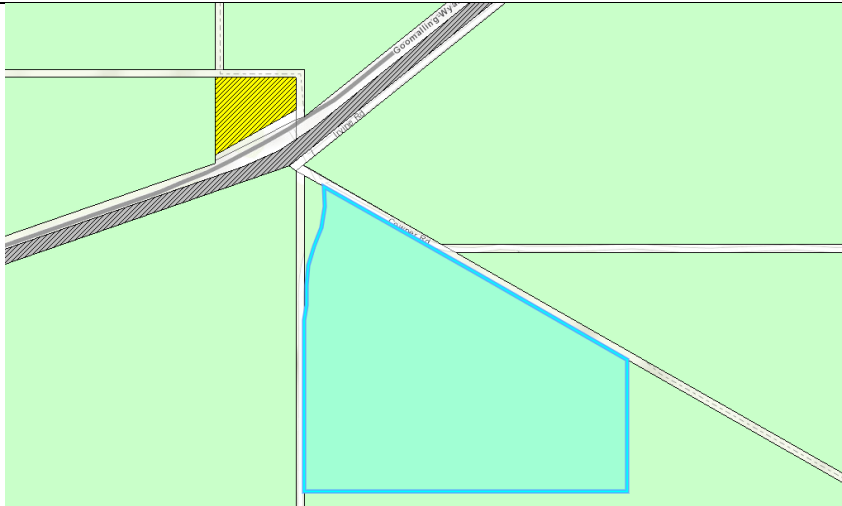
Relevant Plans and Policy:

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

Statutory Environment

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

Shire of Dowerin Local Planning Scheme (LPS) No.2 (Statutory instrument)	
Current Zoning	'Rural' - See extract of Zoning Map below - green colour.

	 <p>Figure 7 Extract of zoning map</p>
<p>Permissibility (Table 1 – Zoning Table)</p>	<p>As outlined in section 3.4 of the Dowerin Planning Scheme No 2 a use not listed may determine the use is consistent with the zone’s objectives and therefore permissible.</p> <p>3.4 INTERPRETATION OF THE ZONING TABLE</p> <p><i>3.4.1 Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.</i></p> <p><i>3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –</i></p> <p>(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;</p> <p><i>(b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of Clause 64 of the deemed provisions in considering an application for development approval; or AMD 1 GG 01/08/17</i></p> <p><i>(c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted</i></p>
<p>Definitions</p>	<p><i>Planning and Development (Local Planning Scheme) Regulations 2015 defines workforce accommodation as the following:</i></p> <p>workforce accommodation means premises, which may include modular or relocatable buildings, used – (a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and (b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.</p>
<p>Objectives</p>	<p><i>The Council’s LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> • To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality. • <i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i> • <i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i>

	<ul style="list-style-type: none"> To prevent any development that may affect the viability of a holding. To encourage small scale, low impact tourist accommodation in rural locations. To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.
Development Standards	<p>LPS 2 stipulates the following standards for development in the Rural Zone:</p> <ul style="list-style-type: none"> Table 2 details the minimum setback distance for all boundaries is set at 'nil' and landscaping at 'nil'
Department of Planning, Lands and Heritage Position Statement: Workforce accommodation	<p>Where practicable, workforce accommodation should be provided in established towns, in locations suitable to its context, to facilitate their ongoing sustainability. Planning and development of workforce accommodation should be consistent with local planning strategies and schemes, except where the Mining Act 1978 and State Agreement Acts prevail.</p> <p>Postition Statement Workforce Accommodation (www.wa.gov.au)</p>
<p>Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<p>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</p>
Schedule 2; Part 9; Clause 76 (1) and (2)	<p>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</p>
<p>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas (Guidance document - tied to SPP 3.7)</p>	
<p>N/A</p>	
5. Exemptions	<p>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</p> <ul style="list-style-type: none"> result in the intensification of development (or land use); result in an increase of residents or employees; involve the occupation of employees on site for any considerable amount of time; or result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.1

Reference: 2.1.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.6

Moved: Cr Trepp

Seconded: Cr Allsopp

0717

That Council, by Simple Majority, approves the Development Application as received on 2 December 2022, subject to the following conditions:

CONDITIONS

- 1. Rural workers using the workers accommodation are to be principally employed or engaged by the landowner/ agent Holberton Earthmoving Pty Ltd;**
- 2. All stormwater drainage from the proposed new infrastructure must be contained and disposed of on-site, in the already existing infrastructure;**
- 3. As the development is surrounded by crop land, a 20,000L above-ground bushfire fighting water tank constructed of non-combustible material must be installed within 20m of workers accommodation by 28 February 2023;**
- 4. Retrospective Building application for all structures to be submitted to Council by 28 February 2023.**

ADVICE NOTES

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

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

CARRIED 5/0

13. OFFICER'S REPORTS - WORKS AND ASSETS

Nil

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

Nil

17. Closure

The President thanked those in attendance and declared the meeting closed at 5.20pm.



SHIRE OF
DOWERIN
TIN DOG TERRITORY

UNCONFIRMED

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 15 November 2022



ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au

Table of Contents



1.	Official Opening / Obituaries
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 18 October 2022
8.	Minutes of Committee Meetings to be Received
9.	Recommendations from Committee Meetings for Council Consideration
10.	Announcements by the President Without Discussion
11.	Officer's Reports - Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
12.	Officer's Reports - Governance and Compliance
12.1	Policy Manual Review - Policy 1.7 - Council Meetings
12.2	2023 Ordinary Council Meeting Dates
12.3	Integrated Strategic Plan Reporting - Quarterly Monitoring Review - October 2022
12.4	Risk Dashboard Quarterly Report - September 2022
13.	Officer's Reports - Works and Assets
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
15.1	National Postal Saving Bank
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 15 November 2022



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Nil

Apologies:

Mr A Wooldridge, Deputy Chief Executive Officer

Approved Leave of Absence:

Cr LG Hagboom

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

5.1 December - Cr Hudson

Voting Requirements



Simple Majority



Absolute Majority

Councillor's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr McMorran

0685 That, by Simple Majority pursuant to Section 2.25(1) of the *Local Government Act 1995*, Councillor Hudson be granted Leave of Absence for December.

CARRIED 7/0

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 18 October 2022.

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7.1

Moved: Cr Hudson

Seconded: Cr Metcalf

0686

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 18 October 2022, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

UNCONFIRMED

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

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

Background

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

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

Comment

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

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

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

Note 1 - Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

4.09pm - Cr Sewell left the meeting

4.10pm - Cr Metcalf left the meeting not to return

4.12pm - Cr Sewell returned to the meeting

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1

Moved: Cr Allsopp

Seconded: Cr Ward

0687

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period October 2022, as presented in Attachment 11.1A.

CARRIED 6/0

11.2 List of Accounts Paid

Corporate & Community Services



Date:	7 November 2022
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Aaron Wooldridge, Deputy Chief Executive Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation/Financial Management/Reporting/Financial Statements and Credit Cards
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A - List of Accounts Paid - October

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for October 2022.

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Aaron Wooldridge, DCEO

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority Absolute Majority

Officer’s Recommendation/Resolution - 11.2

Moved: Cr Hudson **Seconded:** Cr Sewell

0688 That Council, by Simple Majority pursuant to Section 6.8(1)(a) of the *Local Government Act 1995* and Regulation 12 & 13 of the *Local Government (Financial Management) Regulations 1996*, receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.2A, and as detailed below:

List of Accounts Paid - October 2022	
EFT10225 to EFT10366	\$766,877.11
CHQ 11001 to CHQ 11005 - printing error	\$0.00
Direct Debit: Credit Card Payment: September 2022	\$2,650.63
Direct Debit: Motopass: Fuel: October 2022	\$860.49


Direct Debits: Service charges for mobile phones	\$180.81
Direct Debit: Synergy	\$13,203.35
Direct Debit: Bank Fees	\$91.08
Direct Debit: Water Corporation	\$8,881.32
Direct Debit: WA Treasury - Loan repayments	\$36,438.86
PPE Oct 2022 - Wages	\$38,644.59
PPE Oct 2022 - Wages	\$40,306.70
TOTAL	\$908,135.35

CARRIED 6/0

UNCONFIRMED

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review - Policy 1.7 - Council Meetings

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	3 November 2022	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>	
SharePoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Policy 1.7 - Council Meetings	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the reviewed Policy 1.7 - Council Meetings to Council for consideration and, if satisfactory, adoption.

Background

At its November 2019 meeting Council considered a major review of the 2007 Policy Manual where a significant portion of the manual was rescinded. One of the sections recommended to be retained at that time related to Council itself. The purpose of this was to enable a full review of the policies to be undertaken with the aim to develop an up to date and relevant suite of policies relating to Council and Council Members. This review resulted in the Policy manual currently utilised by the Shire.

Comment

The results of the review propose some amendments to the policies contained within the current Policy Manual. These are included as an Attachment.

The amendments are written in red text, with the strikethrough text showing the proposed deletions. Black text indicates the wording currently contained in the policy. Further comment on the amendments is detailed below:

Policy	Comment
Council Meetings	This policy provides clarity and guidance on the Council meeting dates and times. It essentially formalises the arrangements currently in place. A document control box has also been introduced and as policies are reviewed will be applied to all policies.

Consultation

Council Workshop 18 October 2022

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.1

Moved: Cr Trepp

Seconded: Cr Hudson

0689 **That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the amended Policy 1.7 - Council Meetings, as presented in Attachment 12.1A.**

CARRIED 6/0

12.2 2023 Ordinary Council Meeting Dates

Governance & Compliance



Date:	24 October 2022
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Meetings
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

- Executive Decision
 Legislative Requirement

Summary

This Item presents the proposed dates for the 2023 Ordinary Council Meetings (OCM) to Council for consideration and, if satisfactory, adoption.

Background

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* and Policy 1.7 – Council Meetings, at least once each year a local government is to give local public notice of the dates, times and place at which the Ordinary Meetings of Council are to be held in the next 12 months.

As such, the Shire of Dowerin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2023.

Comment

Since November 2019, Council's Ordinary Meetings have been held on the third Tuesday of the month commencing at 2.00pm. During 2022 Council decided to trial separating Workshop and the OCM to allow for more robust discussions. During the months of harvest, it was decided that Council would combine both meeting on the same date to reduce the time constraints on Councillors.

Management proposes for 2023 that during the months for seeding and harvest that the two meetings are again combined and for the off months convert back to separate meetings.

Month	Workshop	OCM (4pm start)
January	No meeting	No meeting
February	7th	21st
March	7th	21st
April	4th	18th
May	Workshops commence at 2pm - 16th	

June	Workshops commence at 2pm - 20th	
July	4th	18th
August	1st	15th
September	5th	19th
October	Workshops commence at 2pm - 17th	
November	Workshops commence at 2pm - 21st	
December	Workshops commence at 2pm - 19th	

Easter 2023 is on Friday 7 April 2022 to Monday 10 April 2023 hence the Workshop and Ordinary Council Meeting will not be affected.

Conducting the Ordinary Meetings of Council on the third Tuesday also avoids conflict with the Field Days therefore, in accordance with Council Policy 1.7 – Council Meetings.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Linley Dreghorn, Executive & Governance Officer
Council Workshop, 18 October 2022

Policy Implications

Policy 1.7 – Council Meetings is applicable. The Policy states:

“Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 4.00pm.

In accordance with Regulation 12 of the Local Government (Administration) Regulations 1996 the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

When considering the Ordinary Meetings of Council dates for the following year, Council will make a determination on whether or not to conduct a meeting in January.”

Should Council wish to change the date or time of its Ordinary Council Meetings, the Policy will also require a review.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 12 of the *Local Government (Administration) Regulations 1996* is applicable and states:

“12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*

- (a) *the ordinary council meetings; and*
- (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*
- (3) *Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.*
- (4) *If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable."*

Risk Implications

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

Financial Implications

Funds are included in the 2022/23 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.2

Moved: Cr Ward

Seconded: Cr Allsopp

0690

That, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council resolves to conduct its 2023 Ordinary Meetings of Council, commencing at 4.00pm, on the following dates:

January - No Meeting	Tuesday 16 May 2023	Tuesday 19 September 2023
Tuesday 21 February 2023	Tuesday 20 June 2023	Tuesday 17 October 2023
Tuesday 21 March 2023	Tuesday 18 July 2023	Tuesday 21 November 2023
Tuesday 18 April 2023	Tuesday 15 August 2023	Tuesday 19 December 2023

CARRIED 6/0

12.3 Integrated Strategic Plan Reporting - Quarterly Monitoring Review - October 2022

Governance & Compliance



Date:	24 October 2022
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A - Integrated Strategic Plan - Quarterly Monitoring Review - October 2022

Purpose of Report

Executive Decision Legislative Requirement

Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for October 2022 to Council for consideration and, if satisfactory, adoption.

Background

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

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

Comment

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

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

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

The Integrated Strategic Plan Quarterly Monitoring Review - October 2022 is presented to Council for its perusal.

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.3

Moved: Cr Hudson

Seconded: Cr McMorran

0691 That Council, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, receives the Integrated Strategic Plan - Quarterly Monitoring Review - October 2022, as presented in Attachment 12.3A.

CARRIED 6/0

UNCONFIRMED

12.4 Risk Dashboard Quarterly Report – September 2022

Governance & Compliance



Date:	5 November 2022
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Compliance/Risk Management/Reporting
Disclosure of Interest:	Nil
Attachments:	Attachment 12.4A - Risk Dashboard Quarterly Report – September 2022

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

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

Comment

The reviewed Risk Dashboard is included as an Attachment for Council's perusal and comment. Due to no Audit and Risk Committee meeting schedule until after the End of Year Financials have been received, the Risk Dashboard will be presented at the next Audit and Risk Committee meeting for noting.

The following comments against current actions are noted:

Asset Management

Action: Revaluation of sewerage assets

Comment: Draft Report provided to management for comment (5 year revalue cycle)

Action: Implement New Fuel Stock Control System

Comment: Partially completed; fuel pods will be installed into new fleet

Action: Revaluation of Land & Buildings

Comment: Revalue cycle every 5 years in accordance with FM Regulations

Action: Review of Long-Term Financial Plan

Comment: Progressing, Draft reviewed LTFP currently linking; data needs to be cross referenced

KPI: Asset Renewal Funding Ratio Result 92%, worsening

KPI: Asset Consumption Ratio Result 59%, worsening

KPI: Asset Sustainability Ratio Result 69%, worsening

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

Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 2, worsening

KPI: LEM annual exercise 1, improving

Compliance

Action: Review of Long-Term Financial Plan

Comment: Progressing, Cross referencing data in the LTFP

Action: Review of Information Management System

Comment: Progressing, extended completion to December to provide the DCEO time to carry out review

Action: End of Financial Audit - Prepare

Comment: Financials prepared and currently with Auditors

KPI: Financial Management System Review (Every 3 years)

Comment: Scheduled to commence 21-24 November with external contractor

KPI: CEO Regulation 17 Review (Every 3 years)

Comment: Scheduled to be undertaken in December 2022 - inhouse

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

Comment: Inspections scheduled for 24 November 2022

Document Control

Action: Review SharePoint System

Comment: Progressing; Consultant engaged to implement stage 1

Employment Practices

Action: Review of Staff Induction process

Comment: Review progressing.

Action: Develop Health & Wellbeing Plan

Comment: Draft program progressing

Action: Review Workforce Plan

Comment: Carry out review once organisation re-structure is finalised

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

Comment: Rated for the 2021/22 with a result of 32%; leave policy introduced to improve rating

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

Comment: Rated for the 2021/22 with a result of 41%; leave policy introduced to improve rating

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

Engagement Practices

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Second review required to streamline process, due December 2022

Action: Review Process for Customer Response Requests

Comment: Conduct second review and align with complaints handling process

Environmental Management

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan in draft

Management of Facilities/Venues/Events

Action: Develop Event Management Framework

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

Action: Public Buildings Inspected Annually for Compliance

Comment: Inspections commenced; EHO on site 24 November.

IT and Communication Systems

Action: Document IT Infrastructure Replacement Program

Comment: To be developed prior to December 2022

Safety and Security Practices

Action: Assess Shire Building and Facility Safety and Security

Comment: Scheduled for November

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Conduct Annual BCP and LEMC Drills

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

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

Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.4

Moved: Cr Trepp

Seconded: Cr McMorran

0692 That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council adopts the quarterly Risk Dashboard Quarterly Report - September 2022, as presented in Attachment 12.4A.

CARRIED 6/0

13. OFFICER'S REPORTS - WORKS AND ASSETS

Nil

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

Nil

15. Elected Members' Motions

15.1 National Postal Saving Bank

15.1 National Postal Saving Bank

Elected Members Motion



Date:	7 November 2022
Location:	Not Applicable
Responsible Officer:	
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 15.1A - Email Correspondence from Melissa Harrison

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents to Council a request from the Australian Citizens Party regarding the establishment of a national Postal Savings Bank and, if satisfactory, endorsement.

Background

As discussed at the October Workshop, Councillors received an email from Melissa Harrison, who introduces herself as a researcher and reporter for the Australian Alert Service, the weekly magazine of the Australian Citizens Party.

The correspondence (attached) speaks about the “steady erosion of banking services in regional and rural Australia”, and details the following:

Access to local banking services is critical in our regional communities. With the banks pulling out of regional Australia at a record pace, the public is increasingly relying on Australia Post to provide banking services. However, Australia Post is too vulnerable to the whims of the government of the day and commercial decisions from the Big Four banks.....

Alarmingly, there are no written guarantees that the banking deal with the Licensed Post Offices will continue. The LPOs are vulnerable to the banks pulling out unexpectedly, leaving them where they were before the Bank@Post deal—on the edge of bankruptcy and being exploited by the government and the banks. The big banks are already throwing their weight around by charging exorbitant fees for their customers who want to bank

through Australia Post. Without the banking services provided by Australia Post, many parts of regional Australia would not have access to banking at all.

We are calling on local councils and organisations to ask them to join us in fighting for federal legislation to create a Commonwealth Postal Savings Bank. A public postal savings bank will guarantee banking services at Australia Post and support the Licensed Post Offices to provide financial services for regional and rural Australians.

We have drafted legislation for a public postal bank, the Commonwealth Postal Savings Bank Bill 2021.

Comment

The correspondence seeks Councils to support the bill, and provided a suggested resolution as follows;

1. *The Council notes that:*

- *Bank branch and ATM closures are leaving many communities without access to financial services, especially in regional Australia;*
- *Since 1975 the number of bank branches in regional Australia has fallen by more than 60 per cent, and there are more than 1,500 communities across Australia with no bank branches at all;*
- *A large proportion of the population, including the elderly, disabled, small businesses, and local schools and charities, will always have a need for face-to-face financial services, despite advances in technology;*
- *For hundreds of communities, their only access to cash and financial services is through Bank@Post at their local post office;*
- *Bank@Post is an essential service to all communities, but is vulnerable to commercial decision-making by the banks, which can choose to withdraw their participation, and charge excessive fees on transactions;*
- *With four major banks controlling 80 per cent of the financial system, Australian consumers suffer from a lack of real banking competition;*

2. *The Council calls on the Commonwealth Parliament to pass the Commonwealth Postal Savings Bank Bill to establish a post office people's bank, fully guaranteed by the Commonwealth, as a dedicated postal savings bank, operating exclusively through Australia Post's corporate and licensed post offices, which will ensure basic banking services— including deposit-taking, business and personal lending, and access to cash—are available to all Australians, and will contribute to Australia's national economic development.*

3. *The Council will write to the Local State and Federal Members of Parliament, to inform them of Councils desire to support the passage of the Commonwealth Postal Savings Bank Bill through Parliament.*

As requested by Council, the resolution is provided for their consideration.

Consultation

Council Workshop, October 2022

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Community

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

Outcome: 1.1

Reference: 1.1.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

There is no risk implications for this motion.

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Members' Recommendation/Resolution - 15.1

Moved: Cr Trepp

Seconded: Cr Hudson

0693 That with regard to the Elected Members' Motion – National Postal Saving Bank:

1. The Council notes that:

- **Bank branch and ATM closures are leaving many communities without access to financial services, especially in regional Australia;**
- **Since 1975 the number of bank branches in regional Australia has fallen by more than 60 per cent, and there are more than 1,500 communities across Australia with no bank branches at all;**
- **A large proportion of the population, including the elderly, disabled, small businesses, and local schools and charities, will always have a need for face-to-face financial services, despite advances in technology;**
- **For hundreds of communities, their only access to cash and financial services is through Bank@Post at their local post office;**
- **Bank@Post is an essential service to all communities, but is vulnerable to commercial decision-making by the banks, which can choose to withdraw their participation, and charge excessive fees on transactions;**
- **With four major banks controlling 80 per cent of the financial system, Australian consumers suffer from a lack of real banking competition;**

2. The Council calls on the Commonwealth Parliament to pass the Commonwealth Postal Savings Bank Bill to establish a post office people's bank, fully guaranteed by the Commonwealth, as a dedicated postal savings bank, operating exclusively through Australia Post's corporate and licensed post offices, which will ensure basic banking services— including deposit-taking, business and personal lending, and access to cash—are available to all Australians, and will contribute to Australia's national economic development.

3. The Council will write to the Local State and Federal Members of Parliament, to inform them of Councils desire to support the passage of the Commonwealth Postal Savings Bank Bill through Parliament.

CARRIED 6/0

16.	Matters Behind Closed Doors
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Nil

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 4.44pm.

UNCONFIRMED



North Eastern Wheatbelt Regional Organisation of Councils

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

Council Meeting

Monday 28 November 2022

Shire of Trayning, Council Chambers

MINUTES

www.newroc.com.au



North Eastern Wheatbelt Regional Organisation of Councils
Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none">👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)👉 Council reviews NEWROC project priorities	Council
March	<ul style="list-style-type: none">👉 WDC attendance to respond to NEWROC project priorities👉 Submit priority projects to WDC, Regional Development and WA Planning	Executive
April	<ul style="list-style-type: none">👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none">👉 NEWROC Draft Budget Presented👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022)👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend	Executive
June	<ul style="list-style-type: none">👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none">👉 Information for Councillors pre-election👉 NEWROC Audit	Council
September		Executive
October	<ul style="list-style-type: none">👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none">👉 NEWROC Induction of new Council representatives (every other year)👉 Review NEWROC MoU (every other year)	Executive
December	<ul style="list-style-type: none">👉 NEWROC Annual Report👉 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

Newsletter

NEWROC Chair and CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

TABLE OF CONTENTS

<u>1. OPENING AND ANNOUNCEMENTS.....</u>	<u>4</u>
<u>2. RECORD OF ATTENDANCE AND APOLOGIES</u>	<u>4</u>
ATTENDANCE	4
APOLOGIES	4
<u>3. LEAVE OF ABSENCE APPROVALS / APPROVED.....</u>	<u>4</u>
<u>4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER.....</u>	<u>4</u>
DELEGATION REGISTER	4
<u>5. PRESENTATIONS</u>	<u>5</u>
<u>6. MINUTES OF MEETINGS</u>	<u>5</u>
COUNCIL MEETING	5
EXECUTIVE MEETING 27 OCTOBER 2022	5
<u>7. FINANCIAL MATTERS</u>	<u>6</u>
7.1. INCOME, EXPENDITURE AND PROFIT AND LOSS	6
<u>8. MATTERS FOR DECISION.....</u>	<u>8</u>
8.1. ENERGY	8
8.2. REGIONAL SUBSIDIARY	9
8.3. EMERGENCY SERVICES	12
8.4. BIKE TRAIL	14
8.5. NEWROC ANNUAL REPORT 2022	15
8.6. NEWROC FORWARD PLANNING	16
8.7. NEWROC WORKFORCE PLAN	17
<u>MATTERS FOR DECISION.....</u>	<u>19</u>
<u>9. EMERGING NEWROC ISSUES AS NOTIFIED OR INTRODUCED BY DECISION OF THE MEETING</u>	<u>19</u>
<u>10. GENERAL UPDATES</u>	<u>19</u>
<u>11. 2023 MEETING SCHEDULE.....</u>	<u>19</u>
<u>12. CLOSURE.....</u>	<u>20</u>

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council Meeting held at the Shire of Trayning Council Chambers on Monday 28 November 2022 commencing at 3.02pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC CEO, Dirk Sellenger welcomed everyone and opened the meeting at 3.02pm

2. RECORD OF ATTENDANCE AND APOLOGIES

Attendance

Cr Jannah Stratford	President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem (3.17pm)
Cr Christopher Loton	Councillor, Shire of Wyalkatchem
Cr Pippa De Lacy	President, Shire of Nungarin 3.10pm
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin

Dirk Sellenger	NEWROC CEO, CEO Shire of Mukinbudin
Darren Simmons	CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem (3.17pm)
John Nuttall	CEO, Shire of Mt Marshall
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Linda Vernon	NEWTravel EO
Rob Cossart	CEO, Wheatbelt Development Commission (3.09pm)
Renee Manning	Wheatbelt Development Commission

Apologies

Cr Gary Shadbolt	NEWROC Chair, Shire of Mukinbudin
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3. Leave of Absence Approvals / Approved

4. Declarations of Interest and Delegations Register

Delegation Register

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

Description of Delegations	Delegatee	Delegated to	Approval
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Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

5. Presentations

Linda Vernon NEWTravel EO

- Presentation of the NEWTravel Strategic Plan and key focus areas
- Discussion regarding the requirement of a Wheatbelt EV Strategy

Rob Cossart – Wheatbelt Bushfire Recovery Coordinator (Corrigin and Wickepin fires)

- Key themes in the recovery: Mental health support; DRFA applications (Primary Producers) required one on one support; Asbestos disposal and removal, landowner responsibilities and costs associated with this; Positive role of the Grower Groups; Telecommunications network and its reliance on power supply; Assistance for the natural environment recovery
- Member Shires need Animal Welfare Plans and an understanding of the State Animal Welfare Act

ACTION: NEWROC to investigate a district Animal Welfare Plan, emergency services MoU as well as identify its local needs to prepare for a future CISM position

6. MINUTES OF MEETINGS

Council Meeting

Minutes of the Council Meeting held 27 September 2022 has previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 27 September 2022 be received as a true and correct record of proceedings.

Moved Cr Stratford

Seconded Cr Sachse

CARRIED 6/0

Executive Meeting 27 October 2022

Minutes of the Executive Meeting held on 27 October 2022 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 27 October 2022 be received.

Moved Cr De Lacy

Seconded Cr Davies

CARRIED 6/0

7. FINANCIAL MATTERS

7.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 September to 31 October 2022

Date	Description	Reference	Credit	Debit	Running Balance
Opening Balance			97,711.95	0.00	0.00
01 Sep 2022	Xero Australia	XEROAUSTRALIA	0.00	51.30	0.00
01 Sep 2022	Bendigo Bank		0.00	4.40	0.00
02 Sep 2022	Payment: Shire of Koorda	INV-0096	14,300.00	0.00	0.00
13 Sep 2022	Payment: Shire Of Nungarin	INV-0094	14,300.00	0.00	0.00
23 Sep 2022	Payment: Alyce Ventris	2028	0.00	1,819.95	0.00
23 Sep 2022	Payment: Alyce Ventris	2029	0.00	2,626.80	0.00
23 Sep 2022	Payment: Alyce Ventris	2030	0.00	2,782.72	0.00
01 Oct 2022	Bendigo Bank		0.00	1.20	0.00
04 Oct 2022	Xero Australia	XEROAUSTRALIA	0.00	56.05	0.00
19 Oct 2022	Payment: 150Square	INV-0178	0.00	4,219.63	0.00
19 Oct 2022	Payment: Alyce Ventris	2031	0.00	2,581.43	0.00
Total BB					
NEWROC Funds-5557			0.00	0.00	0.00
Closing Balance			112,168.47	0.00	0.00

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 31 October 2022

Cash Basis

31 OCT 2022

Assets

Bank

BB NEWROC Funds-5557	112,168.47
BB Term Deposit Account-1388	295,712.15
Total Bank	407,880.62

Total Assets	407,880.62
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Liabilities

Current Liabilities

GST	(4,623.39)
Unpaid ATO Liabilities	9,244.00
Total Current Liabilities	4,620.61

Total Liabilities	4,620.61
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Net Assets	403,260.01
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Equity

Current Year Earnings	50,297.48
Retained Earnings	352,962.53
Total Equity	403,260.01

RESOLUTION

That the income and expenditure from 1 September 2022 to 31 October 2022 and the P and L and balance sheet as at 31 October 2022 be received.

Moved Cr Brown

Seconded Cr Sachse

CARRIED 6/0

8. MATTERS FOR DECISION

8.1. ENERGY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 November 2022
ATTACHMENT NUMBER:	#2 Energy Briefing Paper
CONSULTATION:	Cr Tony Sachse Cr Trepp John Nuttall Peter Klein
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

An energy briefing paper was prepared for the NEWROC Energy subcommittee (see attached).

Feedback is currently being submitted to the NEWROC EO by the members of the subcommittee and this agenda item will be updated accordingly.

Discussion:

- Mobile power solution is an option e.g. ute
- Subcommittee to meet with Cameron
- Discussion regarding a diesel and battery solution
- NEWROC can still investigate a VPP. NEWROC to meet with Western Power and Synergy contacts

MOTION

NEWROC Energy Subcommittee to meet online with Cameron Edwards.

John Nuttall be replaced by Dirk Sellenger on the NEWROC Energy Subcommittee.

Moved Cr Sachse

Seconded Cr Davies

CARRIED 6/0

8.2. REGIONAL SUBSIDIARY

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #3 Regional Subsidiary Charter Updated
 #4 Business Plan updated
CONSULTATION: Darren Simmons
 Kirsty Martin (DLGSC)
 Liam McNeill (DLGSC)
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The following resolution was passed at the NEWROC Council meeting in September.

RESOLUTION		
NEWROC EO work with the NEWROC Executive to respond and amend the Charter following feedback from DLGSC. The Executive be delegated the authority to submit the Charter to the Minister subject to the amendments not altering the intent of the Charter in a substantial manner and after the Charter has been reviewed by individual member local governments.		
Moved Cr Stratford	Seconded Cr Trepp	CARRIED 5/0

The following action was endorsed at the NEWROC Council meeting in September: *NEWROC EO to meet with DLGSC and Policy Advisor to discuss our updated Charter.*

The NEWROC EO has liaised with DLGSC and updated the Regional Subsidiary Charter. The updated Charter has been provided to Darren Simmons to review. Key amendments included:

Requested Amendments from DLGSC	Comments
Legal	
Objectives of the Regional Subsidiary need to be specific	Included two options. I believe we can add some specifics but still be broad
Powers of the Board	Updated in line with feedback
Delegation	Updated in line with feedback
Functions of the Board	Updated but have also kept some of our original suggestions
Chairperson and Deputy Chairperson Tenure	Updated Chair from 12 months to 2 years Deputy Chair – 12 months
Inspection of documents by the public	Added public has right to inspect
Executive Officer name change	Renamed Executive Director
Finances – no borrowing	Removal of credit card
Special Project/Activity contributions not recommended	Members to check the terminology and push back on their request to not allow charges to a smaller group of members for specific projects/activities

Annual Financial Report contents	Must be in line with regulations
Audit requirements	Conducted by Auditor General
Withdrawal conditions	DLGSC has suggested unanimous approval for withdrawal. I have not included this but please let me know if I have interpreted this incorrectly from NEWROC
Wind Up conditions	Added Councils by absolute majority can wind up the Subsidiary. Need feedback on this.
References, Formatted	Updated

The Charter was then reviewed by the Executive.

Additionally, the following responses from the DLGSC regarding two questions the NEWROC raised:

- *Will the RS be audited as a Local Government? There will be significant governing documents and procedures we would need to establish*
The RS would be audited in accordance with the relevant standards for auditors, this would include the internal controls and financial management procedures of the subsidiary that it is required to maintain under its charter.
- *We have presumed we need to follow the Financial Managements Regs – correct?*
The subsidiary must follow the following financial management regulations unless its charter provides that one or more of them do not apply and the reasons why:

r. 5A to 6 Comply with Australian Accounting Standards CEO's duties in financial management Internal Audit Staff cannot report to financial management staff.	r. 11 Procedures for making payments
r. 14 to 17A Nature and type financial reporting Rounding off figures in budget Valuation of assets for financial reports	r. 19 Procedures for control of investments
r. 22 Form and content of annual budget	r. 25 to 33A Estimate of fees and charges in annual budget Information about discounts in annual budget Notes in annual budget Investment information in notes Borrowings information in notes Previous years figures for comparison

	<p>Net current assets at start of financial year to be shown</p> <p>Amounts to be excluded when calculating deficiency</p> <p>Budget to be lodged with participants</p> <p>Review of budget</p>
<p>r. 36</p> <p>Content of annual financial report</p>	<p>r. 41 and 42</p> <p>Fees and charges in annual financial report</p> <p>Discounts in annual financial report</p>
<p>r. 44</p> <p>Fees paid to governing body members in annual financial report</p>	<p>r. 48 and 49</p> <p>Information about borrowings in annual financial report</p> <p>Information about investments in annual financial report</p>
<p>r. 51</p> <p>Annual financial report supplied to participants</p>	

Executive Meeting Discussion:

- Withdrawal should not be by unanimous vote. It does not recognise the sovereignty of each local government
- Seek further information on the word 'commercial activity'. Possible alignment with the definition in the Act

Executive Resolution 27 October 2022:

RESOLUTION

NEWROC seeks additional information on the term 'commercial activity'

The Executive submit the updated Regional Subsidiary Charter to member Councils for review before the NEWROC November Council meeting. Subject to feedback, the Charter be submitted to the Minister for Local Government.

Moved R McCall

Seconded D Simmons

CARRIED 5/0

Actions since the October Executive Meeting:

- Clarification on 'commercial activity' by DLGSC
- Updated Charter emailed to member Presidents and CEO's for their endorsement

RESOLUTION

Council submit the Regional Subsidiary Charter and Business Plan to the Minister for Local Government.

Moved Cr Davies

Seconded Cr Trepp

CARRIED 6/0

8.3. EMERGENCY SERVICES

FILE REFERENCE:	060-2 Emergency Services
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	18 October 2022
ATTACHMENT NUMBER:	
CONSULTATION:	Rob Cossart, Recovery Officer / WDC CEO
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

External to NEWROC, Caroline Robinson facilitated two bushfire recovery sessions in Wickepin and Corrigin on Thursday 13 October. The sessions were coordinated by the Facey Group and Corrigin Farm Improvement Group. Each grower group took a hands on recovery role in the bushfires 8 months ago.

In attendance at both the sessions was a DFES Superintendent, the DPIRD Executive Director of Biosecurity, Bushfire Recovery Coordinator, local government CEOs, Councillors and farmers. The sessions were an opportunity for farmers to provide feedback on the response to the bushfires and the recovery.

Of interest to the NEWROC was the following feedback provided by farmers and local governments:

- Training across bushfire brigades particularly in communication e.g. radio channels, captain contact details
- Training in the contents of local government emergency management plans as well as animal welfare plans for CEOs, responders etc. Knowledge of the State Animal Welfare Plan
- The important role the grower groups played in connecting farmers to response efforts (Blaze Aid etc)
- Sharing burning permit time periods across neighbouring local governments
- Supporting local brigades – not just fire fighting roles. There are roles in the brigade for volunteers to help maintain vehicles, clean sheds, mow lawns at sheds etc
- Local governments sharing DFES warnings through resident SMS system (not just harvest bans or fire bans)
- Educating farmers about recognising the signs and symptoms of stock suffering burns and how to euthanise
- Sharing the Esperance Bushfire Response and Recovery handbook with LEMCs
- Importance of a local person on the ground supporting CEO's during response and recovery, external to Shire administration

The information is presented to the Executive for discussion with a view to determining whether member Shires can accommodate any of the learnings individually or collectively. As noted at the Corrigin and Wickepin sessions, there is a very high fuel load in our areas and we should be aware of the risks this Summer.

Additionally, emergency services could be a role within NEWROC either during planning or recovery phases.

Discussion at Executive Meeting:

- What constitutes minimal training standards for BFBs? WALGA and DFES Commissioner to respond
- Discussion to share fire burning permit dates across the Shires. This has also been raised at GECZ
- There is potential for coordination of emergency services across the NEWROC
- Rob Cossart to be invited to attend and present to the NEWROC Council

RESOLUTION

Information received

Moved Cr Davies

Seconded Cr Trepp

CARRIED 6/0

Discussion:

- NEWROC to investigate an MoU for emergency services, possibly a NEWROC LEMA
- Animal Welfare Plan to be developed for the members of the NEWROC
- NEWROC to prepare for a future CESM funding application

8.4. BIKE TRAIL

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 18 October 2022
ATTACHMENT NUMBER:
CONSULTATION: Leonard Long
Linda Vernon
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The [Western Australian Bicycle Network \(WABN\) Grants Program](#) is an initiative of the State Government, administered by the Department of Transport (DoT).

Grant funding is available to local governments (LGAs) in Western Australia, up to 50 per cent of the total project cost, for the planning and implementation of bicycle network infrastructure in accordance with State Government priorities set out in the WA Bicycle Network Plan 2014-2031 (The WABN Plan).

The project being proposed should achieve one or more of the following outcomes:

1. Increased safety for people on bikes
2. Connection and access to strategic destinations
3. Increased cycle tourism opportunities

The Shire of Nungarin expressed interest in developing a bike trail (as well as associated infrastructure) along the disused railway line from Nungarin to Wyalkatchem. The WABN grants program will fund feasibility studies and concept plans, which could be stage one of the proposed bike trail. This proposal would meet point three of the desired outcomes of the WABN grants program.

Quotes will be sought for the feasibility study and will be presented to the NEWROC Executive at the meeting for further discussion. The project may involve the Shires of Nungarin, Trayning and Wyalkatchem (possibly Dowerin?) with collaboration from NEWTravel.

The Shire of Mukinbudin would be the lead Council under current governance, or this could be transferred to the Shire of Nungarin.

Applications close on 3 November 2022.

RESOLUTION

NEWROC endorse an application to the WABN Grants Program for the bike and rail trail

NEWROC contribute up to \$5000 towards the WABN application

Moved Cr Davies

Seconded Cr De Lacy

CARRIED 6/0

8.5. NEWROC Annual Report 2022

FILE REFERENCE: 042-6 NEWROC Promotion
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #5 NEWROC Annual Report
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority



7 SHIRES  Voluntary Regional Organisation of Councils

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

 Supported by an Executive Officer

REGIONAL PRIORITIES

2022 ACHIEVEMENTS

 **Advocacy**

Advocacy on local government reform (specifically regional subsidiaries), mobile black spots; Housing and Worker Discussion Paper; community consultation completed regarding the Regional Subsidiary Charter and Business Plan

Economy



Investment in an additional three Crisp Wireless internet towers to expand the footprint of high speed internet to NEWROC residents and businesses; Income to the NEWROC for additional towers outside of the NEWROC internet network; Sponsorship and support of the Trayning Do Over in partnership with Town Team Movement; Continued engagement of the Wheatbelt Town Team Builder to assist with placemaking in the NEWROC; two additional Town Teams in the NEWROC; investigation into a DAMA; advocacy and meetings with Western Power and Telstra regarding reliable townsite power and telecommunications power

Environment



Two meetings with the Minister for Energy to progress the microgrid; progress towards improving waste sites across the NEWROC

Community



Sponsorship of the NEWROC Literacy Lunch; Funding application for bike trail development; Funding application for Future Drought Funding

3 Newsletters

newroc.com.au



RESOLUTION

2022 NEWROC Annual Report is received

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 6/0

8.6. NEWROC FORWARD PLANNING

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #6 Huffer and Associates Quote
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Strategic Plan is due for a full review in February 2023.

The NEWROC EO proposes an external facilitator to assist in the process. In previous years the NEWROC has done the process internally or with the assistance of WALGA.

It is also proposed that a dinner be held afterwards for all members.

A quote from Andrew Huffer is attached. The NEWROC EO believes Andrew would be a good fit for the group and understands the regional landscape. Andrew is available 1-3rd Feb and 6th-13th Feb.

One focus area that the NEWROC EO believes is important going forward is the development of an Economic Development Plan as well.

RESOLUTION

Information is received

Moved Cr Brown

Seconded Cr Davies

CARRIED 6/0

Discussion

- NEWROC EO to speak to WDC about utilising the UWA students for the basis of an economic development plan
- NEWROC strategic plan to be further discussed at the start of 2023

8.7. NEWROC WORKFORCE PLAN

FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 November 2022
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC sought funding from BBRF for its workforce plan however the Federal Government decided not to proceed with funding of Round 6. The following extract of some of the strategies in the plan are included for discussion and reported progress:

1. Attraction and Retention of the Workforce	
Investigate housing infrastructure and innovative funding models that is aligned to current and future needs of NEWROC members, whilst delivering individual and collective benefit	Housing and Workforce Paper For possible action at GECZ Conference 2023
Recruit a CEO for the regional subsidiary	To be undertaken when RS Charter is adopted by the Minister
Train Councillors in the role and governance of a regional subsidiary	To be undertaken when RS Charter is adopted by the Minister
2. Develop People and Build Capability	
Assist members to access quality and diverse education and training opportunities for staff and Councillors through providers such as WALGA, LG Pro etc.	Priorities to be advised
3. Connect with Local People and Local Business	
When vacancies arise members can share this information to inform and encourage suitably skilled and qualified applicants to apply, promote on NEWROC website member vacancies	NEWROC EO currently shares vacancies on Wheatbelt Jobs website NEWROC consider establishing a social media profile
NEWROC to regularly communicate its activities to the communities it represents	NEWROC Newsletter (3 in 2021), website NEWROC consider establishing a social media profile
4. Network and Resource Share within the Region and the Local Government Sector.	
Explore opportunities for secondments or exchanges with other Local Governments	McCusker Centre Internship Program?
When required work with each other to outsource expertise to help prepare and meet compliance and legislative requirements	Emergency Services?

RESOLUTION

Information be received

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 6/0

Discussion:

- Any future events role needs to support or complement Community Development Officers in the NEWROC and not duplicate them

MATTERS FOR DECISION

9. EMERGING NEWROC ISSUES as notified or introduced by decision of the Meeting

Nil

10. GENERAL UPDATES

Housing and Worker Paper

- Attached and ready for distribution (#7 Paper)
- GROH and worker housing to be put forward as a potential topic of discussion at the GECZ conference that is taking place in early 2023
- Discussion regarding the WACHS housing in Trayning and Wyalkatchem that is being proposed

Regional Landfill

- Wyalkatchem tip has an estimated 24yrs – 30yrs if it was to be a regional site
- Clearing application has been submitted so that the Shire understands its obligations going forward

Funding Submissions

- BBRF – Workforce. Program dissolved by Federal Government (Oct 2022)
- FRRR Drought Fund. Submitted in October 2022
- WA Bike Grant. Submitted November 2022.

11. 2023 MEETING SCHEDULE

20 February	Council meeting	Shire of Dowerin (MONDAY)
28 February	GECZ Conference	
28 March	Executive	Shire of Mukinbudin
27 April	Council	Shire of Mt Marshall (THURSDAY)
30 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Trayning
21 August	Council	Merredin (straight after GECZ)
26 September	Executive	Shire of Mukinbudin
31 October	Council	Shire of Mt Marshall
28 November	Council	Shire of Nungarin

RESOLUTION

2023 meeting dates are adopted

Moved Cr Brown

Seconded Cr Sachse

CARRIED 6/0

12. CLOSURE

NEWROC CEO acknowledged the passing of Bill Fensome and thanked him for his role and time at the Shires of Mukinbudin, Nungarin and the NEWROC.

NEWROC CEO acknowledged the efforts by the Shire of Mt Marshall CEO John Nuttall who will be leaving his role in December. NEWROC thanked him for his contributions.

NEWROC CEO wished all members a Merry Christmas and thanked the Shire of Trayning for hosting. The meeting was closed at 5.41pm.



North Eastern Wheatbelt Regional Organisation of Councils

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

Council Meeting

Monday 28 November 2022

Shire of Trayning, Council Chambers

MINUTES

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> 👉 NEWROC Annual Report 👉 NEWROC Drinks 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

Newsletter

NEWROC Chair and CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

TABLE OF CONTENTS

<u>1. OPENING AND ANNOUNCEMENTS.....</u>	<u>4</u>
<u>2. RECORD OF ATTENDANCE AND APOLOGIES</u>	<u>4</u>
ATTENDANCE	4
APOLOGIES	4
<u>3. LEAVE OF ABSENCE APPROVALS / APPROVED.....</u>	<u>4</u>
<u>4. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER.....</u>	<u>4</u>
DELEGATION REGISTER	4
<u>5. PRESENTATIONS</u>	<u>5</u>
<u>6. MINUTES OF MEETINGS</u>	<u>5</u>
COUNCIL MEETING	5
EXECUTIVE MEETING 27 OCTOBER 2022	5
<u>7. FINANCIAL MATTERS</u>	<u>6</u>
7.1. INCOME, EXPENDITURE AND PROFIT AND LOSS	6
<u>8. MATTERS FOR DECISION.....</u>	<u>8</u>
8.1. ENERGY	8
8.2. REGIONAL SUBSIDIARY	9
8.3. EMERGENCY SERVICES	12
8.4. BIKE TRAIL	14
8.5. NEWROC ANNUAL REPORT 2022	15
8.6. NEWROC FORWARD PLANNING	16
8.7. NEWROC WORKFORCE PLAN	17
<u>MATTERS FOR DECISION.....</u>	<u>19</u>
<u>9. EMERGING NEWROC ISSUES AS NOTIFIED OR INTRODUCED BY DECISION OF THE MEETING</u>	<u>19</u>
<u>10. GENERAL UPDATES</u>	<u>19</u>
<u>11. 2023 MEETING SCHEDULE.....</u>	<u>19</u>
<u>12. CLOSURE.....</u>	<u>20</u>

NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council Meeting held at the Shire of Trayning Council Chambers on Monday 28 November 2022 commencing at 3.02pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC CEO, Dirk Sellenger welcomed everyone and opened the meeting at 3.02pm

2. RECORD OF ATTENDANCE AND APOLOGIES

Attendance

Cr Jannah Stratford	President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem (3.17pm)
Cr Christopher Loton	Councillor, Shire of Wyalkatchem
Cr Pippa De Lacy	President, Shire of Nungarin 3.10pm
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin

Dirk Sellenger	NEWROC CEO, CEO Shire of Mukinbudin
Darren Simmons	CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem (3.17pm)
John Nuttall	CEO, Shire of Mt Marshall
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Linda Vernon	NEWTravel EO
Rob Cossart	CEO, Wheatbelt Development Commission (3.09pm)
Renee Manning	Wheatbelt Development Commission

Apologies

Cr Gary Shadbolt	NEWROC Chair, Shire of Mukinbudin
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3. Leave of Absence Approvals / Approved

4. Declarations of Interest and Delegations Register

Delegation Register

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

Description of Delegations	Delegatee	Delegated to	Approval
----------------------------	-----------	--------------	----------

Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Mukinbudin)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

5. Presentations

Linda Vernon NEWTravel EO

- Presentation of the NEWTravel Strategic Plan and key focus areas
- Discussion regarding the requirement of a Wheatbelt EV Strategy

Rob Cossart – Wheatbelt Bushfire Recovery Coordinator (Corrigin and Wickepin fires)

- Key themes in the recovery: Mental health support; DRFA applications (Primary Producers) required one on one support; Asbestos disposal and removal, landowner responsibilities and costs associated with this; Positive role of the Grower Groups; Telecommunications network and its reliance on power supply; Assistance for the natural environment recovery
- Member Shires need Animal Welfare Plans and an understanding of the State Animal Welfare Act

ACTION: NEWROC to investigate a district Animal Welfare Plan, emergency services MoU as well as identify its local needs to prepare for a future CESM position

6. MINUTES OF MEETINGS

Council Meeting

Minutes of the Council Meeting held 27 September 2022 has previously been circulated.

RESOLUTION
That the Minutes of the Council Meeting held on 27 September 2022 be received as a true and correct record of proceedings.
Moved Cr Stratford Seconded Cr Sachse CARRIED 6/0

Executive Meeting 27 October 2022

Minutes of the Executive Meeting held on 27 October 2022 have previously been circulated.

RESOLUTION
That the Minutes of the Executive Meeting held on 27 October 2022 be received.
Moved Cr De Lacy Seconded Cr Davies CARRIED 6/0

7. FINANCIAL MATTERS

7.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 September to 31 October 2022

Date	Description	Reference	Credit	Debit	Running Balance
Opening Balance			97,711.95	0.00	0.00
01 Sep 2022	Xero Australia	XEROAUSTRALIA	0.00	51.30	0.00
01 Sep 2022	Bendigo Bank		0.00	4.40	0.00
02 Sep 2022	Payment: Shire of Koorda	INV-0096	14,300.00	0.00	0.00
13 Sep 2022	Payment: Shire Of Nungarin	INV-0094	14,300.00	0.00	0.00
23 Sep 2022	Payment: Alyce Ventris	2028	0.00	1,819.95	0.00
23 Sep 2022	Payment: Alyce Ventris	2029	0.00	2,626.80	0.00
23 Sep 2022	Payment: Alyce Ventris	2030	0.00	2,782.72	0.00
01 Oct 2022	Bendigo Bank		0.00	1.20	0.00
04 Oct 2022	Xero Australia	XEROAUSTRALIA	0.00	56.05	0.00
19 Oct 2022	Payment: 150Square	INV-0178	0.00	4,219.63	0.00
19 Oct 2022	Payment: Alyce Ventris	2031	0.00	2,581.43	0.00
Total BB					
NEWROC Funds-5557			0.00	0.00	0.00
Closing Balance			112,168.47	0.00	0.00

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 31 October 2022

Cash Basis

31 OCT 2022

Assets

Bank

BB NEWROC Funds-5557	112,168.47
BB Term Deposit Account-1388	295,712.15
Total Bank	407,880.62

Total Assets	407,880.62
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Liabilities

Current Liabilities

GST	(4,623.39)
Unpaid ATO Liabilities	9,244.00
Total Current Liabilities	4,620.61

Total Liabilities	4,620.61
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Net Assets	403,260.01
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Equity

Current Year Earnings	50,297.48
Retained Earnings	352,962.53
Total Equity	403,260.01

RESOLUTION

That the income and expenditure from 1 September 2022 to 31 October 2022 and the P and L and balance sheet as at 31 October 2022 be received.

Moved Cr Brown

Seconded Cr Sachse

CARRIED 6/0

8. MATTERS FOR DECISION

8.1. ENERGY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 November 2022
ATTACHMENT NUMBER:	#2 Energy Briefing Paper
CONSULTATION:	Cr Tony Sachse Cr Trepp John Nuttall Peter Klein
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

An energy briefing paper was prepared for the NEWROC Energy subcommittee (see attached).

Feedback is currently being submitted to the NEWROC EO by the members of the subcommittee and this agenda item will be updated accordingly.

Discussion:

- Mobile power solution is an option e.g. ute
- Subcommittee to meet with Cameron
- Discussion regarding a diesel and battery solution
- NEWROC can still investigate a VPP. NEWROC to meet with Western Power and Synergy contacts

MOTION

NEWROC Energy Subcommittee to meet online with Cameron Edwards.

John Nuttall be replaced by Dirk Sellenger on the NEWROC Energy Subcommittee.

Moved Cr Sachse

Seconded Cr Davies

CARRIED 6/0

8.2. REGIONAL SUBSIDIARY

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #3 Regional Subsidiary Charter Updated
 #4 Business Plan updated
CONSULTATION: Darren Simmons
 Kirsty Martin (DLGSC)
 Liam McNeill (DLGSC)
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The following resolution was passed at the NEWROC Council meeting in September.

RESOLUTION		
NEWROC EO work with the NEWROC Executive to respond and amend the Charter following feedback from DLGSC. The Executive be delegated the authority to submit the Charter to the Minister subject to the amendments not altering the intent of the Charter in a substantial manner and after the Charter has been reviewed by individual member local governments.		
Moved Cr Stratford	Seconded Cr Trepp	CARRIED 5/0

The following action was endorsed at the NEWROC Council meeting in September: *NEWROC EO to meet with DLGSC and Policy Advisor to discuss our updated Charter.*

The NEWROC EO has liaised with DLGSC and updated the Regional Subsidiary Charter. The updated Charter has been provided to Darren Simmons to review. Key amendments included:

Requested Amendments from DLGSC	Comments
Legal	
Objectives of the Regional Subsidiary need to be specific	Included two options. I believe we can add some specifics but still be broad
Powers of the Board	Updated in line with feedback
Delegation	Updated in line with feedback
Functions of the Board	Updated but have also kept some of our original suggestions
Chairperson and Deputy Chairperson Tenure	Updated Chair from 12 months to 2 years Deputy Chair – 12 months
Inspection of documents by the public	Added public has right to inspect
Executive Officer name change	Renamed Executive Director
Finances – no borrowing	Removal of credit card
Special Project/Activity contributions not recommended	Members to check the terminology and push back on their request to not allow charges to a smaller group of members for specific projects/activities

Annual Financial Report contents	Must be in line with regulations
Audit requirements	Conducted by Auditor General
Withdrawal conditions	DLGSC has suggested unanimous approval for withdrawal. I have not included this but please let me know if I have interpreted this incorrectly from NEWROC
Wind Up conditions	Added Councils by absolute majority can wind up the Subsidiary. Need feedback on this.
References, Formatted	Updated

The Charter was then reviewed by the Executive.

Additionally, the following responses from the DLGSC regarding two questions the NEWROC raised:

- *Will the RS be audited as a Local Government? There will be significant governing documents and procedures we would need to establish*
The RS would be audited in accordance with the relevant standards for auditors, this would include the internal controls and financial management procedures of the subsidiary that it is required to maintain under its charter.
- *We have presumed we need to follow the Financial Managements Regs – correct?*
The subsidiary must follow the following financial management regulations unless its charter provides that one or more of them do not apply and the reasons why:

r. 5A to 6 Comply with Australian Accounting Standards CEO's duties in financial management Internal Audit Staff cannot report to financial management staff.	r. 11 Procedures for making payments
r. 14 to 17A Nature and type financial reporting Rounding off figures in budget Valuation of assets for financial reports	r. 19 Procedures for control of investments
r. 22 Form and content of annual budget	r. 25 to 33A Estimate of fees and charges in annual budget Information about discounts in annual budget Notes in annual budget Investment information in notes Borrowings information in notes Previous years figures for comparison

	<p>Net current assets at start of financial year to be shown</p> <p>Amounts to be excluded when calculating deficiency</p> <p>Budget to be lodged with participants</p> <p>Review of budget</p>
<p>r. 36</p> <p>Content of annual financial report</p>	<p>r. 41 and 42</p> <p>Fees and charges in annual financial report</p> <p>Discounts in annual financial report</p>
<p>r. 44</p> <p>Fees paid to governing body members in annual financial report</p>	<p>r. 48 and 49</p> <p>Information about borrowings in annual financial report</p> <p>Information about investments in annual financial report</p>
<p>r. 51</p> <p>Annual financial report supplied to participants</p>	

Executive Meeting Discussion:

- Withdrawal should not be by unanimous vote. It does not recognise the sovereignty of each local government
- Seek further information on the word 'commercial activity'. Possible alignment with the definition in the Act

Executive Resolution 27 October 2022:

RESOLUTION

NEWROC seeks additional information on the term 'commercial activity'

The Executive submit the updated Regional Subsidiary Charter to member Councils for review before the NEWROC November Council meeting. Subject to feedback, the Charter be submitted to the Minister for Local Government.

Moved R McCall

Seconded D Simmons

CARRIED 5/0

Actions since the October Executive Meeting:

- Clarification on 'commercial activity' by DLGSC
- Updated Charter emailed to member Presidents and CEO's for their endorsement

RESOLUTION

Council submit the Regional Subsidiary Charter and Business Plan to the Minister for Local Government.

Moved Cr Davies

Seconded Cr Trepp

CARRIED 6/0

8.3. EMERGENCY SERVICES

FILE REFERENCE:	060-2 Emergency Services
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	18 October 2022
ATTACHMENT NUMBER:	
CONSULTATION:	Rob Cossart, Recovery Officer / WDC CEO
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

External to NEWROC, Caroline Robinson facilitated two bushfire recovery sessions in Wickopin and Corrigin on Thursday 13 October. The sessions were coordinated by the Facey Group and Corrigin Farm Improvement Group. Each grower group took a hands on recovery role in the bushfires 8 months ago.

In attendance at both the sessions was a DFES Superintendent, the DPIRD Executive Director of Biosecurity, Bushfire Recovery Coordinator, local government CEOs, Councillors and farmers. The sessions were an opportunity for farmers to provide feedback on the response to the bushfires and the recovery.

Of interest to the NEWROC was the following feedback provided by farmers and local governments:

- Training across bushfire brigades particularly in communication e.g. radio channels, captain contact details
- Training in the contents of local government emergency management plans as well as animal welfare plans for CEOs, responders etc. Knowledge of the State Animal Welfare Plan
- The important role the grower groups played in connecting farmers to response efforts (Blaze Aid etc)
- Sharing burning permit time periods across neighbouring local governments
- Supporting local brigades – not just fire fighting roles. There are roles in the brigade for volunteers to help maintain vehicles, clean sheds, mow lawns at sheds etc
- Local governments sharing DFES warnings through resident SMS system (not just harvest bans or fire bans)
- Educating farmers about recognising the signs and symptoms of stock suffering burns and how to euthanise
- Sharing the Esperance Bushfire Response and Recovery handbook with LEMCs
- Importance of a local person on the ground supporting CEO's during response and recovery, external to Shire administration

The information is presented to the Executive for discussion with a view to determining whether member Shires can accommodate any of the learnings individually or collectively. As noted at the Corrigin and Wickepin sessions, there is a very high fuel load in our areas and we should be aware of the risks this Summer.

Additionally, emergency services could be a role within NEWROC either during planning or recovery phases.

Discussion at Executive Meeting:

- What constitutes minimal training standards for BFBs? WALGA and DFES Commissioner to respond
- Discussion to share fire burning permit dates across the Shires. This has also been raised at GECZ
- There is potential for coordination of emergency services across the NEWROC
- Rob Cossart to be invited to attend and present to the NEWROC Council

RESOLUTION

Information received

Moved Cr Davies

Seconded Cr Trepp

CARRIED 6/0

Discussion:

- NEWROC to investigate an MoU for emergency services, possibly a NEWROC LEMA
- Animal Welfare Plan to be developed for the members of the NEWROC
- NEWROC to prepare for a future CESM funding application

8.4. BIKE TRAIL

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 18 October 2022
ATTACHMENT NUMBER:
CONSULTATION: Leonard Long
Linda Vernon
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The [Western Australian Bicycle Network \(WABN\) Grants Program](#) is an initiative of the State Government, administered by the Department of Transport (DoT).

Grant funding is available to local governments (LGAs) in Western Australia, up to 50 per cent of the total project cost, for the planning and implementation of bicycle network infrastructure in accordance with State Government priorities set out in the WA Bicycle Network Plan 2014-2031 (The WABN Plan).

The project being proposed should achieve one or more of the following outcomes:

1. Increased safety for people on bikes
2. Connection and access to strategic destinations
3. Increased cycle tourism opportunities

The Shire of Nungarin expressed interest in developing a bike trail (as well as associated infrastructure) along the disused railway line from Nungarin to Wyalkatchem. The WABN grants program will fund feasibility studies and concept plans, which could be stage one of the proposed bike trail. This proposal would meet point three of the desired outcomes of the WABN grants program.

Quotes will be sought for the feasibility study and will be presented to the NEWROC Executive at the meeting for further discussion. The project may involve the Shires of Nungarin, Trayning and Wyalkatchem (possibly Dowerin?) with collaboration from NEWTravel.

The Shire of Mukinbudin would be the lead Council under current governance, or this could be transferred to the Shire of Nungarin.

Applications close on 3 November 2022.

RESOLUTION

NEWROC endorse an application to the WABN Grants Program for the bike and rail trail

NEWROC contribute up to \$5000 towards the WABN application

Moved Cr Davies

Seconded Cr De Lacy

CARRIED 6/0

8.5. NEWROC Annual Report 2022

FILE REFERENCE: 042-6 NEWROC Promotion
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #5 NEWROC Annual Report
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority



7 SHIRES  Voluntary Regional Organisation of Councils

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

 Supported by an Executive Officer

REGIONAL PRIORITIES

 **Advocacy**

Economy



Environment



Community



2022 ACHIEVEMENTS

Advocacy on local government reform (specifically regional subsidiaries), mobile black spots; Housing and Worker Discussion Paper; community consultation completed regarding the Regional Subsidiary Charter and Business Plan

Investment in an additional three Crisp Wireless internet towers to expand the footprint of high speed internet to NEWROC residents and businesses; Income to the NEWROC for additional towers outside of the NEWROC internet network; Sponsorship and support of the Trayning Do Over in partnership with Town Team Movement; Continued engagement of the Wheatbelt Town Team Builder to assist with placemaking in the NEWROC; two additional Town Teams in the NEWROC; investigation into a DAMA; advocacy and meetings with Western Power and Telstra regarding reliable townsite power and telecommunications power

Two meetings with the Minister for Energy to progress the microgrid; progress towards improving waste sites across the NEWROC

Sponsorship of the NEWROC Literacy Lunch; Funding application for bike trail development; Funding application for Future Drought Funding

3 Newsletters

newroc.com.au



RESOLUTION

2022 NEWROC Annual Report is received

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 6/0

8.6. NEWROC FORWARD PLANNING

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 November 2022
ATTACHMENT NUMBER: #6 Huffer and Associates Quote
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Strategic Plan is due for a full review in February 2023.

The NEWROC EO proposes an external facilitator to assist in the process. In previous years the NEWROC has done the process internally or with the assistance of WALGA.

It is also proposed that a dinner be held afterwards for all members.

A quote from Andrew Huffer is attached. The NEWROC EO believes Andrew would be a good fit for the group and understands the regional landscape. Andrew is available 1-3rd Feb and 6th-13th Feb.

One focus area that the NEWROC EO believes is important going forward is the development of an Economic Development Plan as well.

RESOLUTION

Information is received

Moved Cr Brown

Seconded Cr Davies

CARRIED 6/0

Discussion

- NEWROC EO to speak to WDC about utilising the UWA students for the basis of an economic development plan
- NEWROC strategic plan to be further discussed at the start of 2023

8.7. NEWROC WORKFORCE PLAN

FILE REFERENCE:	041-5 Strategic and Future Planning
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 November 2022
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC sought funding from BBRF for its workforce plan however the Federal Government decided not to proceed with funding of Round 6. The following extract of some of the strategies in the plan are included for discussion and reported progress:

1. Attraction and Retention of the Workforce	
Investigate housing infrastructure and innovative funding models that is aligned to current and future needs of NEWROC members, whilst delivering individual and collective benefit	Housing and Workforce Paper For possible action at GECZ Conference 2023
Recruit a CEO for the regional subsidiary	To be undertaken when RS Charter is adopted by the Minister
Train Councillors in the role and governance of a regional subsidiary	To be undertaken when RS Charter is adopted by the Minister
2. Develop People and Build Capability	
Assist members to access quality and diverse education and training opportunities for staff and Councillors through providers such as WALGA, LG Pro etc.	Priorities to be advised
3. Connect with Local People and Local Business	
When vacancies arise members can share this information to inform and encourage suitably skilled and qualified applicants to apply, promote on NEWROC website member vacancies	NEWROC EO currently shares vacancies on Wheatbelt Jobs website NEWROC consider establishing a social media profile
NEWROC to regularly communicate its activities to the communities it represents	NEWROC Newsletter (3 in 2021), website NEWROC consider establishing a social media profile
4. Network and Resource Share within the Region and the Local Government Sector.	
Explore opportunities for secondments or exchanges with other Local Governments	McCusker Centre Internship Program?
When required work with each other to outsource expertise to help prepare and meet compliance and legislative requirements	Emergency Services?

RESOLUTION

Information be received

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 6/0

Discussion:

- Any future events role needs to support or complement Community Development Officers in the NEWROC and not duplicate them

MATTERS FOR DECISION

9. EMERGING NEWROC ISSUES as notified or introduced by decision of the Meeting

Nil

10. GENERAL UPDATES

Housing and Worker Paper

- Attached and ready for distribution (#7 Paper)
- GROH and worker housing to be put forward as a potential topic of discussion at the GECZ conference that is taking place in early 2023
- Discussion regarding the WACHS housing in Trayning and Wyalkatchem that is being proposed

Regional Landfill

- Wyalkatchem tip has an estimated 24yrs – 30yrs if it was to be a regional site
- Clearing application has been submitted so that the Shire understands its obligations going forward

Funding Submissions

- BBRF – Workforce. Program dissolved by Federal Government (Oct 2022)
- FRRR Drought Fund. Submitted in October 2022
- WA Bike Grant. Submitted November 2022.

11. 2023 MEETING SCHEDULE

20 February	Council meeting	Shire of Dowerin (MONDAY)
28 February	GECZ Conference	
28 March	Executive	Shire of Mukinbudin
27 April	Council	Shire of Mt Marshall (THURSDAY)
30 May	Executive	Shire of Wyalkatchem
27 June	Council	Shire of Koorda
25 July	Executive	Shire of Trayning
21 August	Council	Merredin (straight after GECZ)
26 September	Executive	Shire of Mukinbudin
31 October	Council	Shire of Mt Marshall
28 November	Council	Shire of Nungarin

RESOLUTION

2023 meeting dates are adopted

Moved Cr Brown

Seconded Cr Sachse

CARRIED 6/0

12. CLOSURE

NEWROC CEO acknowledged the passing of Bill Fensome and thanked him for his role and time at the Shires of Mukinbudin, Nungarin and the NEWROC.

NEWROC CEO acknowledged the efforts by the Shire of Mt Marshall CEO John Nuttall who will be leaving his role in December. NEWROC thanked him for his contributions.

NEWROC CEO wished all members a Merry Christmas and thanked the Shire of Trayning for hosting. The meeting was closed at 5.41pm.

ANNUAL REPORT 2022

7 SHIRES



Voluntary Regional
Organisation of Councils

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



Supported by an
Executive Officer

REGIONAL PRIORITIES



Advocacy

Economy



Environment



Community



3

Newsletters

2022 ACHIEVEMENTS

Advocacy on local government reform (specifically regional subsidiaries), mobile black spots; Housing and Worker Discussion Paper; community consultation completed regarding the Regional Subsidiary Charter and Business Plan

Investment in an additional three Crisp Wireless internet towers to expand the footprint of high speed internet to NEWROC residents and businesses; Income to the NEWROC for additional towers outside of the NEWROC internet network; Sponsorship and support of the Trayning Do Over in partnership with Town Team Movement; Continued engagement of the Wheatbelt Town Team Builder to assist with placemaking in the NEWROC; two additional Town Teams in the NEWROC; investigation into a DAMA; advocacy and meetings with Western Power and Telstra regarding reliable townsite power and telecommunications power

Two meetings with the Minister for Energy to progress the microgrid; progress towards improving waste sites across the NEWROC

Sponsorship of the NEWROC Literacy Lunch; Funding application for bike trail development; Funding application for Future Drought Funding





SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Audit & Risk Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
13 December 2022



ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au

Table of Contents



1.	Official Opening
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Confirmation of Minutes of the Previous Meetings
5.1	Minutes of the Audit & Risk Committee Meeting held on 2 August 2022
6	Presentations
7.	Officer's Reports
7.1	Risk Dashboard Quarterly Report - September 2022
7.2	2021/22 Annual Report & Annual Electors Meeting
8.	Questions from Members
9.	Urgent Business Approved by the Person Presiding or by Decision
10.	Date of Next Meeting
11.	Closure

Shire of Dowerin
Audit & Risk Committee Meeting
13 December 2022



1. Official Opening

The Chair welcomed those in attendance and declared the Meeting open at 2.30pm.

2. Record of Attendance / Apologies / Leave of Absence

Committee Members:

Cr RI Trepp	President & Chair
Cr BA Ward	Deputy President
Cr NP McMorran	
Mrs TA Jones	
Mr D Armstrong	Via Teams

Staff:

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

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Audit & Risk Committee Meeting held on 2 August 2022

Attachment 5.1A

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 5.1

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

0698 That, in accordance with Sections 3.18 and 5.22(2) of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 2 August 2022, as presented in Attachment 5.1A, be confirmed as a true and correct record of proceedings.

CARRIED 5/0

6. PRESENTATIONS

Nil

7. OFFICER'S REPORTS

7.1 Risk Dashboard Quarterly Report – September 2022

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 November 2022	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Compliance/Risk Management/Reporting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 7.1A - Risk Dashboard Quarterly Report – September 2022	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Risk Dashboard Quarterly Review to the Audit & Risk Committee for noting.

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

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

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

Comment

The reviewed Risk Dashboard is included as an Attachment for Council's perusal and comment. Due to no Audit and Risk Committee meeting schedule until after the End of Year Financials have been received, the Risk Dashboard will be presented at the next Audit and Risk Committee meeting for noting.

The following comments against current actions are noted:

Asset Management

Action: Revaluation of sewerage assets

Comment: Draft Report provided to management for comment (5 year revalue cycle)

Action: Implement New Fuel Stock Control System

Comment: Partially completed; fuel pods will be installed into new fleet

Action: Revaluation of Land & Buildings

Comment: Revalue cycle every 5 years in accordance with FM Regulations

Action: Review of Long-Term Financial Plan

Comment: Progressing, Draft reviewed LTFP currently linking; data needs to be cross referenced

KPI: Asset Renewal Funding Ratio Result 92%, worsening

KPI: Asset Consumption Ratio Result 59%, worsening

KPI: Asset Sustainability Ratio Result 69%, worsening

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

Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 2, worsening

KPI: LEM annual exercise 1, improving

Compliance

Action: Review of Long-Term Financial Plan

Comment: Progressing, Cross referencing data in the LTFP

Action: Review of Information Management System

Comment: Progressing, extended completion to December to provide the DCEO time to carry out review

Action: End of Financial Audit - Prepare

Comment: Financials prepared and currently with Auditors

KPI: Financial Management System Review (Every 3 years)

Comment: Scheduled to commence 21-24 November with external contractor

KPI: CEO Regulation 17 Review (Every 3 years)

Comment: Scheduled to be undertaken in December 2022 - inhouse

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

Comment: Inspections scheduled for 24 November 2022

Document Control

Action: Review SharePoint System

Comment: Progressing; Consultant engaged to implement stage 1

Employment Practices

Action: Review of Staff Induction process

Comment: Review progressing.

Action: Develop Health & Wellbeing Plan

Comment: Draft program progressing

Action: Review Workforce Plan

Comment: Carry out review once organisation re-structure is finalised

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

Comment: Rated for the 2021/22 with a result of 32%; leave policy introduced to improve rating

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

Comment: Rated for the 2021/22 with a result of 41%; leave policy introduced to improve rating

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

Engagement Practices

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Second review required to streamline process, due December 2022

Action: Review Process for Customer Response Requests

Comment: Conduct second review and align with complaints handling process

Environmental Management

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan in draft

Management of Facilities/Venues/Events

Action: Develop Event Management Framework

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

Action: Public Buildings Inspected Annually for Compliance

Comment: Inspections commenced; EHO on site 24 November.

IT and Communication Systems

Action: Document IT Infrastructure Replacement Program

Comment: To be developed prior to December 2022

Safety and Security Practices

Action: Assess Shire Building and Facility Safety and Security

Comment: Scheduled for November

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Conduct Annual BCP and LEMC Drills

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

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

Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Ordinary Council Meeting November 2022

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 7.1

Moved: Cr Ward

Seconded: Mrs TA Jones

0698 That, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, the Audit & Risk Committee receives the quarterly Risk Dashboard Quarterly Report - September 2022, as presented in Attachment 7.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 5/0

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

7.2 2020/21 Annual Report & Annual Electors Meeting

Corporate & Community Services



Date:	28 February 2022
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Audit) Regulations 1996</i>
Sharepoint Reference:	Organisation/Corporate Management/Reporting/2021-22 Annual Report
Disclosure of Interest:	Nil
Attachments:	Attachment 7.2A - 2021/22 Annual Report

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the 2021/22 Annual Report & Audited Financial Report to the Audit & Risk Committee for consideration and, if satisfactory, recommendation to Council for adoption.

Background

The annual financial statements for the year ended 30 June 2022 have been audited by the Auditors under the Office of the Auditor General (OAG).

The 2021/22 Annual Report which includes the audited financial report and OAG's Opinion Letter is included as an Attachment.

Comment

Pursuant to its Terms of Reference, it is relevant that the Audit & Risk Committee considers the 2021/22 Annual Report and where appropriate, makes recommendation(s) in respect of the report.

In accordance with Section 7.9 of the *Local Government Act 1995*, an Auditor is required to examine the accounts and annual financial report submitted by a local government for audit. The Auditor is also required, by 31 December following the financial year to which the accounts and report relate, to prepare a report thereon and forward a copy of that report to:

1. the Mayor or President;
2. the CEO of the local government; and
3. the Minister.

The Opinion Letter included with the 2021/22 Annual Report provides an overview of the audit process and outcomes, whilst also identifying any matters that, whilst generally not material in relation to the overall audit of the financial report, are nonetheless considered relevant to the day to day operations of Council.

The End of Financial Year Report was received 6 December 2022. The Audit Exit Meeting took place on 5 December 2022.

2021/22 Annual Report

The interim audit was conducted on-site from 22 and 23 August 2022. The process was rigorous and extensive.

Annual Electors Meeting

Local governments are required to conduct an Annual Electors Meeting (AEM) not more than 56 days after adopting the Annual Report. A requirement of setting the date is that 14 days Local Public Notice is required for advertising the meeting. Provided that the 2021/22 Annual Report is endorsed by Council at its 20 December 2022 meeting it is recommended that the AEM be held on the same day at the conclusion of the Ordinary Council Meeting. The date is suggested as it will be prior to school holidays and with no meeting in January, a special meeting would need to be called to meet legislative requirements. It also allows enough time for the minimum 14 day notification period. This was presented to the November OCM and this was the preferred date by Council.

Discussion with the OAG and Auditors

Representatives from the OAG and Macri Partners Chartered Accountants conducted the Exit Interview which discussed the Opinion Letter and other relevant matters with the President, CEO and DCEO via teleconference on Tuesday 6 December 2022.

There were no significant findings as per the attached Auditors Report. There was one moderate finding as follows:

1. Fair Value of Land and Buildings and Infrastructure Assets - Frequency of Valuations

The Shire has performed an assessment to determine whether its land and buildings, roads, drainage and footpaths infrastructure assets represent fair value. Although the high level assessment indicated there could be significant movements or impacts on its land and buildings, roads, drainage and footpaths assets, management advised that they are comfortable with the value of the land and buildings and infrastructure assets as at 30 June 2022 and that they did not consider any potential change in fair value to be material.

Consultation

OAG / Auditors

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Local Public Notice is required to be provided on the availability of the Annual Report and the Annual Electors Meeting.

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995* are applicable and state:

“5.27. Electors’ general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
- (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
- (3) *The matters to be discussed at general electors’ meetings are to be those prescribed.*

5.29. Convening electors’ meetings

- (1) *The CEO is to convene an electors’ meeting by giving –*
 - (a) *at least 14 days’ local public notice; and*
 - (b) *each council member at least 14 days’ notice,*
of the date, time, place and purpose of the meeting.
- (2) *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time the notice is first given and is to continue in the prescribed way until the meeting has been held.*

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain –*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) *deleted*]
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including –*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;**and*
 - (i) *such other information as may be prescribed.*

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

* Absolute majority required.

- (2) *If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor’s report becomes available.”*

Regulation 3A of the *Local Government (Administration) Regulations 1996* stipulates the requirements for providing Local Public Notice and states:

“3A. Requirements for local public notice (Act s. 1.7)

- (1) *For the purposes of section 1.7(a), notice of a matter must be published on the local government’s official website for –*
- (a) *the period specified in or under the Act in relation to the notice; or*
 - (b) *if no period is specified in relation to the notice – a period of not less than 7 days.*
- (2) *For the purposes of section 1.7(b), each of the following ways of giving notice of a matter is prescribed –*
- (a) *publication in a newspaper circulating generally in the State;*
 - (b) *publication in a newspaper circulating generally in the district;*
 - (c) *publication in 1 or more newsletters circulating generally in the district;*
 - (d) *publication on the official website of the Department or another State agency, as appropriate having regard to the nature of the matter and the persons likely to be affected by it, for –*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice – a period of not less than 7 days;*
 - (e) *circulation by the local government by email, text message or similar electronic means, as appropriate having regard to the nature of the matter and the persons likely to be affected by it;*
 - (f) *exhibition on a notice board at the local government offices and each local government library in the district for –*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice – a period of not less than 7 days;*
 - (g) *posting on a social media account administered by the local government for –*
 - (i) *the period specified in or under the Act in relation to the notice; or*
 - (ii) *if no period is specified in relation to the notice – a period of not less than 7 days.”*

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

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

Action (Treatment)	Document Governance Management Framework
Risk Rating (after treatment)	Adequate

Financial Implications

The costs for notification in accordance with Regulation 3A(2)(e), (f) and (g) will be negligible and can be accommodated within current budget allocations.

Similarly, any costs associated with conducting the AEM will be negligible and can be accommodated within current budget allocations.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution - 7.2

Moved: Cr Ward

Seconded: Cr McMorran

0699 That, by Absolute Majority, in accordance with Sections 5.27, 5.29, 5.53 and 5.54 of the *Local Government Act 1995*, the Audit & Risk Committee:

1. Accepts the 2021/22 Annual Report, as presented in Attachment 7.2A, for the 2021/22 financial year;
2. Recommends to Council that it adopts the 2021/22 Annual Report, as presented in Attachment 7.2A, for the 2021/22 financial year; and
3. Recommends to Council that it conducts its Annual Electors Meeting on Tuesday 20 December 2022 at the Dowerin Community Club, East Street Dowerin commencing at 6.30pm.

CARRIED BY ABSOLUTE MAJORITY 5/0

8.	Questions from Members
	Nil
9.	Urgent Business Approved by the Person Presiding or by Decision
	Nil
10.	Date of the Next Meeting
	February 2023 date TBC
11.	Closure
	The Chair thanked those in attendance and declared the Meeting closed at 3.09pm



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Australia Day Honours Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Monday, 12 December 2022

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au



Table of Contents



1.	Official Opening
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Confirmation of Minutes of the Previous Meeting(s)
5.1	Australia Day Honours Committee Meeting held on 13 December 2021
6.	Matters Behind Closed Doors / Officer's Reports - Corporate & Community Services
6.1	Award Nominations - Community Citizen of the Year
6.2	Award Nominations - Senior Community Citizen of the Year (65 years and over)
6.3	Award Nominations - Active Citizen Award (community group or event)
7.	Next Meeting
8.	Meeting Closure

Shire of Dowerin
Australia Day Honours Committee Meeting
10.00am Monday 12 December 2022



1. Official Opening

The Chair welcomed those in attendance and declared the meeting open at 10.00am

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr BA Ward	Chair
Cr NP McMorran	(Deputy Member)
Cr WG Allsopp	

Staff

Ms R McCall	Chief Executive Officer
Ms K Lee	Community Development Officer
Ms L Dreghorn	Executive & Governance Officer

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

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

5.1 Australia Day Honours Committee Meeting held on 13 December 2021

Attachment 5.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0694 That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Australia Day Honours Committee Meeting held on 13 December 2021 as presented in Attachment 5.1A, be received.

CARRIED 3/0

6. Matters Behind Closed Doors

In accordance with Section 5.23(2)(b) of the *Local Government Act 1995* the Committee went Behind Closed Doors to discuss the personal affairs of any person.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Allsopp

Seconded: Cr McMorran

0695 That, pursuant to Section 5.23(2)(b) of the *Local Government Act 1995*, the Australia Day Honours Committee move Behind Closed Doors.

CARRIED 3/0

10.04am the Committee went Behind Closed Doors

6.1A Award Nominations - Citizen of the Year

Using the Eligibility Criteria, the Selection Panel assessed the nominations to determine eligibility and rated the nominations against a broad selection criteria.

3 nominations were received.

The highest rating nominee was declared as the recipient of the 2023 Citizen of the Year award.

6.2A Award Nominations - Senior Citizen of the Year (65 years and over)

Using the Eligibility Criteria, the Selection Panel assessed the nominations to determine eligibility and rated the nominations against a broad selection criteria.

3 nominations were received.

The highest rating nominee was declared as the recipient of the 2023 Senior Community Citizen of the Year award.

6.3A Award Nominations - Active Citizen Award (community group or event)

Using the Eligibility Criteria, the Selection Panel assessed the nominations to determine eligibility and rated the nominations against a broad selection criteria.

No nominations were received.

The highest rating nominee was declared as the recipient of the 2023 Active Citizen of the Year award.

6.1A Award Nominations - Citizen of the Year

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Allsopp

Seconded: Cr McMorran

0696 That the Australia Day Honours Committee recommends to Council that * be awarded the 2023 Citizen of the Year Award, to be announced and presented on Thursday 26 January 2023 at the Australia Day Breakfast.

CARRIED 3/0

6.2A Award Nominations - Senior Citizen of the Year (65 years and over)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0697 That the Australia Day Honours Committee recommends to Council that * be awarded the 2023 Senior Citizen of the Year Award, to be announced and presented on Thursday 26 January 2023 at the Australia Day Breakfast.

CARRIED 3/0

***Note:** The recipient's name will be added to the Minutes following presentation of the Award.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Allsopp

Seconded: Cr McMorran

0698 That, in accordance with Section 5.23(1)(a) of the *Local Government Act 1995*, the Australia Day Honours Committee return from Behind Closed Doors.

CARRIED 3/0

10.20am - the Committee came out from Behind Closed Doors

7. Meeting Closure

There being no further business the Chair thanked those in attendance and declared the meeting closed at 10.44am

Shire of Dowerin Risk Dashboard Report - September 2022

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

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

<u>Failure to fulfil Compliance Requirements</u>			Risk	Control
			Moderate	Adequate
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated internal & public domain legal documentation.				
Actions	Due Date	Responsibility		
Document Governance Framework	Dec-22	CEO & EGO		
Continue Implementation of Training Program for Councillors and Staff	Ongoing	CEO, DCEO & EGO		
Review Councillor Induction Manual - Every 2 Years	Sep-23	EGO		
Review Human Resource Management Framework	Dec-22	CEO & DCEO		
Review Information Management System	Dec-22	DCEO		
End of Year Financial Audit - Prepare	Sep-22	DCEO		
Interim Audit Finding 30 June 2022 - Response to Findings	Dec-22	DCEO		
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Dec-22	DCEO		

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

<u>Employment Practices</u>			Risk	Control
			Moderate	Adequate
Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).				
Actions	Due Date	Responsibility		
Develop a Health and Wellbeing Program	Aug-22	CEO & DCEO		
Review Workforce Plan	Dec-22	CEO & DCEO		
Create Checklist for Human Resource Management Framework	Dec-22	CEO & DCEO		
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO		
Review Staff Induction Process	Mar-20	DCEO		
Conduct Annual Drivers License Checks	Annually in Apr	DCEO		
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO		

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

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

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

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

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

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

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

Shire of Dowerin Risk Dashboard Report - September 2022

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

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

Actions	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Dec-22	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Dec-22	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 3.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Feb-23	CEO & EGO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

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

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

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

Asset Management Practices

Sep-22

Risk Context

Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet, buildings, roads and playgrounds and all other assets during their lifecycle from procurement to disposal.

- Areas included in the scope are;
- Inadequate design (not fit for purpose)
 - Ineffective usage (down time)
 - Outputs not meeting expectations
 - Inadequate maintenance activities.
 - Inadequate financial management and planning (capital renewal plan).
- It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.*

Objective:

Maintain assets at a suitable level from procurement to disposal.

Potential causes include;

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

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

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Partial	Partial	No	No	
CEO	Yes	Yes	Partial	Yes	No	
DCEO	Yes	Yes	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	
CEO	Yes	Yes	Yes	Yes	No	
DCEO	Partial	Partial	Partial	Partial	Partial	Current system subject to fraud

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

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Completed 2020; FM Regulation no longer requires revaluation *
Dec-22	Apr-22		Draft Report provided to management for comment (5 year revalue cycle)
			Onsite inspection carried out; report due mid July 2022 (5 year revalue cycle)
			Revalue cycle every 5 years in accordance to FM Regulations
			Data updated in RAMMS; 22/23 program to be loaded throughout year
Dec-20	Apr-21	Jun-22	Postponing until updated AMP is finalised
Mar-20	Dec-20	Apr-22	Adopted September 2023
Jun-20	Feb-21	Apr-22	Draft reviewed AMP & LTFP currently link; data needs to be cross referenced
Completed			Review identified control deficiencies
Nov-20	Feb-21	Sep-22	

Key Performance Indicators	Tolerance	Latest Result	Trend
Asset Renewal Funding Ratio	95%-105%	92%	Worsening
Asset Consumption Ratio	60%-75%	59%	Worsening
Asset Sustainability Ratio	90%-110%	69%	Worsening
AMP & LTFP	Reviewed Annually	Not Completed	Improving
Accidents and / or Damage to Property	<2 Per Quarter	10 for Quarter	Improving

KPI / Action Data			
2021	2020	2019	Comments
92%	140%	135%	Rate annually in December
59%	60%	95%	Rate annually in December
69%	83%	143%	Rate annually in December
			AMP adopted; LTFP in draft
8	4		Result December 2020 - 8; Rate annually in December

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Additional / Final Comments

Reviewed by Management Team - September 2022
 Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Business & Community Disruption Sep-22

Risk Context

Failure to adequately prepare and respond to events that cause disruption to the local community and / or normal business activities. This could be a natural disaster, weather event, or an act carried out by an external party (e.g. sabotage / terrorism).

This includes;

- Lack of (or inadequate) emergency response / business continuity plans.
- Lack of training for specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

This does not include disruptions due to IT Systems or infrastructure related failures - refer "Failure of IT & communication systems and infrastructure".

Potential causes include;

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

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

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

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

Residual Risk Rating

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

Objective: To continue delivery of critical services at acceptable levels following a disruption

Control Assurance

Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Apr-20	Completed		Completed June 2022; Next due June 2023
Feb-21	Completed		Reviewed August 2022; Next due August 2024
Oct-19	Completed		COVID-19 response treated as BCP exercise; Next due Dec 2022
Dec-20	Jun-21	Dec-22	Deferred until DCEO can review IT system & controls
Completed			Inspected November 2021
N/A			Inspections completed; Next inspection Sept 2022
Oct-19	Jun-20	Jun-22	Training completed; Warden identifying tools and equipment in place
Monthly	NA	NA	Inspection completed; need to implement monthly monitoring system
Jun-20	Dec-21	Jun-22	Waiting for LGIS to confirm review date

KPI / Action Data

2020	2021	2022	Comments
1	1	2	Only 2 meetings held due to no quorum
2	0		5 Infringements issued in 2019; 2 Infringements in 2020; 0 Infringements in 2021
Nil	Nil	1	Conducted June 2022
1	1	1	COVID-19 response treated as BCP exercise

Additional / Final Comments

Reviewed by Management Team - September 2022

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Failure to fulfil Compliance Requirements (Statutory and Regulatory)

Sep-22

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

Objective:
Compliance with Statutory and Regulatory Local Government obligations, including the Local Government Act, Planning & Development Act, Health Act, Building Act and Freedom of Information Act

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

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

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
EGO	No	No	Yes	Yes	No	Documentation not required
EGO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Document Governance Framework	Dec-22	CEO & EGO
Continue Implementation of Training Program for Councillors and Staff	Ongoing	CEO, DCEO & EGO
Review Councillor Induction Manual - Every 2 Years	Sep-23	EGO
Review Human Resource Management Framework	Dec-22	CEO & DCEO
Review Information Management System	Dec-22	DCEO
End of Year Financial Audit - Prepare	Sep-22	DCEO
Interim Audit Finding 30 June 2022 - Response to Findings	Dec-22	DCEO
Interim Audit Finding 30 June 2020 - Review of AMP & LTFP	Aug-22	CEO & DCEO

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Jun-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
Ongoing			Progressing
Completed			Completed September 2021; Next review due September 2023
Ongoing	Feb-21	Jun-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
Dec-20	Feb-21	Dec-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
			Financials prepared and currently with Auditor
			Addressing findings in hand
Dec-20	Apr-21	Apr-22	AMP adopted September 2022; LTFP in draft

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Unqualified Audit</i>	<i>Unqualified Audit</i>		Rated annually in December
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Completed February 2022; Rated annually in March
<i>Not Rated</i>	<i>Not Rated</i>		Last reviewed September 2019; Due September 2022 - scheduled for November 2022
<i>Compliant</i>	<i>Not Rated</i>		Last reviewed September 2019; Due December 2022
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Submitted July 2022; Rated annually in July
<i>Compliant</i>	<i>Compliant</i>	<i>Compliant</i>	Submitted October 2022; Rated annually in October
<i>Not Rated</i>	<i>Non-Compliant</i>		Due December 2021; Every 3 years; Inspections scheduled for November 2022
<i>Compliant</i>	<i>Compliant</i>		Rated annually in August; Next due August 2023

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

Additional / Final Comments
Reviewd by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies

Document Management Processes

Sep-22

Risk Context

Failure to adequately capture, store, archive, retrieve, provide or dispose of documentation.

This includes:

- Contact lists
- Procedural documents, personnel files, complaints
- Applications, proposals or documents
- Contracts
- Forms or requests

Potential causes include;

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

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

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

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

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

Objective:

Adequately capture, store, archive, retrieve, provide and ultimately dispose of Shire documentation

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Partial	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			
Completed			
Jun-21	Dec-21	Apr-22	Progressing; Consultation engaged to implement stage 1
Jun-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
Ongoing			Form part of Induction Process
Jun-21	Dec-21	Jun-22	Completed

KPI / Action Data			
2020	2021	2022	Comments
<i>Not Rated</i>	<i>Not Rated</i>		Rate annually in December
<i>Compliant</i>	<i>Compliant</i>		Recorded & destroyed as per R&D Schedule; Rate annually in December
<i>Not Rated</i>	<i>Non Compliant</i>	<i>Completed</i>	RKP Compliant

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Employment Practices

Sep-22

Risk Context
 Failure to effectively manage and lead human resources (full-time, part-time, casuals, temporary and volunteers).
 This includes:
 -Not having appropriately qualified or experienced people in the right roles
 -Insufficient staff numbers to achieve objectives
 -Breaching employee regulations
 -Discrimination, harassment & bullying in the workplace
 -Poor employee wellbeing (causing stress)
 -Key person dependencies without effective succession planning in place
 -Industrial activity

Potential causes include;

Leadership failures	Ineffective performance management programs or procedures
Key / single-person dependencies	Limited staff availability - labour market conditions
Poor internal communications / relationships	Inadequate induction practices
Ineffective Human Resources policies, procedures and practices	Inconsistent application of policies

Key Controls	Type	Last Reviewed	Rating
Workforce Plan	Preventative	May-19	Effective
Human Resource Management Framework	Preventative	May-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop a Health and Wellbeing Program	Aug-22	CEO & DCEO
Review Workforce Plan	Dec-22	CEO & DCEO
Create Checklist for Human Resource Management Framework	Dec-22	CEO & DCEO
Update Training Register & Develop 2022/2023 Training Program	May-22	CEO & DCEO
Review Staff Induction Process	Mar-20	DCEO
Conduct Annual Drivers License Checks	Annually in Apr	DCEO
Conduct Annual Performance Reviews	Annually in Apr	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Training Program (% Completed)	90% per annum	Not rated	
Absenteeism (% of Personal)	> 10 days per FTE	32%	
Absenteeism (% Unpaid Leave)	> 0 days per FTE	41%	
Employee Turnover (% Turnover Rate of Permanent Staff)	10%	Not rated	
Performance Reviews (% Completed)	100% per annum	100%	Improving
Annual Drivers Licenses (% Completed Checks)	100% per annum	100%	Improving
Workers Compensation Claims	< 1 per annum	0	Improving

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

Notes:

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

Objective:
 Effective management and leadership of human resources (full-time, part-time, casual, temporary and volunteer).

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Mar-22	Draft program progressing
Apr-20	Mar-21	Jul-22	Carry out review once organisation restructure is finalised
Jun-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
Mar-20	Sep-20	Jun-22	Review underway
			Conducted check during performance review process in April 22
			Performance reviews conducted during April/May 22

KPI / Action Data			
2020	2021	2022	Comments
	Not Rated		Rate annually in July 202 Control not in place to rate indicator
	Not Rated	32%	Commenced rating for 2021/22 year
	Not Rated		Commenced rating for 2021/22 year
	Not Rated		KPI to be reviewed to consider tolerance and measure
100%	100%	100%	Rate annually in June
100%	100%	100%	Rate annually in June
2	4	2	Rate annually in June; 2020 cases (x2) closed in 2020/2021; 1 current cases

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Engagement Practices

Sep-22

Risk Context

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

For example;

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

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

Objective:
 Effective working relationships (communication, feedback & consultation) with the Community, local Media, Stakeholders, key Private Sector Companies, Government Agencies and Elected Members.

Potential causes include;

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

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

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; CDO	Yes	Yes	Yes	Yes		Fraud not relevant

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

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Sep-19	Jun-20	Apr-22	Second review required to streamline processes; extended to Dec 2022
Jun-22			Review extended to Dec 2022
			Completed Septmeber 2022; next due Septemebr 2024
Jun-22			Conduct second review and align with complaints handling process
			Completed September 2022; Next due September 2024
			Register available on Shire website & update as required

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

KPI / Action Data			
2020	2021	2022	Comments
<i>Not Rated</i>	<i>Not Rated</i>		Rated annually in December; control to be identified to capture indicator
<i>75%</i>	<i>Not Rated</i>	<i>70%</i>	Rated biannually in December; Next due 2024
<i>75%</i>	<i>Not Rated</i>	<i>56%</i>	Rated biannually in December; Next due 2024
<i>Not Rated</i>	<i>Completed</i>		Rate in December

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

Additional / Final Comments

Reviewed by Management Team - September 2022

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Risk Context
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes; -Lack of adequate planning and management of coastal erosion issues. -Failure to identify and effectively manage contaminated sites (including groundwater usage). -Waste facilities (landfill / transfer stations). -Weed & mosquito / Vector control. -Ineffective management of water sources (reclaimed, potable) -Illegal dumping. -Illegal clearing / land use.

Objective:
Effective management and protection of our environment

Potential causes include;	
Inadequate management of landfill sites	Inadequate reporting / oversight frameworks
Lack of understanding / knowledge	Community apathy
Inadequate local laws / planning schemes	Differing land tenure (land occupancy or ownership conditions)
Prolific extractive industry (sand, limestone, etc.)	Competing land use (growing population vs conservation)

Key Controls	Type	Last Reviewed	Rating
Road Engineering & Subdivision Policy (4.4)	Preventative	May-19	Adequate
Waste Water Management Plan & Program	Preventative		Not Rated
Contaminated Sites Register	Preventative	Jun-22	Adequate
Waste Management Plan & Program	Preventative		Not Rated
Overall Control Ratings:			Adequate

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	No	No	No	No	No	

Actions (Treatments)	Due Date	Responsibility
Develop Waste Water Management Plan & Program	Jun-23	CEO
Develop Waste Management Plan & Program	Jun-23	CEO
Complete Audit of Sewage System	Completed	CEO
Valuation of Sewage System	Jun-22	CEO
Address Compliance of Waste Management	Ongoing	CEO
Preparation of Refuse Site Closure Plan	Dec-22	CEO
Address Compliance of Waste Water Re-Use	Sep-22	CEO

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-22		Deferred; not considered a priority at present
Dec-20	Jun-21	Jun-22	Deferred; not considered a priority at present
Completed			
Completed			
Ongoing			CEO to determine & identify any gaps
			Contractor engaged
Jun-21	Jun-22	Sep-22	Recycled Water Quality Management Plan in draft

Key Performance Indicators	Tolerance	Latest Result	Trend
Annual Waste & Recycling Data Reporting	As per legislated	Completed	Constant
Satisfactory Water Sampling For Water Re-Use	100%	Completed	Constant
Asbestos Register	As per legislated	Maintained	Constant
Contaminated Site Register	As per legislated	Maintained	Constant

KPI / Action Data			
2020	2021	2022	Comments
<i>Submitted</i>	<i>Submitted</i>	<i>Submitted</i>	Completed as per statutory requirements; Next due October 2022
<i>100%</i>	<i>100%</i>		Water sampling conducted monthly during irrigation season
<i>Maintained</i>	<i>Maintained</i>	<i>Maintained</i>	Last reviewed June 2021; Review annually in June
<i>Maintained</i>	<i>Maintained</i>	<i>Maintained</i>	Maintained

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

Additional / Final Comments
Reviewed by Management Team - September 2022

Errors, Omissions & Delays

Sep-22

Risk Context

Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process including incomplete, inadequate or inaccuracies in advisory activities to customers or internal staff.

Examples include;

- Incorrect planning, development, building, community safety and Emergency Management advice
- Incorrect health or environmental advice
- Inconsistent messages or responses from Customer Service Staff
- Any advice that is not consistent with legislative requirements or local laws.
- Human error
- Inaccurate recording, maintenance, testing or reconciliation of data.
- Inaccurate data being used for management decision-making and reporting.
- Delays in service to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer "Inadequate Document Management Processes"

Objective:

Minimal errors, omissions or delays in service delivery and advisory activities

Potential causes include;

Human error	Incorrect information
Inadequate formal procedures or training	Miscommunication
Lack of trained staff	Work pressure / stress
Unrealistic expectations from community, council or management	Health issues
Poor use of check sheets / FAQ's	Lack of understanding

Key Controls	Type	Date	Rating
Checklists and Documented Procedures	Preventative	Nov-19	Adequate
Complaints Register	Preventative	Nov-19	Adequate
Complaints Process	Recovery	Nov-19	Adequate
Councillor Information Bulletin	Preventative	Nov-19	Adequate
Customer Service Charter	Preventative	Nov-19	Adequate
Delegations & Register	Preventative	Nov-19	Adequate
Electronic Records - Sharepoint	Recovery	Nov-19	Adequate
External Communications (website, news articles)	Preventative	Nov-19	Adequate
External Consultants (ie. legal)	Preventative	Nov-19	Adequate
Customer Service Request Procedure	Preventative	Nov-19	Adequate
File Note/Documentation	Preventative	Nov-19	Adequate
Internal Communications (staff newsletter, regular meetings)	Preventative	Nov-19	Adequate
Performance Reviews	Preventative	Nov-19	Adequate
Qualified Building, Health & Planning Officers	Preventative	Nov-19	Adequate
Segregation of Duties (financial control)	Preventative	Nov-19	Adequate
Staff Inductions	Preventative	Nov-19	Adequate
Staff Training (formal & on-the-job)	Preventative	Nov-19	Effective
Council Motions Register	Preventative	Nov-19	Adequate

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
All Staff	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO; CDO	Yes	Yes	Yes	Yes	No	
SMT	Yes	Yes	Yes	Yes	No	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
SMT	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
EGO	Yes	Yes	Yes	Yes	No	

Workforce Plan	Preventative	Nov-19	Adequate
Overall Control Ratings:			Adequate
Actions (Treatments)			
		Due Date	Responsibility
Review Employee Code of Conduct		Jul-22	CEO & EGO
Review and Document Organisations Controls and Systems		Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures		Dec-22	CEO & DCEO
Review Customer Service Complaints & Request Process to include Snap Send Solve		Dec-22	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Legal Claims	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (minor)	0	0	Constant
Number of Complaints Regarding Errors, Omissions or Delays (major)	0	0	Constant
Referral to SAT/Ombudsman/Public Sector Commission	0	0	Constant
Number of Complaints to Local Government Standards Panel	0	0	Constant
External Audit Qualification	Unqualified Audits	Unqualified Audit	Constant
Staff Training Target Met	90%	Not Rated	Constant

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

CEO; DCEO	Yes	Yes	Yes	Yes	No	
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Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			July 2022 presented to all staff
Ongoing			Continuous improvement
Dec-20	Jun-21	Jun-22	Progressing; Extended completion to Dec 22 to provide DCEO time to review
Jun-22			Second review required to streamline processes; Extended to Dec 22

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
0	0	0	Rate annually in June
Unqualified Audit	Unqualified Audit		Rate annually in December
Not Rated	Unable to Rate	Unable to Rate	Rate annually in June; Control to be identified to rate indicator

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

External Theft & Fraud (Including Cyber)

Sep-22

Risk Context

Loss of funds, assets, data or unauthorised access, (whether attempted or successful) by external parties, through any means (including electronic).

For the purposes of;

-Fraud: benefit or gain by deceit

-Malicious Damage: hacking, deleting, breaking or reducing the integrity or performance of systems

-Theft: stealing of data, assets or information

Potential causes include;

Inadequate security of equipment / supplies / cash	Inadequate provision for patrons belongings
Robbery	Lack of Supervision
Scam Invoices	Collusion with internal staff
Cyber crime	

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys and Keypad Access)	Preventative	Unknown	Adequate
Equipment Storage and Access Controls	Preventative	Unknown	Adequate
IT Security Framework (Passwords and Security Protocols)	Preventative	Sep-19	Adequate
Financial Management System	Preventative	Sep-19	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Access Controls to Include Key Register	No Date	CEO & DCEO
Photographic Record of Minor Assets & Align With Minor Assets Register	Dec-22	DCEO
Implement Quarterly Schedule For Changing Passwords	Ongoing	DCEO
Review Security and Storage of Records	Aug-22	DCEO
Document Financial Management System	Dec-22	DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
Number of Incidents of Theft or Fraud	0	0	Constant
Passwords Changed Quarterly	100%	100%	Constant

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial / Property	Consequence:	Minor (2)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective:

To prevent a loss of funds, assets, data or unauthorised access by external parties

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Partial	Partial	Partial	No	Partial	
CEO	Partial	Partial	Partial	No	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-19	Jun-20	Dec-21	Progress stalled, no due date set
Jun-20			Progressing
Ongoing			Secure password policy in place; reset passwords every 90 days
			Last reviewed August 2021
Oct-21			Progressing; anticipate completion December 2022

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
100%	100%	100%	Rate annually in June

Additional / Final Comments

Reviewed by Management Team - September 2022

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Management of Facilities / Venues / Events

Sep-22

Risk Context
Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes; -Inadequate procedures in place to manage quality or availability. -Poor crowd control -Ineffective signage -Booking issues -Stressful interactions with hirers / users (financial issues or not adhering to rules of use of facility) -Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)

Objective:
Effective management of the day to day operations of facilities, venues and events.

Potential causes include;	
Double bookings	Traffic congestion or vehicles blocking entry or exit
Illegal / excessive alcohol consumption	Insufficient time between bookings for cleaning or maintenance
Bond payments poorly managed	Difficulty accessing facilities / venues.
Falsifying hiring agreements (alcohol on site / lower deposit)	Failed safety / chemical / health requirements
Inadequate oversight or provision of peripheral services (e.g.. cleaning / maintenance)	Poor service from contractors (such as catering or cleaning)

Key Controls	Type	Last Reviewed	Rating
Event Management Framework	Preventative	May-19	Adequate
Building Maintenance Program	Preventative	May-19	Adequate
Facility / Venue Booking System	Preventative	May-19	Adequate
Reserves Management System	Preventative	May-19	Adequate
Asset Management Plan	Preventative	May-19	Adequate
Statutory Public Building Compliance Program	Preventative	Nov-21	Adequate
Overall Control Ratings:			Adequate

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Partial	Yes	No	No	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	No	No	No	
CEO; DCEO	Partial	Partial	Partial	No	No	

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

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Mar-20	Jun-20	Jun-22	Event Management Plan in place, yet to complete framework; Extend to Dec 22
Dec-20	Dec-21		Completed
Dec-19	Mar-20	Jun-22	Extend to Dec 22
Jun-20	Feb-21	Jun-22	Near completion
Dec-20	Nov-21	Apr-22	Inspections scheduled for November 2022
			Not commenced

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Injuries / Incidents at Events	0	0	Constant
Number of Injuries / Incidents at Facilities	0	0	Constant
Customer Satisfaction Survey - Facilities	<65%	83%	Improving
Compliance of Events and Facilities	>90%	90%	Constant
Reserves Management Register	Maintained	Not Rated	

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
0	0	0	Rate annually in June
81%	Not Rated	83%	Rated every 2 years; Due Setpember 2024
90%	Not Rated	Compliant	Rated every 2 years; Due Setpember 2024
Not Rated	Maintained	Maintained	New indicator; Rate in December 2022

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation	Consequence:	Minor (2)
	Likelihood:	Unlikely (2)
	Overall Risk Ratings:	Low

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

IT or Communication Systems and Infrastructure

Sep-22

Risk Context

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

Examples include failures or disruptions caused by:

- Hardware or software
- Networks
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance monitoring

This does not include new system implementations - refer "Inadequate Project / Change Management".

Potential causes include;

Weather impacts	Non-renewal of licences
Power outage on site or at service provider	Inadequate IT incident, problem management & Disaster Recovery Processes
Out-dated, inefficient or unsupported hardware or software	Lack of process and training
Software vulnerability	Equipment purchases without input from IT department
Incompatibility between operating systems	Vulnerability to user error

Key Controls	Type	Last Reviewed	Rating
IT Infrastructure Replacement Program	Preventative	Jul-20	Adequate
IT Management Service Level Agreement	Detective	Early 2018	Adequate
IT Managed Service Agreement Monthly Report	Detective	Monthly	Adequate
IT Disaster Recovery Plan	Recovery		Not Rated
IT System Access Framework	Preventative		Adequate
Secure Password Procedure	Preventative		Adequate
Advanced Email Protection	Preventative	Aug-20	Effective
Overall Control Ratings:			Adequate

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

Key Performance Indicators	Tolerance	Latest Result	Trend
Number of Cyber Breaches	0	0	Constant
IT Replacement Program	Developed	Not rated	Constant
IT Disaster Recovery Plan	Developed	Not rated	Constant
Advanced Email Protection	Installed	Installed	Constant
IT System Access Framework	Developed	Not rated	Constant
Document Secure Password Procedure	Developed	Not rated	Constant
Replacement of Phone System	Installed	Not rated	Constant

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Service Disruption / Financial	Consequence:	Major (4)
	Likelihood:	Likely (4)
	Overall Risk Ratings:	Moderate

Objective:

Stability and performance of information technology and communication systems

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Fraud not relevant
CEO; DCEO	Yes	Yes	Yes	Yes		Due June 2021
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Jun-21	Dec-22	
			Provision of Managed Information Services expires in 2024
Mar-20	Dec-20	Jun-22	Extend to Dec 22
Completed			Procedure implemented
Sep-21	Completed		VOIP system installed
Mar-21	Jun-21	Dec-22	Date to be confirmed

KPI / Action Data			
2020	2021	2022	Comments
0	0	0	Rate annually in June
Not rated	Completed		Rating based on completion
Not rated	Not rated		Rating based on completion
Installed	Maintained		System remains in place
Not rated	Not rated		Rating based on completion
Not rated	Completed	NA	Rating based on completion
Not rated	Completed	NA	VOIP system installed

Additional / Final Comments

Reviewed by Management Team - September 2022

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Misconduct

Sep-22

Risk Context

Intentional activities intended to circumvent the Code of Conduct or activities in excess of authority, which circumvent endorsed policies, procedures or delegated authority.

This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Inappropriate use of plant, equipment or machinery
- Inappropriate use of social media.
- Inappropriate behaviour at work.
- Purposeful sabotage

This does not include instances where it was not an intentional breach - refer Errors, Omissions or Delays.

Objective:

Compliance with our Code of Conduct

Potential causes include;

Inadequate training of code of conduct \ induction	Greed, gambling or sense of entitlement
Changing of job roles and functions/authorities	Collusion between internal & external parties
Delegated authority process inadequately implemented	Password sharing
Lack of internal checks	Low level of Supervisor or Management oversight
Covering up poor work performance	Believe they'll get away with it
Poor enforcement of policies and procedures	Undue influence from Manager / Councillor
Information leaked to Tenderers during the Tender process	Poor work culture
Insubordination	By-passing established administrative procedures
Disgruntled employees	Sharing of confidential information

Key Controls	Type	Last Reviewed	Rating
Delegations Register	Preventative	May-20	Adequate
Staff Recruitment Process (includes Police Clearance)	Preventative	Feb-19	Adequate
Staff Inductions	Preventative	Aug-20	Adequate
External Audits	Preventative	May-20	Adequate
Annual Drivers Licence Checks	Preventative	Feb-20	Adequate
Social Media Policy	Preventative	Apr-20	Adequate
Segregation of Duties (Financial)	Preventative	Jul-20	Adequate
Financial Management Policy	Preventative	May-20	Adequate
Financial Authorisation Policy	Preventative	May-20	Adequate
Delegation Control - Synergy	Preventative	Jul-20	Adequate
Financial Interests Returns Declarations	Preventative	Ongoing	Adequate
Primary and Annual Returns Process	Preventative	Aug-20	Adequate
Procurement Delegation Control - Synergy	Preventative	Ongoing	Adequate
Petty Cash Policy	Preventative	May-20	Adequate
Corporate Credit Card Policy	Preventative	Apr-21	Adequate
Delegated Authority for Procurement	Preventative	May-20	Adequate
Elected Member Training Plan	Preventative	Ongoing	Adequate
Audit & Risk Committee Terms of Reference	Preventative	Nov-19	Adequate
IT Security Access Register (Profiles & Passwords)	Preventative	90 Days	Adequate
Purchasing Policy & Procurement Process	Preventative	Jul-20	Adequate

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	Yes	Yes	Partial	
CEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Tender Procurement Process	Preventative	Unknown	Adequate
Financial Management Systems Review	Preventative	Sep-19	Adequate
Regulation 17 Review	Preventative	Dec-19	Adequate
Related Parties Disclosures Policy	Preventative	Jan-19	Adequate
Council Member Communication & Use of Social Media Policy	Preventative	Introduced	Adequate
Code of Conduct	Preventative	Feb-21	Adequate
Overall Control Ratings:			Adequate

CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Actions (Treatments)	Due Date	Responsibility
Review and Document Organisations Controls and Systems	Ongoing	CEO & DCEO
Centralise Checklists, Controls and Procedures	Jun-21	CEO & DCEO
Review Fuel Stock Control and Process	Dec-22	DCEO
Present Regulation 17 Review to Audit & Risk Committee - Every 3 Years	Dec-22	CEO
Review Purchasing Policy & Procurement Process	Dec-22	DCEO
Review Social Media Policy 3.11	Dec-22	EGO
Review Code of Conduct (Councillor)	Feb-23	CEO & EGO
Prepare Credit Card Procedure	Completed	DCEO
Conduct Drivers Licence Check Annually	April Annually	CEO & DCEO

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec-20	Ongoing		Progressing
Dec-20	Jun-21	Jun-22	Progressing
May-20	Apr-21		Process to be documented
			Scheduled for December 2022
Mar-20	Completed		Next review scheduled for December 2023
Oct-19	Completed		Social Media Policy 3.11; reviewed April 2020; introduced Council Member Communication & Use of Social Media Policy December 2019
Completed			Biennial review to be presented to Council February 2023
Sep-21	Completed		Credit Card authorisation forms and agreements in place
			Last checked April 22; Next check April 2023

Key Performance Indicators	Tolerance	Latest Result	Trend
Unqualified External Audits (# of Significant Findings)	0	Unqualified	Constant
Disregarding or Manipulating Procurement Process	Nil	Not rated	Constant
Breaches of Code of Conduct	Nil	1	Constant
Internal & External Complaints (Minor)	< 1 per quarter	0	Constant
Internal & External Complaints (Major)	0	0	Constant
Adherence to Internal Controls	Nil	Not rated	Constant

KPI / Action Data			
2020	2021	2022	Comments
<i>Unqualified</i>	<i>Unqualified</i>		Rate annually in December
<i>Not rated</i>	35		Rate annually in December; 35 non-conforming
0	4		Rate annually in December
0	0		Rate annually in December
0	0		Rate annually in December
<i>Not rated</i>	<i>Unable to Rate</i>		Rate annually in December; Control to rate indicator yet to be identified

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Reputation / Finance	Consequence:	<i>Moderate (3)</i>
	Likelihood:	<i>Possible (3)</i>
	Overall Risk Ratings:	Moderate

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Project / Change Management

Sep-22

Risk Context

Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time delays or scope changes.

This includes:

- Inadequate change management framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Inadequate handover process

This does not include new plant & equipment purchases. Refer "Inadequate Asset Sustainability Practices"

Potential causes include;

Lack of communication and consultation	Excessive growth (too many projects)
Lack of investment	Inadequate monitoring and review
Failures of project Vendors/Contractors	Geographic or transport difficulties sourcing equipment / materials
External consultants underquoting on costs	Lack of project methodology knowledge and reporting requirements
Ineffective management of expectations (scope creep)	Project risks not managed effectively
Inadequate project planning (resources/budget)	

Key Controls	Type	Last Reviewed	Rating
Project Management Methodology and Framework	Preventative		Not Rated
Communication and Engagement Framework	Preventative		Adequate
Risk Management Framework	Detective	Oct-19	Adequate
Financial Management Framework	Preventative	Mar-17	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Develop Project Management Methodology and Framework	Dec-22	DCEO
Review Communication and Engagement Framework	Dec-22	CEO & CDO

Key Performance Indicators	Tolerance	Latest Result	Trend
Minimisation of Project Variations	<90%	Not rated	
Achievement of Project Deadlines / Milestones	<90%	Not rated	
Community Engagement Framework	Completed	Not rated	

Residual Risk Rating

Consequence Category	Risk Ratings	Rating
Financial / Reputational / Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Objective:

Adequate analysis, design, delivery and reporting of projects

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	No	No	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Oct-19	Dec-20	Dec-21	Project management templates in place; process yet to be documented
Mar-22			Due to review in March 2023

KPI / Action Data			
2020	2021	2022	Comments
<i>Not rated</i>	<i>Unable to Rate</i>		Rate annually in December; Controls to rate indicator to be identified
<i>Not rated</i>	<i>Unable to Rate</i>		Rate annually in December; Controls to rate indicator to be identified
<i>Not rated</i>	<i>Completed</i>		Rate upon completion

Additional / Final Comments

Reviewed by Management Team - September 2022

Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Safety and Security Practices

Sep-22

Risk Context

Non-compliance with the Occupation Safety & Health Act, associated regulations and standards. It is also the inability to ensure the physical security requirements of staff, contractors and visitors. Other considerations are negligence or carelessness.

Potential causes include;

Lack of appropriate PPE / equipment	Inadequate signage, barriers or other exclusion techniques
Inadequate first aid supplies or trained first aiders	Poor storage and use of dangerous goods
Inadequate security protection measures in place for buildings, depots and other places of work	Ineffective / inadequate testing, sampling or other health-related requirements
Inadequate or unsafe modifications to plant & equipment	Lack of mandate and commitment from senior management
Inadequate policy, frameworks, systems and structure to prevent the injury of visitors, staff, contractors and/or tenants.	Inadequate organisational Emergency Management requirements (evacuation diagrams, drills, wardens etc.).
Inadequate supervision, training or mentoring of staff	Slow or inadequate response to notifications from public

Key Controls	Type	Last Reviewed	Rating
Building Security Access Controls (Keys & Keypad Access)	Preventative	Sep-19	Adequate
OSH Management Framework	Preventative	May-17	Adequate
Human Resource Management Framework	Preventative	May-19	Adequate
Governance Management Framework	Preventative	Ongoing	Adequate
Managing Emergencies In Shire Facilities	Preventative	Dec-16	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Hazard Register	Annually	CEO & DCEO
Update Staff Training Register	Ongoing	CEO & DCEO
Conduct Quarterly Workplace Inspections	Quarterly	CEO
Safe Work Method Statements (SWMS) Library	May-22	CEO
Assess Shire Building and Facility Safety and Security	Oct-22	CEO
Develop Isolated Worker Management Procedure	Oct-22	CEO
Re-Establish OSH Committee & Conduct Monthly Meetings	Monthly	CEO
Review Managing Emergencies In Shire Facilities	Mar-23	CEO & DCEO
Conduct Annual BCP and LEMC Drills	Dec-22	CEO
Review Contractor Inductions and Register	Jun-22	CEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Reporting and Management of Incidents	100%	100%	Improving
Failed Safety Inspections	Nil	Nil	Constant
Lost Time Injuries Per Quarter	Nil	Nil	Constant
Near Misses Per Quarter	Nil	Nil	Improving
Workers Compensation Claims Per Quarter	Nil	0	Improving
Safety Audit Result % (Every Three Years)	95%	74%	Constant

Objective:

Compliance with the Occupation Safety & Health Act, associated regulations and standards, and the ability to ensure the physical security requirements of staff, contractors and visitors.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO	Yes	Yes	No	No	Partial	
CEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Partial	Partial	Partial	Partial	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Dec Annually			
			Register updated as required
			Inspections schedule prepared
			SMWS in place for all plant; review of SWMS commenced
Dec-19	Dec-20	Jun-22	Scheduled for November 2022
Dec-19	Jun-20	Apr-22	Policy signed off; yet to prepare procedure
			Monthly meetings conducted
Dec-21	Jun-22	Mar-23	Waiting for LGIS to confirm a date to conduct the review
Jun-20	Dec-21	Apr-22	LEMC drill completed, next due 2023; BCP drill due Dec 22
Jun-20	Jun-20	Jun-22	Review completed; contractor inductions conducted as required

KPI / Action Data			
2020	2021	2022	Comments
100%	Unable to Rate		Rated annually in December; Control to be identified to rate indicator
Nil	Unable to Rate		Rated annually in December; Control to be identified to rate indicator
30 Hours	Unable to Rate		Rated annually in December; Control to be identified to rate indicator
Nil	4		Rated annually in December
2	2		2 overall for 2021/22 (nil for quarter); Rated annually in December
Not rated	74%		Safety Audit completed May 2021

Residual Risk Rating		
Consequence Category	Risk Ratings	Rating
Health	Consequence:	Moderate (3)
	Likelihood:	Possible (3)
	Overall Risk Ratings:	Moderate

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Nil

Supplier / Contract Management

Sep-22

Risk Context
Inadequate management of external Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes.
This also includes:
<ul style="list-style-type: none"> • Concentration issues (contracts awarded to one supplier) • Vendor sustainability

Potential causes include;	
Insufficient funding	Inadequate contract management practices
Complexity and quantity of work	Ineffective monitoring of deliverables
Suppliers not willing to provide quotes	Limited availability of suppliers
Inadequate tendering process	Lack of planning and clarity of requirements
Contracts not renewed on time	Historical contracts remaining

Key Controls	Type	Last Reviewed	Rating
Annual Budget	Preventative	Mar-21	Adequate
Financial Management Framework	Preventative	Progressing	Adequate
Access to Independent Advice (WALGA/Lawyers) & Peer Review	Preventative	Ongoing	Adequate
Overall Control Ratings:			Adequate

Actions (Treatments)	Due Date	Responsibility
Review Purchasing Policy	Completed	CEO & DCEO
Develop Standardised Contracts	Ongoing	CEO & DCEO
Document Financial Controls	Ongoing	DCEO
Develop Appropriate Financial Reporting Tools	Ongoing	DCEO
Develop Centralised Contract Management System	Ongoing	CEO & DCEO

Key Performance Indicators	Tolerance	Latest Result	Trend
Contracts Reviewed And Maintained	>90%	90%	Constant
Number of Expired Contracts Not Yet Renewed	<1 per quarter	1	Constant

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

Objective:
Adequate management (including contractual arrangements) of external Suppliers, Contractors, IT Vendors or Consultants engaged for operations.

Control Assurance						
Control Owner	Control Documented	Completed	Accuracy	Timeliness	Fraud	Comments
CEO; DCEO	Yes	Yes	Yes	Yes	No	
CEO; DCEO	Yes	Yes	Yes	Yes	Partial	
CEO; DCEO	Yes	Yes	Yes	Yes	No	

Original Due Date	Extension 1 Date	Extension 2 Date	Comments / Current Status
Completed			Presented to Audit & Risk Committee September 2021
Completed			Standardised MOUs; Service Level Agreements; Tenancy Agreements
Ongoing			Progressing
Ongoing			Continuous refining
Ongoing			Investigating options, currently utilising SharePoint

KPI / Action Data			
2020	2021	2022	Comments
90%	90%		Rate annually in December
1	1		Rate annually in December

Additional / Final Comments
Reviewed by Management Team - September 2022
Frameworks - the overarching structure to include adopted policies, documented controls, plans and strategies.

Measures of Consequence [V.2 - May 2019 - DRAFT FOR COUNCIL CONSIDERATION]

RATING	PEOPLE	INTERRUPTION TO SERVICE	REPUTATION (Social / Community)	COMPLIANCE	PROPERTY (Plant, Equip, Buildings)	NATURAL ENVIRONMENT	FINANCIAL IMPACT	PROJECT	
								Time	Budget
Insignificant (1)	Near-Miss	No material service interruption Less than 1 hour	Unsubstantiated, localised low impact on community	No noticeable regulatory or statutory impact	Inconsequential damage.	Contained, reversible impact	Less than \$5,000	Exceeds deadline by 5% of project	Exceeds project budget by 5%
Minor (2)	First Aid Treatment	Short term temporary interruption	Substantiated, localised impact on community trust or	Some temporary non-compliance	Localised damage rectified by	Contained, reversible impact	\$5,001 - \$50,000	Exceeds deadline by 10% of project	Exceeds project budget by 10%
Moderate (3)	Medical treatment / Lost time injury <30 Days	Medium term temporary interruption	Substantiated, public embarrassment	Short term non-compliance but with significant	Localised damage rectified by	Contained, reversible impact	\$50,001 - \$200,000	Exceeds deadline by 15% of project	Exceeds project budget by 15%
Major (4)	Lost time injury >30 Days / temporary disability	Prolonged interruption of services – additional	Substantiated, public embarrassment	Non-compliance results in termination of	Significant damage rectified by	Uncontained, reversible impact	\$200,001 - \$500,000	Exceeds deadline by 20% of project	Exceeds project budget by 20%
Extreme (5)	Fatality, permanent disability	Indeterminate prolonged interruption of	Substantiated, public embarrassment	Non-compliance results in litigation, criminal charges or	Extensive damage rectified by	Uncontained, irreversible impact	More than \$500,000	Exceeds deadline by 25% of project	Exceeds project budget by 25%

Measures of Likelihood

Rating	Description	Frequency
Almost Certain (5)	The event is expected to occur in most circumstances	More than once per year
Likely (4)	The event will probably occur in most circumstances	At least once per year
Possible (3)	The event should occur at some time	At least once in 3 years
Unlikely (2)	The event could occur at some time	At least once in 10 years
Rare (1)	The event may only occur in exceptional circumstances	Less than once in 15 years

Risk Matrix

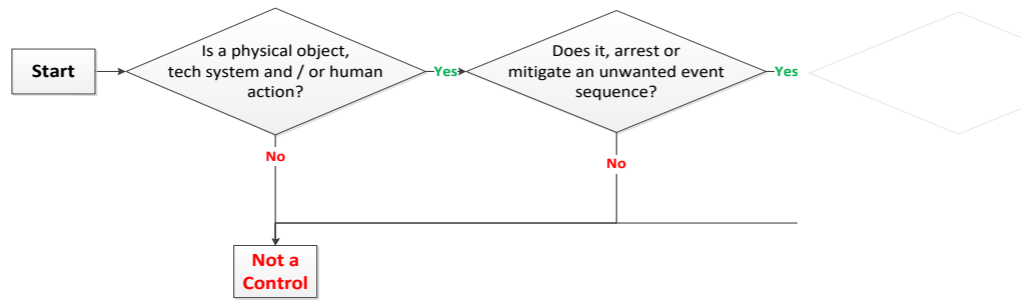
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria

Risk Rank	Description	Criteria	Responsibility
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	DCEO / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Existing Controls Ratings

Rating	Foreseeable	Description
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and aligned to Policies / Procedures. Subject to ongoing monitoring. Reviewed and tested regularly.
Adequate	There is some scope for improvement.	Processes (Controls) generally operating as intended, however inadequacies exist. Nil or limited monitoring. Reviewed and tested, but not regularly.
Inadequate	There is a need for improvement or action.	Processes (Controls) not operating as intended. Processes (Controls) do not exist, or are not being complied with. Have not been reviewed or tested for some time.



Lagging Indicator

Indicators relating to a result or outcome. Lag means the indicator will change after something happens. The indicator measures the results of an action. Looks back as to whether the intended result was achieved)

Leading Indicator

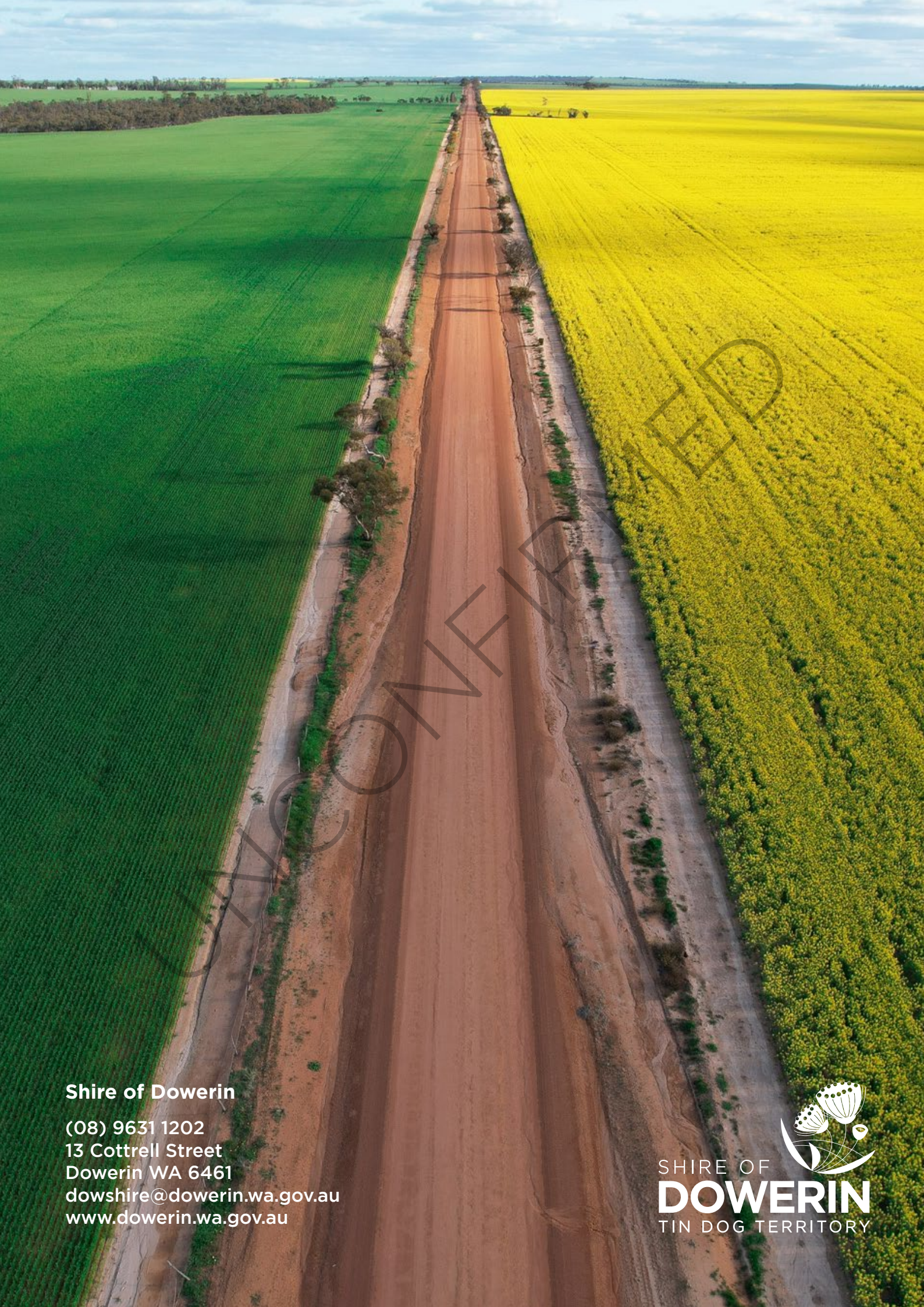
Indicators measures an input that leads to a result. Often related to something you can influence. How to produce desired results. Looks forward at future outcomes.

Risk Register

Theme	Key Control	Rating
Asset Management Practices	Recreation Facilities Maintenance Program	Not Rated
Asset Management Practices	Asset Management Plan	Inadequate
Asset Management Practices	Stock Controls Systems (Fuel)	Inadequate
Business & Community Disruption	Facility Risk Management Plan	Not Rated
Engagement Practices	Community Engagement Framework	Not Rated
Environment Management	Sewer Management Plan	Not Rated
Environment Management	Waste Management Plan	Not Rated
Errors, Omissions & Delays	Checklists & Documented Procedures	Inadequate
Management of Facilities/Venues/Events	Event Management Framework	Not Rated
Management of Facilities/Venues/Events	Reserves Management System	Not Rated
Management of Facilities/Venues/Events	Statutory Public Building Compliance Program	Not Rated
IT or Communication Systems & Infrastructure	IT Disaster Recovery Plan	Not Rated
IT or Communication Systems & Infrastructure	IT System Access Framework	Not Rated
Project/Change Management	Project Management Methodology & Framework	Not Rated
Project/Change Management	Community Engagement Framework	Not Rated
Safety & Security Practices	Facility Risk Management Plan	Not Rated



Annual Report 2021/22



Shire of Dowerin

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SHIRE OF
DOWERIN
TIN DOG TERRITORY

CONTENTS

Our Mission - Community Vision & Values	5
Presidents Message.....	7
CEO'S Message.....	9
About Dowerin.....	11
Demographics.....	12
Your Council.....	13
Councillor Training & Continued Professional Development	14
Attendance at Council Meetings.....	15
Attendance at Committee Meetings	16
Year In Review	17
Works & Assets.....	18
Development Services.....	18
Media & Communication Services.....	19
Community Services.....	19
Integrated Planning & Reporting	21
Our Community.....	22
Our Economy.....	23
Our Infrastructure	24
Our Natural Environment.....	25
Our Organisation.....	26
Statutory Reporting.....	28
Access & Inclusion Plan	28
Record Keeping Statement.....	28
Official Conduct - Complaints Register.....	29
Freedom of Information Statement.....	29
Public Interest Disclosure	29
Employees Remuneration.....	29
Community Services & Economic Development	31
Support for Community Events and Organisations	31
Grants and Funding	31
Community Services.....	32
Citizen of the Year Award	32
Economic Development.....	33
Exciting Community Activities	34
Asset and Works.....	35
Dowerin Home Care.....	37
Financial Reports	38



Vision Statement

“A thriving and supportive rural community which offers lifestyle choices and opportunities for all”

OUR MISSION - COMMUNITY VISION AND VALUES

Identified during the public engagement process for the development of the Integrated Strategic Plan, the Dowerin community adopted the following Vision Statement:

“A thriving and supportive rural community which offers lifestyle choices and opportunities for all”

In delivering this Vision for the community the Shire of Dowerin recognises our commitment to the community by:



We will be open, fair and impartial in what we do



We will consult and engage with our community



We will encourage, welcome and value feedback



We will encourage and support the volunteers in our community



We will spend local as often as we can



We will treat people with respect



We will value our natural environment and treat it with importance

The Shire's priorities are described by five key result areas below:

SHIRE PRIORITIES				
Our Community We live in a diverse, healthy, safe and connected community	Our Economy We are an attractive location to invest, live, play, visit and work	Our Infrastructure We have functional infrastructure that meets the needs of the community	Our Natural Environment We manage our natural environment appropriately to ensure a sustainable future for our community	Our Organisation We are recognised as a transparent, well governed, and effectively managed Local Government





PRESIDENT'S MESSAGE

“Building resilience within family, friends, businesses in our country community.”

COVID-19 PANDEMIC

With the last two years throwing our lives into disarray, the pandemic has lost virulence and become endemic. We in Dowerin have fared well as Western Australia has now a stronger protection against serious illness from COVID-19 due to very high vaccination levels, previous infection, access to antivirals, and enhanced medical and public understanding about how to manage COVID-19 transmission risks. We must, however, continue to remain vigilant.

2021 LOCAL GOVERNMENT ELECTIONS

October 2021 saw the local government elections conducted across the state. Dowerin had five positions vacant and at the close of nominations, six nominations had been received.

Consequently, Councillors Hudson, Ward and Hagboom were re-elected, with Nadine McMorran and Wayne Allsopp being newly elected.

In choosing not to re-nominate for Council, I would like to thank Len Holberton for his time and commitment to Council during his term and I would like to welcome the two new councillors, Councillor McMorran and Councillor Allsopp and look forward to

working cohesively together to hold Dowerin in good stead for the future.

Additionally, I would like to thank Councillor Hudson who whilst choosing not to re-nominate for the position of President this year, continues to contribute to the Shire and the community serving as a councillor and regularly providing advice! I would also like to congratulate Councillor Ward who was re-elected unopposed as Deputy President.

NEWROC MEMBERSHIP

Our partnership with NEWROC has borne fruit, with the collaborative efforts of the 'Dowerin This Together Town Team' and artist Paul Deej creating an impressive mural to transform the facade of the Tin Dog General Store where future community fundraising and social activities will be held, as well as the new Dowerin Field Days photomontage.

We look forward to continuing our partnership with NEWROC and the ventures that this will bring to our community. Watch this space!

ROADS/TOWN IMPROVEMENTS

This last year saw the completion of significant flood damage repairs to our road network from the storms of February 2020. A special shout out to Holberton Contracting for

their efforts. Stage 1 of the Dowerin Water Management project was also completed with an underground reticulation network and associated storage tank and chlorination facilities, allowing compliant use of reclaimed wastewater on the town's sporting surfaces.

THANK YOU & ACKNOWLEDGEMENTS

This year has also seen a restructuring of staff, reverting to a flatter management structure to be implemented July 2022. I would like to welcome all the new employees to Dowerin, with a particular welcome to our new Deputy CEO, Aaron Wooldridge.

As President of Council, I take this opportunity to thank my fellow Councillors for their support and dedication to Council and our community.

Our CEO, Rebecca McCall, has renewed for another 5 year term. On behalf of Council, I express sincere appreciation and gratitude for all her commitment and hard work for the Shire and community. Your dedication is recognised and valued.

CONCLUSION

As I write this, we live in an ever more challenging world, with ongoing war in Europe, rampant inflation with associated rising food and energy costs. In times of trouble, let us not forget that by working together we can overcome all obstacles.

Robert Trepp
Shire President





CEO'S MESSAGE

“Despite the ongoing challenges of the COVID-19 pandemic, the Shire has achieved some solid results.”

COMMUNITY ENGAGEMENT

Community engagement is a key part of our commitment to be a transparent and responsive organisation. By bringing the voices of communities and stakeholders into the topics that are important to them, we lead a culture which respects and welcomes community input.

The Shire adopted the Community Engagement Framework, this is centred on the International Association for Public Participation (IAP2) framework which promotes five context dependant levels of engagement:

Inform, Consult, Involve, Collaborate and Empower.

INTEGRATED PLANNING

The Integrated Strategic Planning Framework provides the basis for improving the practice of strategic decision-making.

The Integrated Strategic Plan is supported by informing strategies. Throughout 2021/22, considerable work was undertaken to strengthen our framework with the adoption of the Road Strategy and Public Health Plan. The comprehensive reviews of the Asset Management Plan and Long-Term Financial Plan to ensure the alignment of resources and priorities was also initiated.

GOVERNANCE AND COMPLIANCE

We have responded to the major local government reforms released for public consultation in November 2021. The reforms are based on the findings and recommendations of a number of reports and consultation undertaken in the past five years and represent the most significant package of reforms to local government in WA, since the *Local Government Act WA* introduced in 1995. The reform package is based on six major themes.

The Shire completed the review process for five of its local laws. The review process included community comment on prospective changes.

LOCAL ROAD & COMMUNITY INFRASTRUCTURE PROGRAM

LRCIP funded by the Australian Government, supports local councils to deliver priority local road and community infrastructure projects across Australia. Commencing in 2020/21, funding was provided in 3 phases. Throughout 2021/22 the following projects were successfully completed:

- Automated Irrigation System
- Shire Administration Re-Roofing
- Shire Administration Refurbishment
- Recreation Centre Refurbishment

On behalf of the community, I acknowledge Dowerin Events Managements financial contribution of \$70,000 towards the irrigation and recreation centre refurbishment.

REGIONAL COLLABORATION

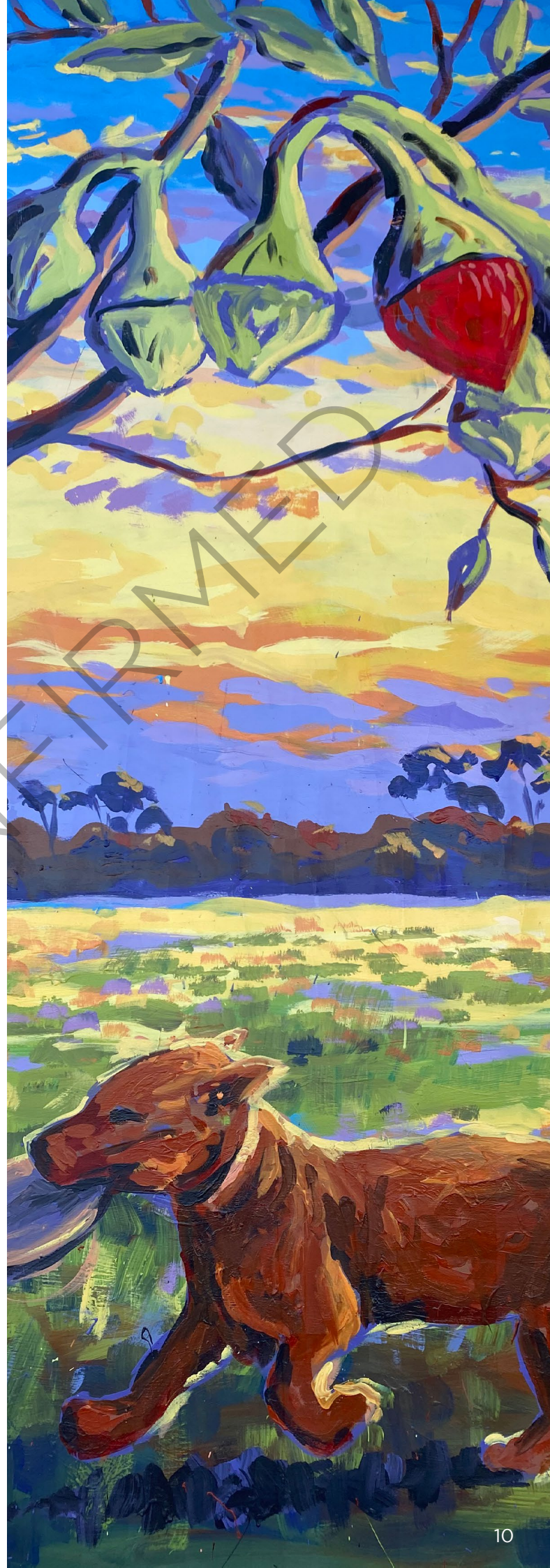
Increased collaboration amongst stakeholders, surrounding local governments and the North Eastern Wheatbelt Organisation of Councils (NEWROC), identified opportunities that improved local and regional service delivery. Services have included development and ranger services as well as town team building.

CLOSING ACKNOWLEDGEMENTS

I extend my appreciation and recognition of all Shire staff for their invaluable contribution. Without the support and dedication of a professional, passionate and community focused workforce we would not have been able to achieve all we have over the past year.

I would like to acknowledge the support of Elected Members and the community in helping to progress towards our Vision - 'A thriving and supportive rural community which offers lifestyle choices and opportunities for all'.

Rebecca McCall
Chief Executive Officer



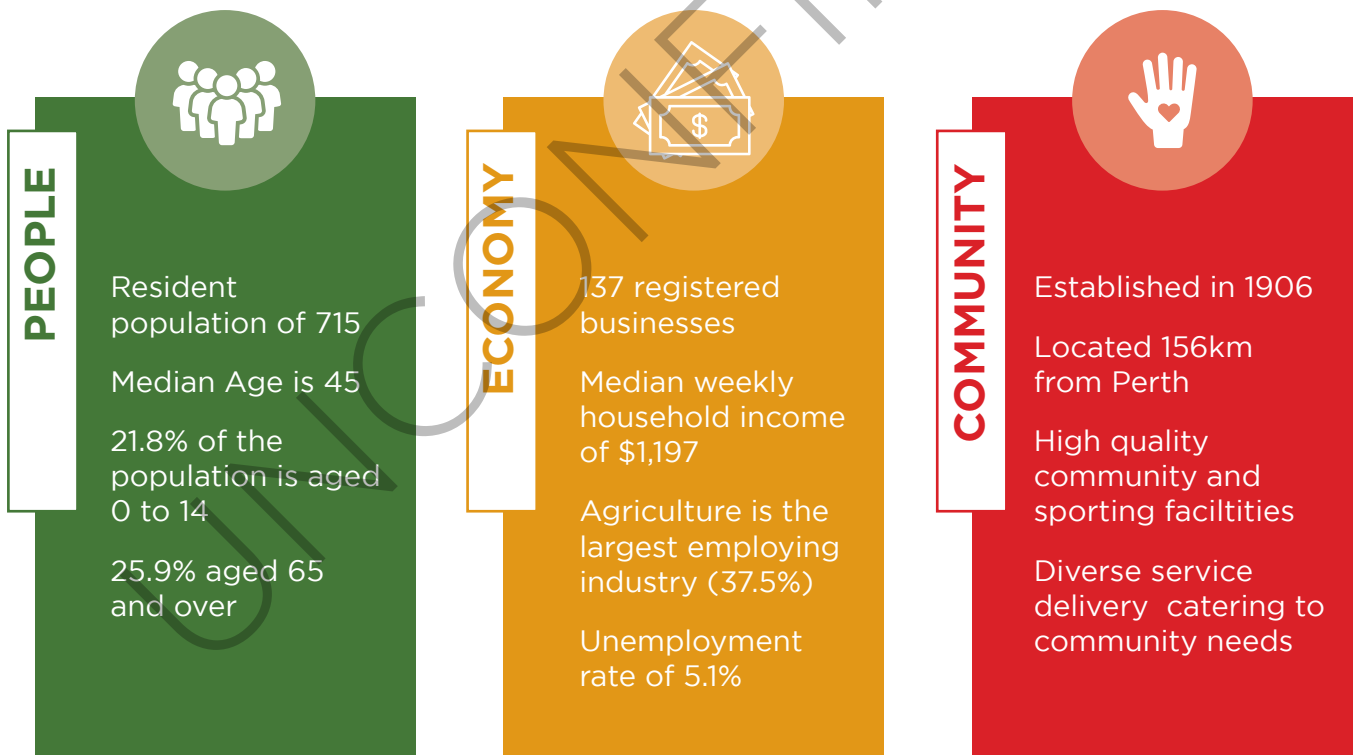
ABOUT DOWERIN

Green in winter, golden in summer, Dowerin is a small Wheatbelt community boasting a vast array of high quality community services and facilities for a town of its size. The annual GWN7 Dowerin Machinery Field Days has cemented Dowerin on the map, attracting over 24,000 people to the town to enjoy one of the largest Machinery Field Days in the Southern Hemisphere over 2 days every August.

Dowerin caters for the needs of its varying demographics with a range of activities, facilities and services. For our seniors this includes Dowerin Home Care (DHC), and a range of independent living units. For families and children, Dowerin is home to Regional Early Education and Development (REED), which has proven to be a vital service to families and local

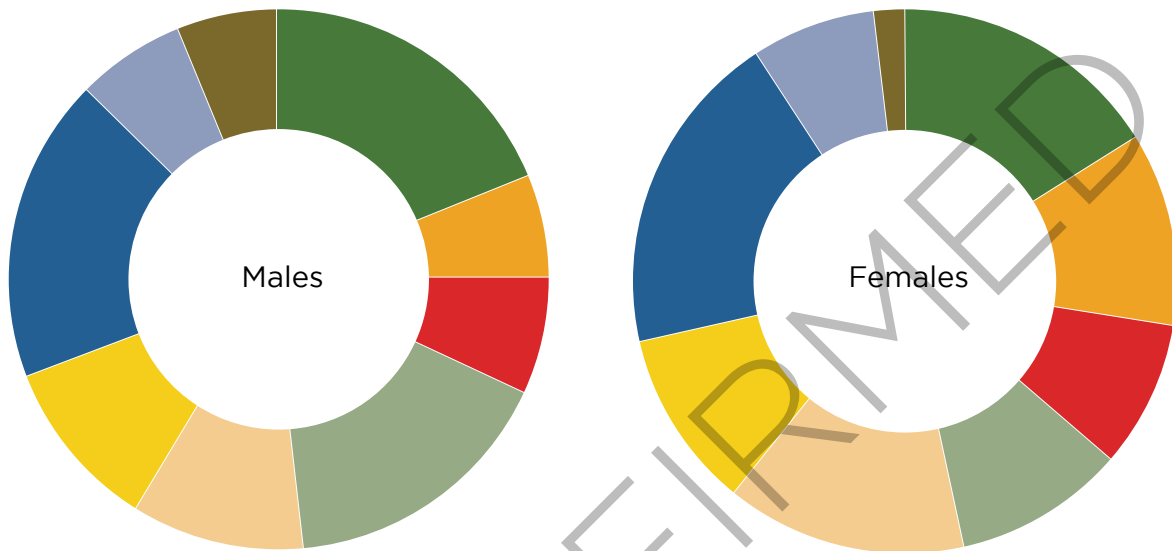
businesses, as well as the highly successful District High School. With the inclusion of the 24/7 gym, Memorial Swimming Pool and Dowerin Community Club, these combine to ensure that Dowerin is a family friendly place to live, play and work.

The district of Dowerin comprises of the town of Dowerin and a number of smaller localities covering a combined area of 1,867sq km. The district consists mostly of agricultural land used primarily for the production of sheep and grain. Other predominant industries in the region include cattle production, agricultural machinery & goods supply, heavy transport, Cooperative Bulk Handling (CBH), retail, accounting and farm advisory services.



Demographics

A significant proportion of the population of Dowerin is aged 0-14 years (154 persons). On the opposite end of the spectrum, Dowerin also has a significant portion of people aged 60 to 74 (164 persons). Young people are underrepresented in Dowerin with just 23 people aged 15-19 and 36 people aged 20-24.



0-9 years 10-19 years 20-29 years 30-39 years 40-49 years 50-59 years 60-69 years 70-79 years 80+ years



YOUR COUNCIL

We would like to thank retiring Councillor Len Holberton for his service and dedication to the community of Dowerin. His wealth of local knowledge will be sorely missed. Enjoy retirement Len.



Cr Rob Trepp
SHIRE PRESIDENT
Term ends 2023



Cr Bev Ward
DEPUTY PRESIDENT
Term ends 2025



Cr Wayne Allsopp
COUNCILLOR
Term ends 2025



Cr Lindsay Hagboom
COUNCILLOR
Term ends 2023



Cr Darrel Hudson
COUNCILLOR
Term ends 2025



Cr Nadine McMorran
COUNCILLOR
Term ends 2025



Cr Adam Metcalf
COUNCILLOR
Term ends 2023



Cr Jason Sewell
COUNCILLOR
Term ends 2023

COUNCILLOR TRAINING & CONTINUED PROFESSIONAL DEVELOPMENT

In accordance with Section 5.127 of the *Local Government Act 1995*, local governments are to report on the training undertaken by Councillors during the financial year. In addition to being provided on the [Shire's website](#) the information is to be included in the Annual Report for that financial year.

Council Member Essentials	Cr Hudson	Cr Metcalf	Cr Hagboom	Cr Allsop	Cr Sewell	Cr Trepp	Cr Ward	Cr McMorran
Elected to Council:	2021	2019	2021	2021	2019	2019	2021	2021
Cost:	Online Subscription \$4,000 per annum for unlimited users							
Understanding Local Government Provider: WALGA via e-learning	✓	✓	X	✓	✓	✓	✓	✓
Serving on Council Provider: WALGA via e-learning	✓	N/A	X	✓	✓	✓	✓	✓
Meeting Procedures Provider: WALGA via e-learning	✓	✓	X	✓	✓	✓	✓	✓
Conflicts of Interest Provider: WALGA via e-learning	✓	✓	X	✓	✓	✓	✓	✓
Understanding Financial Reports & Budgets. WALGA via e-learning	✓	N/A	X	✓	✓	✓	✓	✓

Legend:

N/A - Not applicable

In accordance with Section 5.126(1) of the *Local Government Act 1995* and Regulation 10 of the *Local Government (Administration) Regulations 1996*, newly elected or re-elected Councillors must complete the above five courses within twelve months of their election. Councillors who have completed any of the above courses within the period of five years ending immediately before the day on which they were elected/re-elected are exempt from the training course and need only to complete the online assessment.

Other professional development undertaken by Councillors during the 2021/22 financial year is detailed below:

Other Professional Development	Cr Hudson	Cr Metcalf	Cr Hagboom	Cr Allsop	Cr Sewell	Cr Trepp	Cr Ward	Cr McMorran
WALGA Annual Conference Cost: \$1295 each When: October 22	✓	N/A	N/A	N/A	N/A	✓	✓	N/A
Councillor Induction (in-house)	N/A	N/A	N/A	✓	N/A	N/A	N/A	✓
CEO Performance Appraisals Cost: \$400 each When: 26 July 21	✓	N/A	N/A	N/A	N/A	N/A	✓	N/A

Legend:

N/A - Not applicable

ATTENDANCE AT COUNCIL MEETINGS

ATTENDANCE AT ORDINARY MEETINGS OF COUNCIL 2021/22												
COUNCILLOR	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Cr DP Hudson	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr AJ Metcalf	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Cr LG Hagboom	✓	A	✓	✓	✓	✓	✓	✓	✓	A	✓	✓
Cr LH Holberton	✓	A	✓	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Cr JC Sewell	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	✓	✓
Cr RI Trepp	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr BA Ward	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr WG Allsopp	N/A	N/A	N/A	✓	✓	✓	✓	✓	✓	✓	✓	✓
Cr NP McMorran	N/A	N/A	N/A	✓	✓	✓	LoA	✓	✓	✓	✓	✓

Legend:

A - Apology submitted

N/A - Not applicable, not a Councillor at that time or not a Committee Member

LoA - Leave of Absence granted by Council

ATTENDANCE AT COMMITTEE MEETINGS

COUNCILLOR	Audit & Risk		Local Emergency Management		Bush Fire Advisory Committee		Australia Day Honours		Road Verge Advisory Committee	
	Meeting Held	Meetings Attended	Meeting Held	Meetings Attended	Meeting Held	Meetings Attended	Meeting Held	Meetings Attended	Meeting Held	Meetings Attended
Cr DP Hudson	1	1	1	1	N/A	N/A	N/A	N/A	1	1
Cr RI Trepp	2	2	1	1	N/A	N/A	N/A	N/A	N/A	N/A
Cr BA Ward	3	3	N/A	N/A	N/A	N/A	1	1	N/A	N/A
Cr NP McMorrان	2	1	N/A	N/A	N/A	N/A	1	1	N/A	N/A
Cr AJ Metcalf	N/A	N/A	N/A	N/A	1	1	N/A	N/A	N/A	N/A
Cr WG Allsopp	N/A	N/A	N/A	N/A	N/A	N/A	1	1	N/A	N/A
Cr LG Hagboom	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	1
Cr LH Holberton	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1	1
Cr JC Sewell	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

Legend:

N/A - Not applicable, not a Councillor at that time or not a Committee Member



YEAR IN REVIEW

In 2021/2022, for every \$100 the Shire of Dowerin spent:




Works & Assets


During 2021/2022 the Shire:



Replaced/refurbished from the Plant Replacement Program
\$75,871



Road construction and maintenance
\$6,914,227



Completed townsite footpath and road maintenance
\$38,173



Completed **8.17km** reseal of roads



Maintenance Buildings & Infrastructure
\$194,303



Maintenance/minor improvements to Parks & Gardens
\$202,895

Development Services


During 2021/2022 the Shire:



Issued **6 building Approvals**



Completed **3 Subdivisions/ Amalgamations**



Completed **0 Demolition Permit**



Reached Registration of **214 Dogs**



Issued **4 Planning Approvals**



Reached Registration of **53 Cats**

Media & Communication Services

During 2021/2022 the Shire:



Published **650 posts** on the **Shire's Facebook** Page



Publication of **25 Council Connect / CEO Connect** Newsletter in the Despatch



Published **38 posts** on the Dowerin Short Stay Accommodation **Facebook** Page

Shire of Dowerin Facebook

Page likes have grown from 938 to 1000 during FY 21/22, an increase of 6.6%

Dowerin Short Stay Accommodation

Facebook page likes have grown from 470 to 530 during FY 21/22

Instagram follows have grown from 279 to 344 during FY 21/22

Community Services

During 2021/2022 the Shire:



Received **2,977 Visitors** to the Short Stay



Reached **77 gym Memberships**



Delivered **286 Meals on Wheels**



Submitted **7 grant Applications**



Organised and held **7 Community events**



Delivered **13 Home Care Packages**



INTEGRATED PLANNING & REPORTING

Integrated Strategic Plan

The Integrated Strategic Plan (ISP) reinforces the commitment to the people who live, work and visit our Shire and to regional co-operation and prosperity. The ISP integrates the Strategic Community Plan and Corporate Business Plan elements of the WA Local Government Integrated Planning and Reporting Framework and is supported by informing and issue specific plans and strategies.

Our Community

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

Our Economy

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

Our Infrastructure

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

Our Natural Environment

Aspiration: We manage our natural environment appropriately to ensure a sustainable future for our community

Our Organisation

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

Strategies are outlined in the Integrated Strategic Plan. Actions to achieve the outlined Strategies are identified within this plan. The following tables report on the key directions of the Integrated Strategic Plan.

Status Legend

Not Commenced ●

In Progress ●

Completed ●

Our Community

“We live in a diverse, healthy, and connected community”

No	Community Priority	No	Actions	21 22	Status	Annual Update
1.1	Provide access to programs and services that connect residents and meet the needs of our community	1.1.1	Continue to advocate, support and value service delivery to our community	✓	●	No change to current levels of service delivery.
		1.1.2	Source funding and co-ordinate delivery on initiatives that support arts, culture, and learning	✓	●	Lotterywest grant application received for 2021/22 community event program; Implementation of Tin Dog Hub project and event program completed.
		1.1.3	Actively work with our community to strengthen relations to enhance safety, wellbeing, and a sense of belonging	✓	●	Community stakeholder relations continue.
1.2	Support and maintain facilities that connect people, and promote an active and healthy community	1.2.1	Review and action the Shire Disability Access and Inclusion Plan (DAIP)	✓	●	Reported footpath trip hazards repaired; Installation of pedestrian ramps in Stewart Street.
		1.2.2	Establish service levels in line with community expectations, budget, and workforce capacity	✓	●	Preliminary works progressing.
1.3	Encourage and support volunteers and community groups to strengthen an active volunteer base	1.3.1	Partner with community groups to develop and implement viable volunteer models	✓	●	Working group established to lead review of community structure in consultation with community groups.
		1.3.2	Advocate and support volunteer networks to expand the volunteer base across the region with a focus on continuous improvement	✓	●	Advocacy and support ongoing.
		1.3.3	Continue to share and provide resources to community groups to encourage the capability and capacity of volunteers	✓	●	Support and assistance provided upon request.
1.4	Boost and continue to support the youth of Dowerin through projects, workshops, funding opportunities and promotion of youth leadership	1.4.1	Implement actions from the Youth Plan	✓	●	Planning underway to implement action 3.1.1
		1.4.2	Maintain a strong supportive relationship with the Dowerin District High School to encourage youth development	✓	●	Supportive relationship in place.

Status Legend

Not Commenced ●

In Progress ●

Completed ●

Our Economy

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

No	Community Priority	No	Actions	21 22	Status	Annual Update
1.1	Attract investment, create jobs, and support small business growth	2.1.1	Proactively support the Dowerin Business Association and in partnership deliver identified initiatives	✓	●	Continue as silent Administration of DBA and supported the delivery of identified Town Team project.
		2.1.2	Identify opportunities and strategies for attracting new businesses and expanding existing businesses	✓	●	Investment opportunities advertised on Shire website.
		2.1.3	Identify and implement initiatives to attract and retain population	✓	●	Campaigns to date broadly promotes Dowerin, no population attraction specific promotions have occurred to date.
		2.1.4	Implement a Marketing Plan that promotes the lifestyle and opportunities within Dowerin	✓	●	Shire website promotes Dowerin's lifestyle opportunities; No lifestyle specific promotions have occurred to date.
1.2	Encourage, promote, and deliver activities and events that promote our region	2.2.1	Promote and develop tourism and maintain local attractions	✓	●	Refurbishment of Tin Dog Walk & Bird Hide progressing; Worked with CRC to develop Dowerin brand for merchandise and future marketing campaigns; Completed planning of Visitor Servicing refurbishment.
		2.2.2	Investigate and implement opportunities to further develop Dowerin Short Stay Accommodation	✓	●	Implementation of SSA marketing plan completed.
		2.2.3	Partner with NEWTravel and Pioneer's Pathway to promote the region as a great place to visit	✓	●	Continued liaison & product development with Wheatbelt Way and Pioneers' Pathway to promote region.

Status Legend

Not Commenced ●

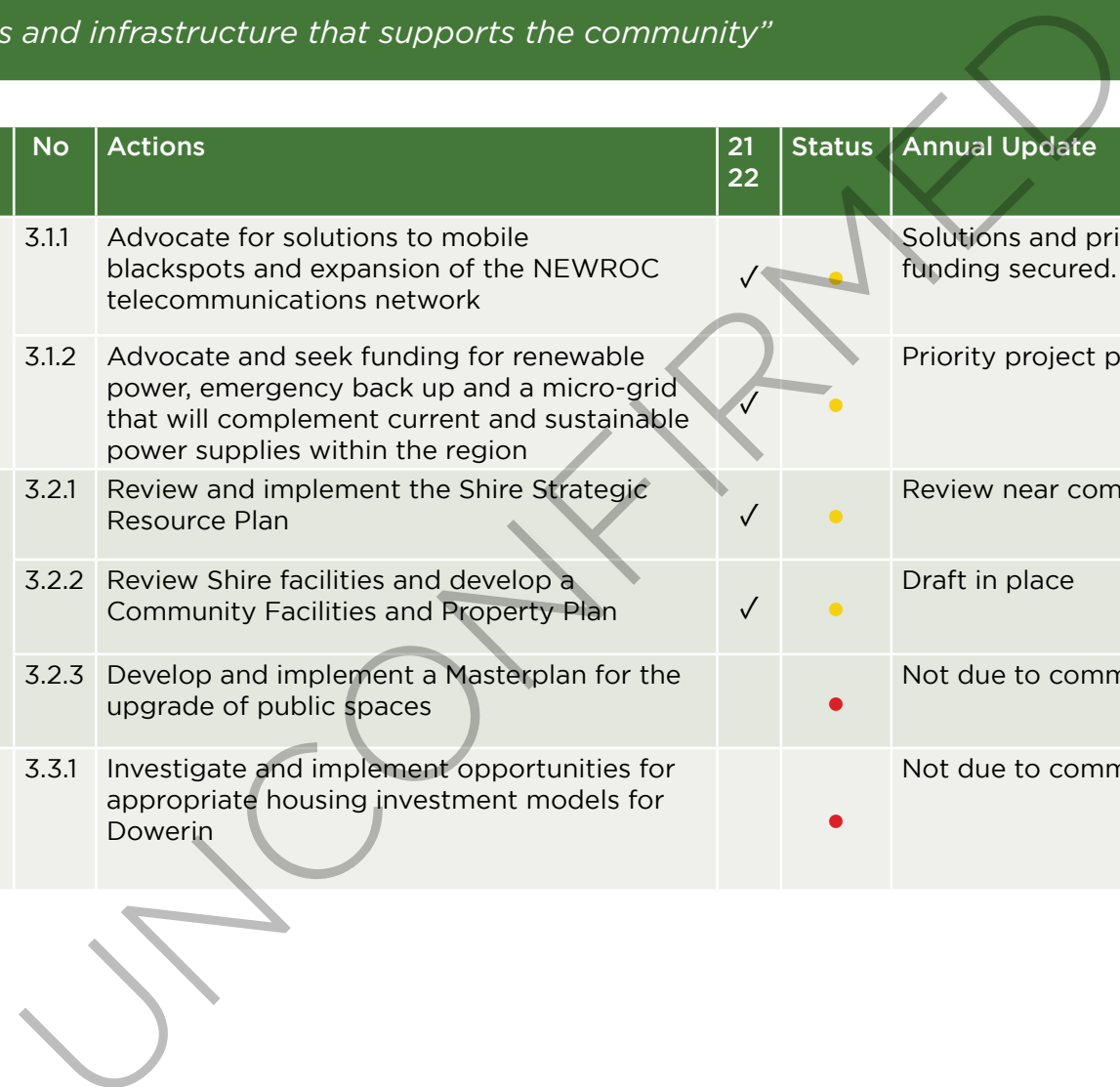
In Progress ●

Completed ●

Our Infrastructure

“We have functional assets and infrastructure that supports the community”

No	Community Priority	No	Actions	21 22	Status	Annual Update
3.1	Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage	3.1.1	Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	✓	●	Solutions and priority blackspot area identified; funding secured.
		3.1.2	Advocate and seek funding for renewable power, emergency back up and a micro-grid that will complement current and sustainable power supplies within the region	✓	●	Priority project progressing through NEWROC
3.2	Sustainably manage assets and infrastructure	3.2.1	Review and implement the Shire Strategic Resource Plan	✓	●	Review near completion
		3.2.2	Review Shire facilities and develop a Community Facilities and Property Plan	✓	●	Draft in place
		3.2.3	Develop and implement a Masterplan for the upgrade of public spaces		●	Not due to commence until 22/23
3.3	Housing meets existing and future community need for families and workers	3.3.1	Investigate and implement opportunities for appropriate housing investment models for Dowerin		●	Not due to commence until 22/23



Status Legend

Not Commenced ●

In Progress ●

Completed ●

Our Natural Environment:

“We manage our natural environment appropriately to ensure a sustainable future for our community”

No	Community Priority	No	Actions	21 22	Status	Annual Update
4.1	Deliver a sustainable and progressive approach to natural resource and waste management	4.1.1	Develop and implement a Waste Management Strategy	✓	●	Due diligence progressing
		4.1.2	Develop and implement a Shire Water Management Plan	✓	●	Scheduled to complete by June 2023
		4.1.3	Prepare management plans for Shire reserves		●	Not due to commence until 22/23
		4.1.4	Develop and implement a Sewage Management Plan		●	Not due to commence until 22/23

UNCOMPLETED

Status Legend

Not Commenced ●

In Progress ●

Completed ●

Our Organisation:
"We are recognised as a transparent, well governed, and effectively managed Local Government"

No	Community Priority	No	Actions	21 22	Status	Annual Update
5.1	Engage proactively with our community and provide quality community service	5.1.1	Review and improve processes and systems to be more responsive to community needs and customer relations	✓	●	Ongoing reviews in place and identified improvements actioned
		5.1.2	Continue to uphold our Customer Service Charter	✓	●	Charter upheld.
		5.1.3	Undertake a community satisfaction survey every two years			Next survey due September 2022
5.2	Operate ethically professionally and in a transparent manner to our community and stakeholders	5.2.1	Continue to review and develop policy and frameworks that reflects our values and decision-making outcomes	✓	●	Ongoing
		5.2.2	Improve communication to inform our community of decision-making criteria	✓	●	Continue to implement Engagement Policy and Framework
5.3	Ensure planning, reporting, and resourcing is in accordance with compliance and statutory requirements	5.3.1	Continue to implement and monitor the Integrated Planning and Reporting milestones	✓	●	Monitoring continues through quarterly reports
		5.3.2	Continue to improve compliance with statutory and regulatory requirements	✓	●	Ongoing
		5.3.3	Continue to foster a respectful, strong and supportive organisational culture	✓	●	Ongoing

Status Legend

Not Commenced ●

In Progress ●

Completed ●

Our Organisation:

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

5.4	Advocate and lobby effectively on behalf of our community	5.4.1	Maximise the ability to advocate with members of Great Eastern Country Zone, North Eastern Wheatbelt Regional Organisation of Councils (NEWROC), and the WA Local Government Association	✓	●	Ongoing
		5.4.2	Increase collaboration amongst stakeholders and surrounding local governments to identify opportunities that will improve local and regional service delivery	✓	●	Ongoing

UNCOMPLETED

STATUTORY REPORTING

Access & Inclusion Plan

The Shire of Dowerin's Access and Inclusion Plan (AIP) 2018-2023 was formally endorsed by Council in July 2018. The AIP is a key strategic document which outlines the Shire's approach to working towards a more accessible and inclusive community.

The Shire is required by the *Disability Services Act 1993* to:

- Maintain an AIP; and
- Report on its AIP achievements within its Annual Report as well as to the Disability Services Commission.

Activities and actions undertaken during the 2021/22 year include:

- Refurbishment of the Shire Administration Building ablutions to include disability access;
- Emergency access lighting at Dowerin Recreation Centre was replaced; and
- Two pedestrian ramps were installed in Stewart Street (main street) to enable community members and visitors to safely walk from the road onto the pathway

Record Keeping Statement

The Shire of Dowerin is committed to the reliable and systematic management of its records, in accordance with legislative requirements and best practice standards. This report has been published in accordance with the *State Records Act 2000*.

Recordkeeping Plan

The Shire undertook a Recordkeeping Plan Review in early 2019 with the Review Report submitted to the State Records Office on 22 March 2019. The Review Report identified quite substantial changes to the Shire's Recordkeeping Plan. The State Records Office of WA have granted a 2-year timeframe, commencing 1 June 2019, in which to complete the necessary changes to the Recordkeeping Plan and supporting documentation. The submission date for the reviewed Recordkeeping Plan is 1 June 2021. The Shire of Dowerin was granted an extension to complete this plan by 20 April 2022.

With the turnover of staff and the implementation of other priorities, work on implementing the necessary changes to the Recordkeeping Plan and supporting documentation did not commence. Another extension in time until 30 September 2022 was granted by the State Records Office.

Information Management Systems

The Shire continues to use Sharepoint Online, along with other Microsoft Office 365 applications to improve business efficiencies. Aiming for continuous improvement to streamline efficiencies, further development of current systems and supporting applications is progressing.

Training and Awareness

Inductions are held for all new employees upon commencement. This includes their responsibilities and desktop training using Sharepoint. Online employee and contractor inductions are utilised at the Shire of Dowerin. This induction program is implemented in several local governments as a standard minimum requirement. This enables efficiencies with the onboarding of contractors.



Public Interest Disclosure

The *Public Interest Disclosure Act 2003* facilitates the disclosure of public interest information and provides protection for those making such disclosure and those who are the subject of the disclosures. The Act also provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

No disclosures were made during 2021/22 and the Shire declares that all obligations under the *Public Interest Disclosure Act 2003* have been complied with.

Employees Remuneration

In accordance with Regulation 19B of the *Local Government (Administration) Regulations 1996*, the number of Shire employees entitled to an annual salary of \$130,000 or more are:

Salary range	Number of employees
\$130,000 to \$139,999	0
\$140,000 to \$149,999	0
\$150,000 to \$159,999	0
\$160,000 to \$169,999	0
\$170,000 to \$179,999	1
\$180,000 to \$189,999	0
\$190,000 to \$199,999	0
\$200,000 to \$209,999	0
\$210,000 to \$219,999	0
\$220,000 to \$229,999	1

Official Conduct - Complaints Register

Section 5.121 of the *Local Government Act 1995* requires a local government to maintain a register of complaints that result in an action under Section 5.110(6)(b) or (c). In accordance with Sections 5.53(2) and 5.121 of the *Local Government Act 1995*, the Annual Report is required to disclose the number of complaints of minor breaches received each year.

Zero complaints were received during 2021/22.

Freedom of Information Statement

The *Freedom of Information Act 1992* gives the public a right to apply for access to documents held by the Shire of Dowerin. The Shire aims to make information available whenever possible, outside the freedom of information process.

The Shire received zero valid freedom of information applications in 2021/22.

The Shire of Dowerin's Information Statement, adopted at Council's October 2021 meeting, is available on its website at www.dowerin.wa.gov.au.



COMMUNITY SERVICES & ECONOMIC DEVELOPMENT

Support for Community Events and Organisations

The Shire provided financial support towards several community events and organisations including:

Community Group	Purpose	Value
Dowerin District High School	Provision of jumps for athletic carnival	\$795
VacSwim	Access to swimming pool outside of normal hours for the purpose of swimming lessons	\$1400
Companion Club	Hire of the Lesser Hall	\$40
Dowerin District High School	In Term swimming lessons	\$440
Curtin University	5 x 1 night studio room accommodation at Dowerin SSA - Awards (Deferred due to illness)	\$625
Wheatbelt Workcamp	Provide 5m ³ of yellow sand	\$240
Wheatbelt Workcamp	Provide 5m ³ of 10mm aggregate	\$220
Wheatbelt Workcamp	Provide 2m ³ of yellow sand	\$178
Wheatbelt Workcamp	Provide 3m ³ of 10mm aggregate	\$132
Walk for the Boys	2 nights' accommodation for Miguel Hulme	\$250
Walk for the Boys	1 night accommodation for Mark Longman	\$125
Walk for the Boys	2 x 1 night accommodation for band members for event	\$125
TOTAL		\$4,570

Grants and Funding

The Shire was successful in obtaining a range of grant funds over 2021/22 including:

Funding Body	Project	Amount	Total Project Value
DFES - STAND Program	Installation of NBN satellite-connection device at DCC to provide internet and phone access during an emergency	Unknown	Unknown
Lotterywest	Dowerin Festivals 2021/2022	\$10,450	\$42,100
WALGA	Installation of 3 new sharp containers and signage	Unknown	Unknown
DITRD	Dowerin-Meckering & Hindmarsh Back Road Realignment	\$534,615	\$801,922
Dept of Health	Improved Payment Administration Transitional Support for Home Care Providers	\$65,000	\$65,000



Patsy Metcalf, Citizen of the Year and Dale Metcalf, Senior Citizen of the Year

Community Services

Community Services continues to work with residents, community-based organisations and service providers to co-ordinate several community events and activities that provide social opportunities, the sharing of skills and knowledge, and the opportunity to participate as families in community events.

Citizen of the Year Award

Patsy Metcalf was awarded Citizen of the Year at the annual Australia Day celebrations, for her tireless and selfless contribution towards the Dowerin community.

Dale Metcalf was awarded Senior Citizen of the Year for his ongoing support and contribution to the Dowerin Community.

Event	Date
Dowerin Community Christmas Festival	17 December 2021
Australia Day Celebrations	26 January 2022
Welcome to Dowerin	6 February 2022
Dowerin Triathlon	26 March 2022
Tin Dog Hub Launch / Faces of the Field Days	2 April 2022
Bring the Rain	8 April 2022
ANZAC Day	25 April 2022

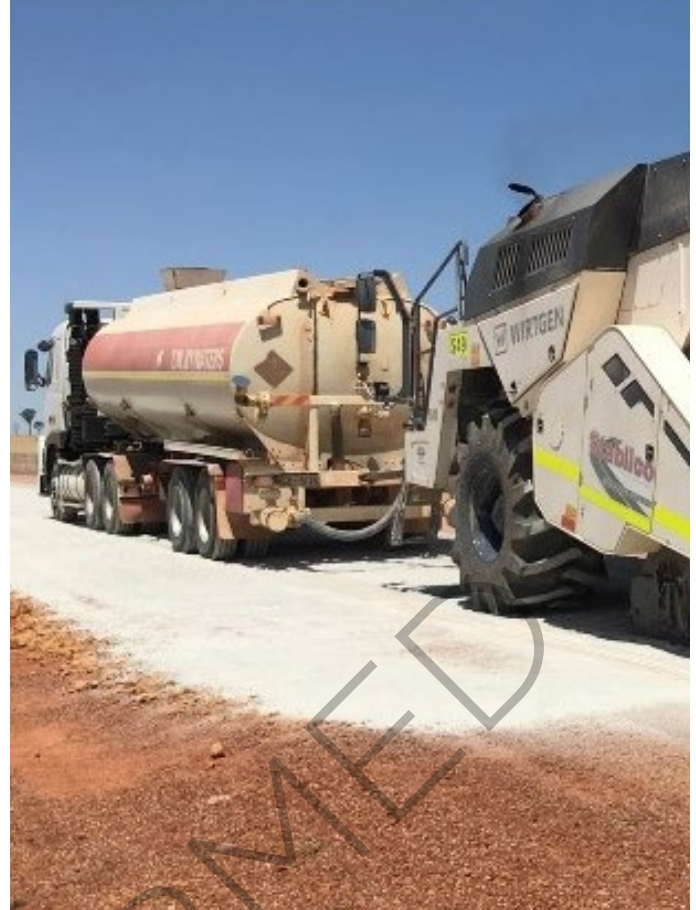


ANZAC Day 2022

Economic Development

The Shire of Dowerin continues to be involved in regional tourism and participates in regional marketing campaigns. Council is an active member of Pioneers' Pathway and Wheatbelt Way. Examples of campaigns include:

- Australia's Golden Outback Holiday Planner
- Caravan & Camping Trade Show
- Eastern Wheatbelt Holiday Planner
- Pioneers' Pathway Trail
- Western Australia Weekend Features
- Wheatbelt Way App & Instagram
- Wheatbelt Way Drive Trail
- Wheatbelt Way Storytowns Podcast
- Explore the Eastern Wheatbelt - A Visitors Guide



LRCIP Funding Projects

Local Road and Community Infrastructure Program (LRCIP), funded by the Australian Government, supported local councils to deliver priority local road and community infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

The Shire of Dowerin received two allocations and utilised the funding to improve functionality or upgrade identified facilities, enhance the aesthetics of the township and renew recognised assets.

Phase 1 \$383,746

- Administration Roof - renewed
- Amery Acres Waste Facility Fence - extended
- Archive Room - refurbished
- Dowerin Community Club - constructed an entrance statement
- Dowerin Oval Perimeter Fence - renewed
- Lessor Hall - installed air-conditioning
- Pioneer's Pathway - installed interpretative signage
- Short Stay Accommodation - installed RV friendly caravan bays
- Short Stay Accommodation - constructed an entrance statement

- Stewart Street - enhanced main street
- Stewart Street LED Lighting Upgrade Stage 1
- Tin Dog Walk & Bird Hide Stage 1 - refurbished

Phase 2 \$273,469

- Administration Office - refurbishment
- Recreation Centre - refurbishment (to be completed in 2022)
- Irrigation Project - installation (to be completed in 2022)

Community Resource Centre - Visitor Centre Refurbishment

The Shire of Dowerin, in collaboration with the Community Resource Centre, has worked to rejuvenate the Dowerin Visitor Centre Space. The remodel involved the installation of new cabinetry, brochure racking and a wall-mounted TV system to display tourism and promotional material. Wall graphics have been installed highlighting the Wheatbelt Way trail and Pioneers' Pathway, along with a map of the Dowerin townsite depicting local attractions and businesses. The improvements to the Visitors Centre will provide a better experience to people visiting Dowerin by creating a welcoming and engaging space.

EXCITING COMMUNITY ACTIVITIES

Tin Dog Hub Launch & Faces of the Field Days Pictorial

In April 2022, the 'Dowerin This Together Town Team' Movement revealed their Tin Dog Hub project, an impressive update to the front façade of the Tin Dog General Store. In the weeks prior to the launch, members of the 'Dowerin This Together Town Team' worked to paint the pillars and prepare the space for the addition of an incredible mural painted by Paul Deej Art. 'The Dowerin This Together Town Team' group designed the mural, aiming to reflect elements that make up Dowerin's unique DNA.

The Tin Dog Hub Launch also marked the unveiling of the Faces of the Field Days Pictorial, a collaboration project between the Shire of

Dowerin and Dowerin Events Management. The pictorial, located under the arbor at the trough on Stewart Street, displays images of past and present community volunteers that have contributed to making the Dowerin Field Days the monumental event it has become today.

The launch day was a success, activating the new Tin Dog Hub space and Main Street with live entertainment, children's activities, and a sausage sizzle. Community members were invited to watch artist Paul Deej at work and watch the mural come to life.



ASSET & WORKS

Building Maintenance

Community Amenities	\$8,533
Economic Services	\$38,318
Education & Welfare	\$25,870
Halls	\$10,705
Housing	\$73,428
Other Property & Services	\$20,114
Recreation Facilities	\$17,335
Total Cost - Building Maintenance	\$194,303

Road Construction & Maintenance

Road Maintenance	\$858,761
Roads to Recovery - Dowerin-Koorda Intersection	\$50,081
Roads to Recovery - Hindmarsh Road	\$156,774
Roads to Recovery - Sanders Road	\$142,150
Regional Roads Group - Dowerin-Meckering Road SLK 11.36 to 13.44	\$91,851
Regional Roads Group - Dowerin-Meckering Road SLK 13.82 to 16.13	\$377,795
Wheatbelt Secondary Freight Network - Dowerin-Kalannie Road Year 1	\$1,077,503
Disaster Recovery Funding Arrangements - Multiple Projects	\$4,159,312
Total Cost - Road Construction & Maintenance	\$6,914,227

Town Maintenance	
Community Amenities	\$19,306
Economic Services	\$10,742
Hockey Field & Town Oval	\$52,821
Parks & Gardens	\$120,026
Road & Footpath Maintenance	\$38,173
Total Cost - Town Maintenance	\$241,068

Plant Replacement	Purchase	Trade/Disposal
Light Plant - Toyota Prado	\$62,383	\$60,909
Total Cost - Plant Replacement	\$62,383	\$60,909

Plant Replacement	Refurbished
Light Fleet - Diesel Fuel Bowser (Stage 2)	\$2,710
Light Plant - Mower Digga	\$6,770
Light Plant - Fuel Tank Trailer	\$4,008
Total Cost - Plant Replacement	\$13,488

Capital Projects	
Administration Office Refurbishment	\$51,753
Dowerin Waste Facility - New Cell Fencing	\$17,611
Recreation Centre Refurbishment	\$72,123
Town Oval Reticulation Project (remaining expenditure in 2023/24)	\$196,604
Total Cost - Capital Projects	\$338,091



DOWERIN HOME CARE

The Commonwealth Home Support Programme (CHSP) services are provided through Dowerin Home Care (DHC), jointly funded by the Australian Government's Department of Health and client contributions.

Our Home Care Service provides an invaluable service that assists people to stay in their own home. The service is provided with funding from the Federal Department of Health, CHSP-Commonwealth Home Support Program (low level care) and HCP-Home Care Packages (low to high level care, levels 1-4).

The assistance which can be provided is assessed as required and may include:

- Personal care - showering/grooming/dressing,
- Domestic assistance - household cleaning/grocery shopping/laundry,
- Garden home maintenance,
- Medication support & administration,
- Social support for individuals,
- Group Gentle Gym,
- Respite,
- Transport to local businesses/medical appointments,
- Meals on wheels and meal preparation for approximately 45 clients and carers.

Under the HCP program clients can choose to use their funding for home modifications, equipment, contractor services and for Lite N Easy meals. These are not options under the CHSP program.

COVID-19 has meant staff have had to adapt their delivery methods for these services. Staff still social distance when interacting with clients as far as practicable for tasks such as the signing of documents and ensuring all parties have been vaccinated. All services have resumed as they were prior to the first COVID-19 lockdown but are modified to ensure everyone's safety.

We received numerous client referrals for Commonwealth Home Support Program services in this period as well as for Home Care Packages either from the My Aged Care Portal, RAS (Regional Assessment Service or from ACAT (Aged Care Assessment Team). These referrals and acceptances took the place of some clients who transitioned to full time care. The majority of HCP acceptances were from the client contacting us directly to see if we could assist them. There are still very few providers in regional areas providing a quality service, we are currently assisting people in Dowerin, Wyalkatchem, Koorda and surrounds on a daily and weekly basis.

Active seniors enjoy the Gentle Gym sessions offered on Mondays and Thursdays, These classes are open to both DHC clients and community members for a small contribution.

The Christmas Party this year was held at the Dowerin Hotel, a fantastic 3 course meal was put on by Sheree which was enjoyed by all. A number of the clients travelled from Koorda & Wyalkatchem to attend. It was a great afternoon, and all went home with a full belly.

The staff would like to thank all their clients and carers for their patience and support with the many changes that have occurred, the change in location again back to the Shire building, changes in staff and all the other changes associated with Covid. Thank you to Carolyn Metcalf for her assistance this year, it was a blessing to have and work with her.

If you have any questions regarding accessing assistance, please don't hesitate to call the Shire and leave your details if a staff member is not available. The navigation of the Aged Care System can look very daunting and complex however we are here to assist where we can.



Financial Reports 2021/22



SHIRE OF DOWERIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

Certification of Financial Report	2
Statement of Comprehensive Income by Nature or Type	3
Statement of Financial Position	4
Statement of Changes in Equity	5
Statement of Cash Flows	6
Rate Setting Statement	7
Index of Notes to the Financial Report	8
Independent Auditor's Report	49

The Shire of Dowerin conducts the operations of a local government with the following community vision:

Dowerin will be a thriving and growing rural community which offers lifestyle choice for all generations, is progressive in environmental management and is a preferred location for business development.

Principal place of business:
13 Cottrell Street
DOWERIN WA 6461

**SHIRE OF DOWERIN
FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

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

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Dowerin for the financial year ended 30 June 2022 is based on proper accounts and records to present fairly the financial position of the Shire of Dowerin at 30 June 2022 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the 5th day of December 2022



Chief Executive Officer

Rebecca McCall

SHIRE OF DOWERIN
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE OR TYPE
FOR THE YEAR ENDED 30 JUNE 2022

	NOTE	2022 Actual	2022 Budget	2021 Actual
		\$	\$	\$
Revenue				
Rates	25(a),2(a)	1,452,239	1,447,970	1,409,586
Operating grants, subsidies and contributions	2(a)	6,802,965	6,078,134	3,232,273
Fees and charges	2(a)	632,335	653,628	629,022
Interest earnings	2(a)	17,340	36,078	25,745
Other revenue	2(a)	105,558	99,000	186,200
		9,010,437	8,314,810	5,482,826
Expenses				
Employee costs		(1,749,048)	(1,586,612)	(1,683,886)
Materials and contracts		(5,743,873)	(7,219,361)	(2,122,633)
Utility charges		(262,201)	(152,050)	(162,226)
Depreciation	9(a)	(2,098,682)	(1,516,549)	(1,993,364)
Finance costs	2(b)	(36,122)	(39,613)	(40,194)
Insurance		(167,876)	(129,540)	(129,417)
Other expenditure	2(b)	(100,555)	(299,150)	(164,043)
		(10,158,357)	(10,942,875)	(6,295,763)
		(1,147,920)	(2,628,065)	(812,937)
Capital grants, subsidies and contributions	2(a)	1,795,075	1,815,757	1,237,358
Profit on asset disposals	9(b)	27,442	12,381	88,072
Loss on asset disposals	9(b)	0	(19,746)	(8,776)
Fair value adjustments to financial assets at fair value through profit or loss		2,998	0	2,804
		1,825,515	1,808,392	1,319,458
Net result for the period	24(b)	677,595	(819,673)	506,521
Other comprehensive income for the period				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes in asset revaluation surplus	15	3,476,154	0	0
Total other comprehensive income for the period		3,476,154	0	0
Total comprehensive income for the period		4,153,749	(819,673)	506,521

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

SHIRE OF DOWERIN
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2022

	NOTE	2022	2021
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	1,518,378	1,960,401
Trade and other receivables	5	932,194	490,896
Other financial assets	4(a)	2,000,000	2,280,139
Inventories	6	5,266	14,603
TOTAL CURRENT ASSETS		4,455,838	4,746,039
NON-CURRENT ASSETS			
Trade and other receivables	5	22,865	20,477
Other financial assets	4(b)	58,353	55,355
Property, plant and equipment	7	18,910,412	19,524,985
Infrastructure	8	63,408,457	58,749,854
TOTAL NON-CURRENT ASSETS		82,400,087	78,350,671
TOTAL ASSETS		86,855,925	83,096,710
CURRENT LIABILITIES			
Trade and other payables	11	427,756	392,393
Other liabilities	12	433,769	704,013
Borrowings	13	113,970	187,197
Employee related provisions	14	202,298	171,845
TOTAL CURRENT LIABILITIES		1,177,793	1,455,448
NON-CURRENT LIABILITIES			
Borrowings	13	1,186,004	1,300,570
Employee related provisions	14	27,319	29,632
TOTAL NON-CURRENT LIABILITIES		1,213,323	1,330,202
TOTAL LIABILITIES		2,391,116	2,785,650
NET ASSETS		84,464,809	80,311,060
EQUITY			
Retained surplus		32,174,843	31,693,071
Reserve accounts	28	2,475,964	2,280,141
Revaluation surplus	15	49,814,002	46,337,848
TOTAL EQUITY		84,464,809	80,311,060

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

**SHIRE OF DOWERIN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	RETAINED SURPLUS \$	RESERVE ACCOUNTS \$	REVALUATION SURPLUS \$	TOTAL EQUITY \$
Balance as at 1 July 2020		31,615,618	1,851,073	46,337,848	79,804,539
Comprehensive income for the period					
Net result for the period		506,521	0	0	506,521
Transfers to reserves	28	(429,068)	429,068	0	0
Balance as at 30 June 2021		31,693,071	2,280,141	46,337,848	80,311,060
Comprehensive income for the period					
Net result for the period		677,595	0	0	677,595
Revaluation movement	15	0	0	3,476,154	3,476,154
Total comprehensive income for the period		677,595	0	3,476,154	4,153,749
Transfers from reserves	28	253,605	(253,605)	0	0
Transfers to reserves	28	(449,428)	449,428	0	0
Balance as at 30 June 2022		32,174,843	2,475,964	49,814,002	84,464,809

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

**SHIRE OF DOWERIN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		1,469,503	1,447,970	1,409,419
Operating grants, subsidies and contributions		5,930,287	6,178,134	3,718,215
Fees and charges		632,335	653,628	590,578
Interest received		17,340	36,078	25,745
Goods and services tax received		422,742	500,000	307,773
Other revenue		105,558	99,000	186,200
		8,577,765	8,914,810	6,237,930
Payments				
Employee costs		(1,737,205)	(1,586,612)	(1,709,474)
Materials and contracts		(5,697,983)	(7,119,361)	(2,162,800)
Utility charges		(262,201)	(152,050)	(162,226)
Finance costs		(36,712)	(39,613)	(40,365)
Insurance paid		(167,876)	(129,540)	(129,417)
Goods and services tax paid		(265,561)	(500,000)	(386,219)
Other expenditure		(100,555)	(299,150)	(164,043)
		(8,268,093)	(9,826,326)	(4,754,544)
Net cash provided by (used in) operating activities	16(b)	309,672	(911,516)	1,483,386
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for financial assets at amortised cost		0	0	(429,066)
Payments for purchase of property, plant & equipment	7(a)	(258,013)	(663,500)	(651,290)
Payments for construction of infrastructure	8(a)	(2,442,012)	(2,345,412)	(1,378,657)
Non-operating grants, subsidies and contributions		1,795,075	1,815,757	1,237,358
Proceeds from financial assets at amortised cost		280,139	46,000	0
Proceeds from sale of property, plant & equipment	9(b)	60,909	161,000	324,688
Net cash provided by (used in) investing activities		(563,902)	(986,155)	(896,967)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings	27	(187,793)	(187,187)	(158,425)
Proceeds from new borrowings	27	0	0	320,000
Net cash provided by (used in) financing activities		(187,793)	(187,187)	161,575
Net increase (decrease) in cash held		(442,023)	(2,084,858)	747,994
Cash at beginning of year		1,960,401	4,229,066	1,212,407
Cash and cash equivalents at the end of the year	16(a)	1,518,378	2,144,208	1,960,401

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

**SHIRE OF DOWERIN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022**

	NOTE	2022 Actual \$	2022 Budget \$	2021 Actual \$
NET CURRENT ASSETS - At start of financial year - surplus/(deficit)	26(b)	1,275,414	2,063,716	801,648
OPERATING ACTIVITIES				
Revenue from operating activities (excluding general rate)				
Rates (excluding general rate)	25(a)	47,623	45,000	46,600
Operating grants, subsidies and contributions		6,802,965	6,078,134	3,232,273
Fees and charges		632,335	653,628	629,022
Interest earnings		17,340	36,078	25,745
Other revenue		105,558	99,000	186,200
Profit on asset disposals	9(b)	27,442	12,381	88,072
Fair value adjustments to financial assets at fair value through profit or loss		2,998	0	2,804
		7,636,261	6,924,221	4,210,716
Expenditure from operating activities				
Employee costs		(1,749,048)	(1,586,612)	(1,683,886)
Materials and contracts		(5,743,873)	(7,219,361)	(2,122,633)
Utility charges		(262,201)	(152,050)	(162,226)
Depreciation	9(a)	(2,098,682)	(1,516,549)	(1,993,364)
Finance costs		(36,122)	(39,613)	(40,194)
Insurance		(167,876)	(129,540)	(129,417)
Other expenditure		(100,555)	(299,150)	(164,043)
Loss on asset disposals	9(b)	0	(19,746)	(8,776)
		(10,158,357)	(10,962,621)	(6,304,539)
Non-cash amounts excluded from operating activities	26(a)	2,083,657	1,544,497	1,939,997
Amount attributable to operating activities		(438,439)	(2,493,903)	(153,826)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions		1,795,075	1,815,757	1,237,358
Proceeds from disposal of assets	9(b)	60,909	161,000	324,688
Purchase of property, plant and equipment	7(a)	(258,013)	(663,500)	(651,290)
Purchase and construction of infrastructure	8(a)	(2,442,012)	(2,345,412)	(1,378,657)
Amount attributable to investing activities		(844,041)	(1,032,155)	(467,901)
FINANCING ACTIVITIES				
Repayment of borrowings	27	(187,793)	(187,187)	(158,425)
Proceeds from borrowings	27	0	0	320,000
Transfers to reserves (restricted assets)	28	(449,428)	(212,962)	(429,068)
Transfers from reserves (restricted assets)	28	253,605	459,521	0
Amount attributable to financing activities		(383,616)	59,372	(267,493)
Surplus/(deficit) before imposition of general rates		(390,682)	(1,402,970)	(87,572)
Total amount raised from general rates	25(a)	1,404,616	1,402,970	1,362,986
Surplus/(deficit) after imposition of general rates	26(b)	1,013,934	0	1,275,414

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

SHIRE OF DOWERIN
FOR THE YEAR ENDED 30 JUNE 2022
INDEX OF NOTES TO THE FINANCIAL REPORT

Note 1	Basis of Preparation	9
Note 2	Revenue and Expenses	10
Note 3	Cash and Cash Equivalents	13
Note 4	Other Financial Assets	13
Note 5	Trade and Other Receivables	14
Note 6	Inventories	14
Note 7	Property, Plant and Equipment	15
Note 8	Infrastructure	17
Note 9	Fixed Assets	19
Note 10	Leases	22
Note 11	Trade and Other Payables	23
Note 12	Other Liabilities	24
Note 13	Borrowings	25
Note 14	Employee Related Provisions	26
Note 15	Revaluation Surplus	27
Note 16	Notes to the Statement of Cash Flows	28
Note 17	Contingent Liabilities	29
Note 18	Capital Commitments	29
Note 19	Related Party Transactions	30
Note 20	Joint Arrangements	33
Note 21	Financial Risk Management	34
Note 22	Events Occurring After the End of the Reporting Period	38
Note 23	Other Significant Accounting Policies	39
Note 24	Function and Activity	40
Information required by legislation		
Note 25	Rating Information	43
Note 26	Rate Setting Statement Information	46
Note 27	Borrowing and Lease Liabilities	47
Note 28	Reserve accounts	48

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with the Local Government Act 1995 and accompanying regulations

Local Government Act 1995 requirements

Section 6.4(2) of the Local Government Act 1995 read with the Local Government (Financial Management) Regulations 1996 prescribe that the financial report be prepared in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The Local Government (Financial Management) Regulations 1996 specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the City to measure any vested improvements at zero cost. Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

The local government reporting entity

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

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, and infrastructure.
- estimation uncertainties made in relation to lease accounting

UNCONFIRMED

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES

(a) Revenue

Contracts with customers

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	When obligations typically satisfied	Payment terms	Returns/Refunds / Warranties	Timing of revenue recognition
Rates	General Rates	Over time	Payment dates adopted by Council during the year	None	When rates notice is issued
Operating Grants with commitments	Community events, minor facilities, research, design, planning evaluation and services	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Operating Grants with no contract commitments	General appropriations and contributions with no reciprocal commitment	No obligations	Not applicable	Not applicable	When assets are controlled
Non- Operating Grants	Construction or acquisition of recognisable non-financial assets to be controlled by the local government	Over time	Fixed terms transfer of funds based on agreed milestones and reporting	Contract obligation if project not complete	Output method based on project milestones and/or completion date matched to performance obligations as inputs are shared
Fees & Charges	Sale of general goods & services	Single point in time	Payment in full in advance	None	Output method based on provision of service or completion of works
Other Revenue	Reimbursements, Donations, Insurance claims and Other revenue	Single point in time	Payment in arrears for claimable event	None	When assets are controlled

Consideration from contracts with customers is included in the transaction price.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

Revenue Recognition

Revenue recognised during the year under each basis of recognition by nature or types of goods or services is provided in the table below:

For the year ended 30 June 2022

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	1,452,239	0	1,452,239
Operating grants, subsidies and contributions	6,802,965	0	0	0	6,802,965
Fees and charges	632,335	0	0	0	632,335
Interest earnings	0	0	0	17,340	17,340
Other revenue	105,558	0	0	0	105,558
Non-operating grants, subsidies and contributions	0	1,795,075	0	0	1,795,075
Total	7,540,858	1,795,075	1,452,239	17,340	10,805,512

For the year ended 30 June 2021

Nature or type	Contracts with customers	Capital grant/contributions	Statutory Requirements	Other	Total
	\$	\$	\$	\$	\$
Rates	0	0	1,409,586	0	1,409,586
Operating grants, subsidies and contributions	3,232,273	0	0	0	3,232,273
Fees and charges	629,022	0	0	0	629,022
Interest earnings	0	0	0	25,745	25,745
Other revenue	186,200	0	0	0	186,200
Non-operating grants, subsidies and contributions	0	1,237,358	0	0	1,237,358
Total	4,047,495	1,237,358	1,409,586	25,745	6,720,184

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

2. REVENUE AND EXPENSES (Continued)

	Note	2022 Actual	2022 Budget	2021 Actual
Interest earnings				
Interest on reserve funds		3,427	17,078	11,425
Rates instalment and penalty interest (refer Note 25(e))		12,790	14,000	13,237
Other interest earnings		1,123	5,000	1,083
		17,340	36,078	25,745
(b) Expenses				
Auditors remuneration				
- Audit of the Annual Financial Report		30,800	36,000	27,500
		30,800	36,000	27,500
Finance costs				
Borrowings	27	36,122	38,675	40,194
		36,122	38,675	40,194
Other expenditure				
Impairment losses on receivables from contracts with customers		0	5,000	(7,076)
Sundry expenses		100,555	294,150	171,119
		100,555	299,150	164,043

UNCONFIRMED

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

3. CASH AND CASH EQUIVALENTS

Cash at bank and on hand
Total cash and cash equivalents

Held as
 - Unrestricted cash and cash equivalents
 - Restricted cash and cash equivalents

Note	2022	2021
	\$	\$
16(a)	1,518,378	1,960,401
	1,518,378	1,960,401
16(a)	1,042,414	1,960,401
	475,964	0
	1,518,378	1,960,401

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term 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.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted financial assets

Restricted financial asset balances are not available for general use by the local government due to externally imposed restrictions. Restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement and for which no liability has been recognised.

Details of restrictions on financial assets can be found at Note 16.

4. OTHER FINANCIAL ASSETS

(a) Current assets

Financial assets at amortised cost

Financial assets at amortised cost

Term deposits

Held as
 - Restricted other financial assets at amortised cost

	2022	2021
	\$	\$
	2,000,000	2,280,139
	2,000,000	2,280,139
16(a)	2,000,000	2,280,139
	58,353	55,355

(b) Non-current assets

Financial assets at fair values through other comprehensive income - Units in Local Government House Trust

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

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

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

Fair values of financial assets at amortised cost are not materially different to their carrying amounts, since the interest receivable on those assets is either close to current market rates or the assets are of a short term nature. Non-current financial assets at amortised cost fair values are based on discounted cash flows using a current market rates. They are classified as level 2 fair values in the fair value hierarchy (see Note 23 (i)) due to the observable market rates.

Interest received is presented under cashflows from operating activities in the Statement of Cash Flows where it is earned from financial assets that are held for cash management purposes.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 21.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

5. TRADE AND OTHER RECEIVABLES

Current

	Note	2022 \$	2021 \$
Rates receivable		119,592	133,185
Trade and other receivables		847,930	245,496
GST receivable		0	140,767
Allowance for credit losses of trade and other receivables	21(b)	(138)	(138)
Allowance for credit losses of rates receivables	21(b)	(59,782)	(59,782)
Accrued Income		24,592	31,368
		932,194	490,896
Non-current			
Pensioner's rates and ESL deferred		22,865	20,477
		22,865	20,477

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for grants, contributions, reimbursements, and goods sold and services performed in the ordinary course of business.

Trade and other receivables are recognised initially at the amount of consideration that is unconditional, unless they contain significant financing components, when they are recognised at fair value.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 21.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to value is considered immaterial.

6. INVENTORIES

Current

	Note	2022 \$	2021 \$
Fuel and materials		5,266	14,603
		5,266	14,603

The following movements in inventories occurred during the year:

Balance at beginning of year		14,603	3,051
Inventories expensed during the year		(97,226)	(90,968)
Additions to inventory		87,889	102,520
Balance at end of year		5,266	14,603

SIGNIFICANT ACCOUNTING POLICIES

General

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.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

7. PROPERTY, PLANT AND EQUIPMENT

(a) Movements in Balances

Movement in the balances of each class of property, plant and equipment between the beginning and the end of the current financial year.

Note	Land	Buildings - non specialised	Total land and buildings	Furniture and equipment	Plant and Equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	1,125,000	16,252,968	17,377,968	96,902	2,405,811	19,880,681
Additions	0	175,820	175,820	0	475,470	651,290
Disposals	0	(114,142)	(114,142)	0	(131,250)	(245,392)
Depreciation		(493,155)	(493,155)	(17,793)	(250,646)	(761,594)
Balance at 30 June 2021	1,125,000	15,821,491	16,946,491	79,109	2,499,385	19,524,985
Comprises:						
Gross balance amount at 30 June 2021	1,125,000	17,276,573	18,401,573	151,133	2,978,650	21,531,356
Accumulated depreciation at 30 June 2021	0	(1,455,082)	(1,455,082)	(72,024)	(479,265)	(2,006,371)
Balance at 30 June 2021	1,125,000	15,821,491	16,946,491	79,109	2,499,385	19,524,985
Additions	0	186,150	186,150	0	71,863	258,013
Disposals	0	0	0	0	(33,467)	(33,467)
Depreciation		(501,360)	(501,360)	(15,120)	(308,120)	(824,600)
Transfers	0	(14,519)	(14,519)	0	0	(14,519)
Balance at 30 June 2022	1,125,000	15,491,762	16,616,762	63,989	2,229,661	18,910,412
Comprises:						
Gross balance amount at 30 June 2022	1,125,000	17,443,365	18,568,365	151,132	2,991,558	21,711,055
Accumulated depreciation at 30 June 2022	0	(1,951,603)	(1,951,603)	(87,143)	(761,897)	(2,800,643)
Balance at 30 June 2022	1,125,000	15,491,762	16,616,762	63,989	2,229,661	18,910,412

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

7. PROPERTY, PLANT AND EQUIPMENT (Continued)

(b) Carrying Value Measurements

Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
(i) Fair Value					
Land and buildings					
Land	2	Market approach using recent or estimated observable market data for similar items (Net revaluation method)	Independent Valuation	2018	Price per hectare/market borrowing rate
	3	Cost approach using recent or estimated observable market data for similar properties with adjustments to reflect the existing use or zoning of the land	Independent Valuation	2018	Price per hectare/market borrowing rate
Buildings - non-specialised	2	Market approach using recent or estimated observable market data for similar items	Independent Valuation	2018	Improvements to buildings using construction costs and current condition (Level 2), residual values and remaining useful life assessments (Level 3) inputs.
	3	Cost approach using current replacement cost (Net Revaluation Method)	Independent Valuation	2018	Improvements to buildings using construction costs and current condition, residual values and remaining useful life assessments inputs.
<p>Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.</p> <p>During the period there were no changes in the valuation techniques used by the local government to determine the fair value of property, plant and equipment using either level 2 or level 3 inputs.</p>					
(ii) Cost					
Furniture and equipment	N/A	Cost	Not Applicable		N/A
Plant and equipment	N/A	Cost	Not Applicable		N/A

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. INFRASTRUCTURE

(a) Movements in Balances

Movement in the balances of each class of infrastructure between the beginning and the end of the current financial year.

Note	Infrastructure - roads	Other infrastructure - drainage	Other infrastructure - footpaths	Other infrastructure - parks and ovals	Other infrastructure - sewerage	Other infrastructure - other	Total Infrastructure
	\$	\$	\$	\$	\$	\$	\$
Balance at 1 July 2020	51,157,045	4,044,845	726,412	1,116,456	946,369	611,841	58,602,968
Additions	1,056,909	0	53,629	0	0	268,118	1,378,656
Depreciation	(913,272)	(80,447)	(28,769)	(78,395)	(55,669)	(75,218)	(1,231,770)
Balance at 30 June 2021	51,300,682	3,964,398	751,272	1,038,061	890,700	804,741	58,749,854
Comprises:							
Gross balance at 30 June 2021	78,208,118	7,933,610	1,427,520	1,351,642	1,113,375	1,084,606	91,118,871
Accumulated depreciation at 30 June 2021	(26,907,436)	(3,969,212)	(676,248)	(313,581)	(222,675)	(279,865)	(32,369,017)
Balance at 30 June 2021	51,300,682	3,964,398	751,272	1,038,061	890,700	804,741	58,749,854
Additions	1,943,873	0	0	0	229,330	268,809	2,442,012
Revaluation increments / (decrements) transferred to revaluation surplus	0	0	0	343,034	1,349,803	1,783,317	3,476,154
Depreciation	(939,187)	(80,447)	(29,892)	(78,395)	(55,668)	(90,493)	(1,274,082)
Transfers	0	0	0	0	0	14,519	14,519
Balance at 30 June 2022	52,305,368	3,883,951	721,380	1,302,700	2,414,165	2,780,893	63,408,457
Comprises:							
Gross balance at 30 June 2022	80,151,991	7,933,609	1,427,520	1,853,000	3,259,019	4,892,593	99,517,732
Accumulated depreciation at 30 June 2022	(27,846,623)	(4,049,658)	(706,140)	(550,300)	(844,854)	(2,111,700)	(36,109,275)
Balance at 30 June 2022	52,305,368	3,883,951	721,380	1,302,700	2,414,165	2,780,893	63,408,457

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

8. INFRASTRUCTURE (Continued)

(b) Carrying Value Measurements

(i) Fair Value	Asset Class	Fair Value Hierarchy	Valuation Technique	Basis of Valuation	Date of Last Valuation	Inputs Used
	Infrastructure - roads	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2020	Construction costs and current condition, residual values and remaining useful life assessments inputs.
	Other infrastructure - drainage	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2020	Construction costs and current condition, residual values and remaining useful life assessments inputs.
	Other infrastructure - footpaths	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2020	Construction costs and current condition, residual values and remaining useful life assessments inputs.
	Other infrastructure - parks and ovals	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2022	Construction costs and current condition, residual values and remaining useful life assessments inputs.
	Other infrastructure - sewerage	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2022	Construction costs and current condition, residual values and remaining useful life assessments inputs.
	Other infrastructure - other	3	Cost approach using current replacement cost (Gross revaluation method)	Independent Valuation	2022	Construction costs and current condition, residual values and remaining useful life assessments inputs.

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

9. FIXED ASSETS

(a) Depreciation

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Buildings - non specialised	7(a)	501,360	483,660	493,155
Furniture and equipment	7(a)	15,120	16,350	17,793
Plant and Equipment	7(a)	308,120	211,145	250,646
Infrastructure - roads	8(a)	939,187	629,475	913,272
Other infrastructure - drainage	8(a)	80,447	47,417	80,447
Other infrastructure - bridges	8(a)	0	10,000	0
Other infrastructure - footpaths	8(a)	29,892	66,678	28,769
Other infrastructure - parks and ovals	8(a)	78,395	10,977	78,395
Other infrastructure - sewerage	8(a)	55,668	38,047	55,669
Other infrastructure - other	8(a)	90,493	2,800	75,218
		2,098,682	1,516,549	1,993,364

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	15 to 61 years
Furniture and equipment	4 to 10 years
Tools	10 to 20 years
Plant and equipment	10 to 27 years
Roads and streets	
- Formation	not depreciated
- Pavement	17 years
- Bridges	50 years
- Kerbing	25 years
Footpaths	25 years
Other Infrastructure	8 - 40 years
Parks & Ovals Infrastructure	17 years
Drainage Infrastructure	50 years
Wastewater infrastructure	20 years

SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

9. FIXED ASSETS (Continued)

(b) Disposals of assets

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss	2022 Budget Net Book Value	2022 Budget Sale Proceeds	2022 Budget Profit	2022 Budget Loss	2021 Actual Net Book Value	2021 Actual Sale Proceeds	2021 Actual Profit	2021 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Buildings - non specialised	0	0	0	0	0	0	0	0	114,142	190,500	76,358	0
Plant and Equipment	33,467	60,909	27,442	0	168,365	161,000	12,381	(19,746)	131,250	134,188	11,714	(8,776)
	33,467	60,909	27,442	0	168,365	161,000	12,381	(19,746)	245,392	324,688	88,072	(8,776)

The following assets were disposed of during the year.

	2022 Actual Net Book Value	2022 Actual Sale Proceeds	2022 Actual Profit	2022 Actual Loss
Plant and Equipment				
Other property and services				
Passenger vehicle	33,467	60,909	27,442	0
	33,467	60,909	27,442	0

9. FIXED ASSETS (Continued)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for indicators of impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next revaluation date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings and infrastructure is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

At the end of each period the carrying amount for each asset class is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, and vested improvements to be shown at fair value.

Revaluation (continued)

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Depreciation

The depreciable amount of all property, plant and equipment and infrastructure, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation on revaluation

When an item of property, plant and equipment and infrastructure is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (i) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (ii) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

10. LEASES

(a) Right-of-Use Assets

The Shire has no reportable lease or right of use assets

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SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

11. TRADE AND OTHER PAYABLES

Current

	2022	2021
	\$	\$
Sundry creditors	319,614	78,380
Prepaid rates	3,593	4,310
Accrued payroll liabilities	39,590	36,396
PAYG Liabilities	26,682	49,298
Other creditors	0	198,864
Bonds and deposits held	11,369	0
Licensing	0	5,165
Payroll creditors	0	7,075
Accrued Interest on loans	7,141	7,731
FBT Liabilities	3,353	5,174
GST Payable	16,414	0
	427,756	392,393

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year 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 usually paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

12. OTHER LIABILITIES

Current

Contract liabilities
 Capital grant/contributions liabilities

Reconciliation of changes in contract liabilities

Opening balance
 Additions
 Revenue from contracts with customers included as a contract liability at the start of the period

The Shire expects to satisfy the performance obligations from contracts with customers unsatisfied at the end of the reporting period to be satisfied within the next 12 months.

Reconciliation of changes in capital grant/contribution liabilities

Opening balance
 Additions
 Revenue from capital grant/contributions held as a liability at the start of the period

Expected satisfaction of capital grant/contribution liabilities

Less than 1 year

Performance obligations in relation to capital grant/contribution liabilities are satisfied as project milestones are met or completion of construction or acquisition of the asset.

	2022	2021
	\$	\$
Contract liabilities	14,600	542,502
Capital grant/contributions liabilities	419,169	161,511
	433,769	704,013
Opening balance	542,502	0
Additions	14,600	542,502
Revenue from contracts with customers included as a contract liability at the start of the period	(542,502)	0
	14,600	542,502
Opening balance	161,511	0
Additions	419,169	161,511
Revenue from capital grant/contributions held as a liability at the start of the period	(161,511)	0
	419,169	161,511
Less than 1 year	419,169	161,511

SIGNIFICANT ACCOUNTING POLICIES

Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

Contract liabilities represent obligations which are not yet satisfied. Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

Capital grant/contribution liabilities

Capital grant/contribution liabilities represent the Shire's obligations to construct recognisable non-financial assets to identified specifications to be controlled the Shire which are yet to be satisfied. Capital grant/contribution liabilities are recognised as revenue when the obligations in the contract are satisfied.

Non-current capital grant/contribution liabilities fair values are based on discounted cash flows of expected cashflows to satisfy the obligations using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

13. BORROWINGS

	Note	2022			2021		
		Current	Non-current	Total	Current	Non-current	Total
Secured		\$	\$	\$	\$	\$	\$
Debentures		113,970	1,186,004	1,299,974	187,197	1,300,570	1,487,767
Total secured borrowings	27	113,970	1,186,004	1,299,974	187,197	1,300,570	1,487,767

The Shire of Dowerin has complied with the financial covenants of its borrowing facilities during the 2022 and 2021 years.

SIGNIFICANT ACCOUNTING POLICIES

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Borrowings fair values are based on discounted cash flows using a current borrowing rate. They are classified as level 3 fair values in the fair value hierarchy (see Note 23(i)) due to the unobservable inputs, including own credit risk.

Risk

Information regarding exposure to risk can be found at Note 21.

Details of individual borrowings required by regulations are provided at Note 27.



SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

14. EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

Current provisions

Employee benefit provisions

Annual Leave

Long Service Leave

Non-current provisions

Long Service Leave

	2022	2021
	\$	\$
Annual Leave	135,872	124,616
Long Service Leave	66,426	47,229
	<u>202,298</u>	<u>171,845</u>
Long Service Leave	27,319	29,632
	<u>27,319</u>	<u>29,632</u>
	<u>229,617</u>	<u>201,477</u>

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave and associated on costs for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current, as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

More than 12 months from reporting date

Expected reimbursements from other WA local government

Note	2022	2021
	\$	\$
Less than 12 months after the reporting date	118,033	66,007
More than 12 months from reporting date	98,549	104,890
Expected reimbursements from other WA local government	13,035	30,580
	<u>229,617</u>	<u>201,477</u>

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

The Shire's obligations for employees' annual leave, long service leave and other employee leave entitlements are recognised as employee related provisions in the Statement of Financial Position.

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 statement of financial position.

Other long-term employee benefits

Long-term employee benefits provisions 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.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

15. REVALUATION SURPLUS

	2022 Opening Balance	2022 Revaluation Increment	2022 Revaluation (Decrement)	Total Movement on Revaluation	2022 Closing Balance	2021 Opening Balance	2021 Closing Balance
	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Land - freehold land	871,768	0	0	0	871,768	871,768	871,768
Revaluation surplus - Buildings - non specialised	9,061,374	0	0	0	9,061,374	9,061,374	9,061,374
Revaluation surplus - Plant and Equipment	197,973	0	0	0	197,973	197,973	197,973
Revaluation surplus - Infrastructure - roads	30,179,485	0	0	0	30,179,485	30,179,485	30,179,485
Revaluation surplus - Other infrastructure - drainage	4,103,641	0	0	0	4,103,641	4,103,641	4,103,641
Revaluation surplus - Other infrastructure - footpaths	497,095	0	0	0	497,095	497,095	497,095
Revaluation surplus - Other infrastructure - parks and ovals	539,161	343,034	0	343,034	882,195	539,161	539,161
Revaluation surplus - Other infrastructure - sewerage	853,802	1,349,803	0	1,349,803	2,203,605	853,802	853,802
Revaluation surplus - Other infrastructure - other	33,549	1,783,317	0	1,783,317	1,816,866	33,549	33,549
	46,337,848	3,476,154	0	3,476,154	49,814,002	46,337,848	46,337,848

Movements on revaluation of property, plant and equipment (including infrastructure) are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

16. NOTES TO THE STATEMENT OF CASH FLOWS

(a) Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Cash and cash equivalents	3	1,518,378	2,144,208	1,960,401

Restrictions

The following classes of financial assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:

- Cash and cash equivalents	3	475,964	0	0
- Financial assets at amortised cost	4(a)	2,000,000	2,033,581	2,280,139
		<u>2,475,964</u>	<u>2,033,581</u>	<u>2,280,139</u>

The restricted financial assets are a result of the following specific purposes to which the assets may be used:

Restricted reserve accounts	28	2,475,964	2,033,581	2,280,139
Total restricted financial assets		<u>2,475,964</u>	<u>2,033,581</u>	<u>2,280,139</u>

**(b) Reconciliation of Net Result to Net Cash Provided
By Operating Activities**

Net result		677,595	(819,673)	506,521
Non-cash items:				
Adjustments to fair value of financial assets at fair value through profit and loss		(2,998)	0	(2,804)
Depreciation/amortisation		2,098,682	1,516,549	1,993,364
(Profit)/loss on sale of asset		(27,442)	7,365	(79,296)
Changes in assets and liabilities:				
(Increase)/decrease in trade and other receivables		(443,686)	290,000	(208,487)
(Increase)/decrease in inventories		9,337	0	(11,552)
Increase/(decrease) in trade and other payables		35,363	0	(28,786)
Increase/(decrease) in employee related provisions		28,140	0	(25,588)
Increase/(decrease) in other liabilities		(270,244)	(90,000)	577,372
Non-operating grants, subsidies and contributions		(1,795,075)	(1,815,757)	(1,237,358)
Net cash provided by/(used in) operating activities		<u>309,672</u>	<u>(911,516)</u>	<u>1,483,386</u>

**(c) Undrawn Borrowing Facilities
Credit Standby Arrangements**

Bank overdraft limit		60,000	60,000	60,000
Bank overdraft at balance date		0	0	0
Credit card limit		18,000	16,000	18,000
Credit card balance at balance date		(2,242)	(5,000)	(5,463)
Total amount of credit unused		<u>75,758</u>	<u>71,000</u>	<u>72,537</u>

Loan facilities

Loan facilities - current		113,970		187,197
Loan facilities - non-current		1,186,004		1,300,570
Total facilities in use at balance date		<u>1,299,974</u>		<u>1,487,767</u>

Unused loan facilities at balance date

		0		0
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SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

17. CONTINGENT LIABILITIES

The Shire of Dowerin has identified the following sites, in relation to land owned, vested or leased that is known to be, or suspected of being contaminated.

1. Lot 98 Cottrell Street, Dowerin - Shire Depot - hydrocarbon.

The Shire is aware that contamination exists in the form of vehicle fuel, however the extent of the value and timing of remediation has not been ascertained as at the date of this report.

2. Amery Refuse Site – Pt4 – 13758, Cnr Dowerin/Kalannie Rds., Dowerin - Asbestos

Operated by the Shire as a single landfill which receives kerbside and general waste generated by the community.

This refuse site was registered with the Department of Environmental Protection on 10th November 2003 as a Schedule 2 Putrescible landfill.

The landfill site covers a total area of 8.8472 hectares and is currently at 80% capacity. At the current rate of waste disposal, the site has an estimated remaining life of 5 years.

The Shire is aware that contamination exists in the form of asbestos, however the extent of the contamination has not yet been ascertained. As at the reporting date, the contamination had been reported to the Department of Water and Environmental Regulation in February 2022 as required by the Contaminated Sites Act 2003. The Shire has complied with this reporting requirement for 2021-22.

The Shire will review in the 2022/23 year the scale of the Council's rehabilitation liability and annual allocation to its Waste Management Reserve to fund the liability for a close out plan. The Waste Management Reserve (Note 28) currently has a balance of \$20,015 with a further \$20,000 budgeted to be transferred into this reserve in the financial year ending 30th June 2023.

18. CAPITAL COMMITMENTS

Contracted for:

- capital expenditure projects
- plant & equipment purchases

Payable:

- not later than one year

	2022	2021
	\$	\$
	13,189	39,752
	61,187	0
	74,376	39,752
	74,376	39,752

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration

Note	2022 Actual \$	2022 Budget \$	2021 Actual \$
Councillor Hudson			
President's annual allowance	2,500	2,500	3,200
Meeting attendance fees	3,625	3,750	3,240
Other expenses	0	138	0
Communications allowance	0	125	0
	6,125	6,513	6,440
Councillor Ward			
Deputy President's annual allowance	1,875	1,650	667
Meeting attendance fees	2,900	3,750	2,200
Other expenses	54	138	0
Communications allowance	154	125	0
	4,983	5,663	2,867
Councillor J Sewell			
Meeting attendance fees	2,600	3,750	1,800
Other expenses	54	138	0
Communications allowance	136	125	0
	2,790	4,013	1,800
Councillor A Metcalf			
Deputy President's annual allowance	0	0	133
Meeting attendance fees	2,350	3,750	1,875
Other expenses	0	138	0
Communications allowance	0	125	0
	2,350	4,013	2,008
Councillor L Holberton			
Meeting attendance fees	475	3,750	2,200
Other expenses	0	138	0
Communications allowance	0	125	0
	475	4,013	2,200
Councillor Hagboom			
Meeting attendance fees	2,075	2,075	1,400
Other expenses	0	125	0
Communications allowance	0	125	0
	2,075	2,325	1,400
Councillor Trepp			
President's annual allowance	5,000	5,000	0
Meeting attendance fees	4,900	4,750	2,400
Other expenses	0	138	0
Communications allowance	150	125	0
	10,050	10,013	2,400
Councillor Aillsopp			
Meeting attendance fees	2,275	2,275	0
Other expenses	54	138	0
Communications allowance	136	125	0
	2,465	2,538	0
Councillor McMorran			
Meeting attendance fees	2,150	2,150	0
Other expenses	54	138	0
Communications allowance	136	125	0
	2,340	2,413	0
	33,653	41,504	19,115

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS

(a) Elected Member Remuneration (Continued)

Fees, expenses and allowances to be paid or reimbursed to elected council members.

	2022 Actual	2022 Budget	2021 Actual
	\$	\$	\$
President's annual allowance	7,500	7,500	3,200
Deputy President's annual allowance	1,875	1,650	800
Meeting attendance fees	23,350	30,000	15,115
Other expenses	216	1,229	0
Communications allowance	712	1,125	0
19(b)	33,653	41,504	19,115

(b) Key Management Personnel (KMP) Compensation

The total of compensation paid to KMP of the Shire during the year are as follows:

	2022 Actual	2021 Actual
	\$	\$
Short-term employee benefits	437,726	389,345
Post-employment benefits	48,328	48,098
Employee - other long-term benefits	9,871	15,486
Employee - termination benefits	38,859	0
Council member costs	33,653	19,115
19(a)	568,437	472,044

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to council members which may be separately found in the table above.

Post-employment benefits

These amounts are the current-year's cost of the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave entitlements accruing during the year.

Termination benefits

These amounts represent termination benefits paid to KMP (Note: may or may not be applicable in any given year).

Council member costs

These amounts represent payments of member fees, expenses, allowances and reimbursements during the year.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

19. RELATED PARTY TRANSACTIONS

(c) Transactions with related parties

Transactions between related parties and the Shire are on normal commercial terms and conditions, no more favourable than those available to other parties, unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guarantees exist in relation to related parties at year end.

In addition to KMP compensation above the following transactions occurred with related parties:

Purchase of goods and services
 Short term employee benefits - other related parties
 Post employee benefits - other related parties

	2022 Actual	2021 Actual
	\$	\$
	164,464	787,031
	63,686	57,707
	9,747	5,345
Amounts outstanding from related parties:		
Trade and other receivables	2,449	24,684

Amounts outstanding from related parties:

Trade and other receivables

(d) Related Parties

The Shire's main related parties are as follows:

i. Key management personnel

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any council member, are considered key management personnel.

ii. Other Related Parties

An associate person of KMP was employed by the Shire under normal employment terms and conditions.

Any entity that is controlled by or over which KMP, or close family members of KMP, have authority and responsibility for planning, directing and controlling the activity of the entity, directly or indirectly, are considered related parties in relation to the Shire.

iii. Entities subject to significant influence by the Shire

An entity that has the power to participate in the financial and operating policy decisions of an entity, but does not have control over those policies, is an entity which holds significant influence. Significant influence may be gained by share ownership, statute or agreement.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

20. JOINT ARRANGEMENTS

Share of joint operations

The Shire of Dowerin entered into joint arrangements with the State Housing Commission - Homeswest for construction of:

- 4 x 2 Bedroom Units for small families (Memorial Street Units) in 1996

The Shire has a 19% interest in the joint arrangement.

- 4 x Independent Living Units for Seniors (Lot 27 Goldfields Road - Hilda Street Units) in 2006

The Shire has a 21% interest in the joint arrangement.

Assets associated with the joint venture agreements are included in Council's Property, Plant & Equipment Register.

Statement of Financial Position

Land and Buildings
 Less:accumulated depreciation

Total assets

Statement of Comprehensive Income

Other revenue
 Other expenditure
Profit/(loss) for the period

	2022	2021
	Actual	Actual
	\$	\$
	1,155,947	1,155,947
	(111,595)	(83,696)
	1,044,352	1,072,251
	17,304	17,836
	(56,538)	(56,553)
	(39,234)	(38,717)

SIGNIFICANT ACCOUNTING POLICIES

Joint operations

A joint operation is a joint arrangement where the Shire has joint control with another party to the joint arrangement. All parties to joint arrangements have rights to the assets, and obligations for the liabilities relating to the arrangement.

Assets, liabilities, revenues and expenses relating to the Shire's interest in the joint operation are accounted for in accordance with the relevant Australian Accounting Standard.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT

This note explains the Shire's exposure to financial risks and how these risks could affect the Shire's future financial performance.

Risk	Exposure arising from	Measurement	Management
Market risk - interest rates	Long term borrowings at variable rates	Sensitivity analysis	Utilise fixed interest rate borrowings
Credit risk	Cash and cash equivalents, trade receivables, financial assets and debt investments	Aging analysis Credit analysis	Diversification of bank deposits, credit limits. Investment policy
Liquidity risk	Borrowings and other liabilities	Rolling cash flow forecasts	Availability of committed credit lines and borrowing facilities

The Shire does not engage in transactions expressed in foreign currencies and is therefore not subject to foreign currency risk.

Financial risk management is carried out by the finance area under policies approved by the Council. The finance area identifies, evaluates and manages financial risks in close co-operation with the operating divisions. Council have approved the overall risk management policy and provide policies on specific areas such as investment policy.

(a) Interest rate risk

Cash and cash equivalents

The Shire's main interest rate risk arises from cash and cash equivalents with variable interest rates, which exposes the Shire to cash flow interest rate risk. Short term overdraft facilities also have variable interest rates however these are repaid within 12 months, reducing the risk level to minimal.

Excess cash and cash equivalents are invested in fixed interest rate term deposits which do not expose the Shire to cash flow interest rate risk. Cash and cash equivalents required for working capital are held in variable interest rate accounts and non-interest bearing accounts. Carrying amounts of cash and cash equivalents at the 30 June and the weighted average interest rate across all cash and cash equivalents, term deposits, and Treasury bonds held disclosed as financial assets at amortised cost are reflected in the table below.

	Weighted Average Interest Rate	Carrying Amounts	Fixed Interest Rate	Variable Interest Rate	Non Interest Bearing
	%	\$	\$	\$	\$
2022					
Cash and cash equivalents	0.05%	1,518,378	0	1,518,378	0
Financial assets at amortised cost - term deposits	1.56%	2,000,000	2,000,000	0	0
2021					
Cash and cash equivalents	0.05%	1,960,401	0	1,960,401	0
Financial assets at amortised cost - term deposits	0.25%	2,280,139	2,280,139	0	0

Sensitivity

Profit or loss is sensitive to higher/lower interest income from cash and cash equivalents as a result of changes in interest rates.

	2022	2021
	\$	\$
Impact of a 1% movement in interest rates on profit and loss and equity*	15,184	19,604

* Holding all other variables constant

Borrowings

Borrowings are subject to interest rate risk - the risk that movements in interest rates could adversely affect funding costs. The Shire manages this risk by borrowing long term and fixing the interest rate to the situation considered the most advantageous at the time of negotiation. The Shire does not consider there to be any interest rate risk in relation to borrowings. Details of interest rates applicable to each borrowing may be found at Note 27.

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

Trade and Other Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2021 or 1 July 2022 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors.

The loss allowance as at 30 June 2022 and 30 June 2021 for rates receivable was determined as follows:

	Less than 1 year past due	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total	Note
30 June 2022						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	85.04%		
Gross carrying amount	156	55,438	16,564	70,299	142,457	
Loss allowance	0	0	0	59,782	59,782	5
30 June 2021						
Rates receivable						
Expected credit loss	0.00%	0.00%	0.00%	62.11%		
Gross carrying amount	5,495	28,925	22,987	96,255	153,662	
Loss allowance	0	0	0	59,782	59,782	5

The loss allowance as at 30 June 2022 and 30 June 2021 was determined as follows for trade receivables.

	Less than 1 year past due	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total	
30 June 2022						
Trade and other receivables						
Expected credit loss	0.00%	0.00%	0.00%	4.50%		
Gross carrying amount	842,263	2,090	510	3,067	847,930	
Loss allowance	0	0	0	138	138	5
30 June 2021						
Trade and other receivables						
Expected credit loss	0.04%	0.00%	0.00%	0.44%		
Gross carrying amount	233,544	0	984	10,968	245,496	
Loss allowance	90	0	0	48	138	5

SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(b) Credit risk

The loss allowances for trade receivables and contract assets as at 30 June reconcile to the opening loss allowances as follows:

	Rates receivable		Trade and other receivables		Contract Assets	
	2022 Actual	2021 Actual	2022 Actual	2021 Actual	2022 Actual	2021 Actual
Opening loss allowance as at 1 July	\$ 59,782	\$ 66,858	\$ 138	\$ 138	\$ 0	\$ 0
Unused amount reversed	0	(7,076)	0	0	0	0
Closing loss allowance at 30 June	59,782	59,782	138	138	0	0

Trade receivables and contract assets are written off where there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others, the failure of a debtor to engage in a repayment plan with the Shire, and a failure to make contractual payments for a period of greater than 120 days past due.

Impairment losses on trade receivables and contract assets are presented as net impairment losses within operating profit. Subsequent recoveries of amounts previously written off are credited against the same line item.

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SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

21. FINANCIAL RISK MANAGEMENT (Continued)

(c) Liquidity risk

Payables and borrowings

Payables and borrowings are both subject to liquidity risk – that is the risk that insufficient funds may be on hand to meet payment obligations as and when they fall due. The Shire manages this risk by monitoring its cash flow requirements and liquidity levels and maintaining an adequate cash buffer. Payment terms can be extended and overdraft facilities drawn upon if required and disclosed in Note 16(c).

The contractual undiscounted cash flows of the Shire's payables and borrowings are set out in the liquidity table below. Balances due within 12 months equal their carrying balances, as the impact of discounting is not significant.

	Due within 1 year	Due between 1 & 5 years	Due after 5 years	Total contractual cash flows	Carrying values
	\$	\$	\$	\$	\$
2022					
Trade and other payables *	407,749	0	0	407,749	407,749
Borrowings	146,254	570,015	837,789	1,554,058	1,299,974
	<u>554,003</u>	<u>570,015</u>	<u>837,789</u>	<u>1,961,807</u>	<u>1,707,723</u>
2021					
Trade and other payables *	388,083	0	0	388,083	388,083
Borrowings	225,067	566,026	950,753	1,741,846	1,487,767
	<u>613,150</u>	<u>566,026</u>	<u>950,753</u>	<u>2,129,929</u>	<u>1,875,850</u>

* excludes Prepaid rates and GST payable

22. EVENTS OCCURRING AFTER THE END OF THE REPORTING PERIOD

There have been no material events after the reporting period which would affect the financial report of the Shire for the year ended 30th June 2022 or which would require a separate disclosure.

UNCONFIRMED

23. OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) Statement of Financial Position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset measured at amortised cost except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

i) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

j) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regularity to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

k) Initial application of accounting standards

During the current year, no new or revised Australian Accounting Standards and Interpretations were compiled, became mandatory and were applicable to its operations.

New accounting standards for application in future years

The following new accounting standards will have application to local government in future years:

- AASB 2020-1 Amendments to Australian Accounting Standards - Classification of Liabilities as Current or Non-current
- AASB 2020-3 Amendments to Australian Accounting Standards - Annual Improvements 2018-2020 and Other Amendments
- AASB 2021-2 Amendments to Australian Accounting Standards - Disclosure of Accounting Policies or Definition of Accounting Estimates
- AASB 2021-7 Amendments to Australian Accounting Standards - Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections

It is not expected these standards will have an impact on the financial report.

**SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022**

24. FUNCTION AND ACTIVITY

(a) Service objectives and descriptions

Shire operations as disclosed in this financial report encompass the following service orientated functions and activities.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>HEALTH</p> <p>To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance.</p>
<p>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance of child minding centre, playgroup centre, senior citizen centre and aged care centre. Provision and maintenance of home and community care programs and youth services.</p>
<p>HOUSING</p> <p>To provide housing to staff.</p>	<p>Staff housing, provision of general rental accomodation when buildings not required by staff.</p>
<p>COMMUNITY AMENITIES</p> <p>To provide services required by the community.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.</p>
<p>RECREATION AND CULTURE</p> <p>To establish and effectively manage infrastructure and resources which help the social well being of the community.</p>	<p>Maintenance of public halls, civic centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library, museum and other cultural facilities.</p>
<p>TRANSPORT</p> <p>To provide safe, effective and efficient transport services to the community.</p>	<p>Construction and maintenance of roads, streets, footpaths, depots, cycleways and parking facilities.</p>
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and its economic wellbeing.</p>	<p>Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.</p>
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control Council's overhead operating accounts.</p>	<p>Private works operation, plant repair and operation costs, housing and engineering operation costs.</p>

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY (Continued)

(b) Income and expenses

	2022	2022	2021
	Actual	Budget	Actual
	\$	\$	\$
Income excluding grants, subsidies and contributions			
Governance	0	0	27
General purpose funding	1,509,666	1,519,248	1,415,841
Law, order, public safety	3,056	5,500	4,517
Health	3,593	1,600	1,217
Education and welfare	12,190	9,876	53,571
Housing	110,945	145,000	236,832
Community amenities	267,108	287,152	263,825
Recreation and culture	29,418	22,500	51,279
Transport	20,239	26,049	26,521
Economic services	217,190	177,300	173,730
Other property and services	64,507	54,832	114,069
	2,237,912	2,249,057	2,341,429
Grants, subsidies and contributions			
Governance	427	8,000	0
General purpose funding	2,092,492	884,978	1,910,193
Law, order, public safety	28,883	35,200	33,252
Education and welfare	557,397	536,782	464,619
Housing	53,057	5,000	558
Community amenities	1,500	0	273
Recreation and culture	83,115	98,450	34,710
Transport	5,737,252	6,320,481	1,945,585
Economic services	6,141	5,000	48,678
Other property and services	37,776	0	31,763
	8,598,040	7,893,891	4,469,631
Total Income	10,835,952	10,142,948	6,811,060
Expenses			
Governance	(435,358)	(436,496)	(383,266)
General purpose funding	(217,538)	(221,485)	(178,249)
Law, order, public safety	(157,824)	(131,300)	(137,062)
Health	(27,326)	(49,572)	(35,597)
Education and welfare	(489,202)	(602,795)	(580,531)
Housing	(295,638)	(265,816)	(289,752)
Community amenities	(474,251)	(471,723)	(398,139)
Recreation and culture	(996,390)	(948,054)	(995,536)
Transport	(6,414,069)	(7,312,861)	(2,536,928)
Economic services	(551,225)	(514,251)	(483,861)
Other property and services	(99,536)	(8,268)	(285,618)
Total expenses	(10,158,357)	(10,962,621)	(6,304,539)
Net result for the period	677,595	(819,673)	506,521

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

24. FUNCTION AND ACTIVITY (Continued)

	2022 Actual	2022 Budget	2021 Actual
(c) Fees and Charges (including Service Charges)	\$	\$	\$
General purpose funding	3,721	2,200	2,453
Law, order, public safety	2,913	5,500	4,108
Health	3,593	1,600	1,143
Education and welfare	9,708	8,876	8,663
Housing	110,065	145,000	149,020
Community amenities	257,608	287,152	256,999
Recreation and culture	19,098	22,500	24,339
Transport	409	0	136
Economic services	215,687	175,300	172,337
Other property and services	9,533	5,500	9,824
	632,335	653,628	629,022
(d) Total Assets	\$	\$	
Governance	39,651	39,307	
General purpose funding	2,153,709	2,604,896	
Law, order, public safety	561,693	627,437	
Education and welfare	483,442	504,212	
Housing	4,025,048	4,146,880	
Community amenities	3,796,632	2,379,164	
Recreation and culture	12,187,968	10,746,112	
Transport	57,992,106	56,611,795	
Economic services	3,044,881	2,696,958	
Other property and services	2,552,285	2,739,949	
	86,855,925	83,096,710	

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION

(a) General Rates

RATE TYPE		Rate in \$	Number of Properties	2021/22 Actual Rateable Value *	2021/22 Actual Rate Revenue	2021/22 Actual Interim Rates	2021/22 Actual Back Rates	2021/22 Actual Total Revenue	2021/22 Budget Rate Revenue	2021/22 Budget Interim Rate	2021/22 Budget Back Rate	2021/22 Budget Total Revenue	2020/21 Actual Total Revenue
Rate Description	Basis of valuation			\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Residential	Gross rental valuation	0.10300	44	1,292,747	133,153	0	0	133,153	133,153	0	0	133,153	133,988
Commercial	Gross rental valuation	0.10300	17	256,474	26,417	0	0	26,417	26,417	0	0	26,417	25,850
Town Rural	Gross rental valuation	0.10300	15	138,892	14,306	793	0	15,099	14,305	0	0	14,305	13,999
Other Town	Gross rental valuation	0.10300	19	33,549	3,439	0	0	3,439	3,439	0	0	3,439	3,365
Rural Farmland	Unimproved valuation	0.00780	95	141,076,000	1,100,393	0	0	1,100,393	1,099,969	0	0	1,099,969	1,069,409
Sub-Total			190	142,797,662	1,277,708	793	0	1,278,501	1,277,283	0	0	1,277,283	1,246,611
Minimum payment		\$											
Residential	Gross rental valuation	793	44	0	34,892	0	0	34,892	34,896	0	0	34,896	30,030
Commercial	Gross rental valuation	793	17	0	13,481	0	0	13,481	13,483	0	0	13,483	13,090
Town Rural	Gross rental valuation	793	15	0	11,895	0	0	11,895	11,897	0	0	11,897	11,550
Other Town	Gross rental valuation	232	19	0	4,408	0	0	4,408	4,404	0	0	4,404	4,275
Rural Farmland	Unimproved valuation	793	66	0	52,338	(161)	0	52,177	52,345	0	0	52,345	50,820
Commercial	Unimproved valuation	793	4	400	3,172	0	0	3,172	3,172	0	0	3,172	3,080
Town Rural	Unimproved valuation	793	4	92,000	3,172	0	0	3,172	3,172	0	0	3,172	3,080
Mining	Unimproved valuation	232	10	57,675	2,320	598	0	2,918	2,318	0	0	2,318	450
Sub-Total			179	150,075	125,678	437	0	126,115	125,687	0	0	125,687	116,375
			369	142,947,737	1,403,386	1,230	0	1,404,616	1,402,970	0	0	1,402,970	1,362,986
Total amount raised from general rates								1,404,616				1,402,970	1,362,986
* Rateable value is based on the value of properties at the time the rate is raised.													
Rates (excluding general rates)													
Ex-gratia Rates													
Ex-gratia Rates								47,623				45,000	46,600
Sub-Total			0	0	0	0	0	47,623	0	0	0	45,000	46,600
Total amount raised from rates (excluding general rates)								47,623				45,000	46,600
Total Rates								1,452,239				1,447,970	1,409,586

The entire balance of rates revenue has been recognised at a point in time in accordance with AASB 1058 *Income for not-for-profit entities*.

25. RATING INFORMATION (Continued)

(b) Specified Area Rate

The Shire did not levy a specified are rate during the current reporting period

(c) Service Charges

In prior years, sewerage charges have been separately disclosed. An assessment has been made of the nature of these revenue items and are now included in Fees and Charges.

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SHIRE OF DOWERIN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2022

25. RATING INFORMATION (Continued)

(e) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge \$	Instalment Plan Interest Rate %	Unpaid Rates Interest Rate %
Option One				
Single full payment	23/09/2021	0.0	0.00%	7.00%
Option Two				
First instalment	23/09/2021	5.0	5.50%	7.00%
Second instalment	24/01/2022	5.0	5.50%	7.00%
Option Three				
First instalment	23/09/2021	5.0	5.50%	7.00%
Second instalment	24/11/2021	5.0	5.50%	7.00%
Third instalment	24/01/2022	5.0	5.50%	7.00%
Fourth instalment	24/03/2022	5.0	5.50%	7.00%

	2022 Actual \$	2022 Budget \$	2021 Actual \$
Charges on installment plan	1,005	1,500	1,820
Interest on installment plan	3,538	4,000	4,032
Interest on unpaid rates	9,252	10,000	8,813
Pensioner deferred interest	242	0	392
	14,037	15,500	15,057

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

26. RATE SETTING STATEMENT INFORMATION

		2021/22 Budget	2020/21
	2021/22 (30 June 2022 Carried Forward)	(30 June 2022 Carried Forward)	(30 June 2021 Carried Forward)
Note	\$	\$	\$
(a) Non-cash amounts excluded from operating activities			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> .			
Adjustments to operating activities			
	Less: Profit on asset disposals		
9(b)	(27,442)	(12,381)	(88,072)
	Less: Movement in employee leave reserve		
	20,116	20,583	20,260
	Less: Fair value adjustments to financial assets at fair value through profit and loss		
	(2,998)	0	(2,804)
	Movement in pensioner deferred rates (non-current)		
	(2,388)	0	13,805
	Movement in employee benefit provisions (non-current)		
	(2,313)	0	(5,332)
	Add: Loss on disposal of assets		
9(b)	0	19,746	8,776
	Add: Depreciation		
9(a)	2,098,682	1,516,549	1,993,364
	Non-cash amounts excluded from operating activities		
	2,083,657	1,544,497	1,939,997
(b) Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with <i>Financial Management Regulation 32</i> to agree to the surplus/(deficit) after imposition of general rates.			
Adjustments to net current assets			
	Less: Reserve accounts		
28	(2,475,964)	(2,033,581)	(2,280,141)
	Add: Current liabilities not expected to be cleared at end of year		
	- Current portion of borrowings		
13	113,970	0	187,197
	- Liabilities supported by a reserve		
	97,883	98,350	77,767
	Total adjustments to net current assets		
	(2,264,111)	(1,935,231)	(2,015,177)
Net current assets used in the Rate Setting Statement			
	Total current assets		
	4,455,838	2,311,578	4,746,039
	Less: Total current liabilities		
	(1,177,793)	(376,347)	(1,455,448)
	Less: Total adjustments to net current assets		
	(2,264,111)	(1,935,231)	(2,015,177)
	Net current assets used in the Rate Setting Statement		
	1,013,934	0	1,275,414

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

27. BORROWING AND LEASE LIABILITIES

Borrowings

Purpose	Note	Actual						Budget				
		Principal at 1 July 2020	New Loans During 2020-21	Principal Repayments During 2020-21	Principal at 30 June 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022	Principal at 1 July 2021	New Loans During 2021-22	Principal Repayments During 2021-22	Principal at 30 June 2022
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Dowerin Community Club	97	148,819	0	(72,904)	75,915	0	(75,915)	0	75,905	0	(75,916)	(11)
Multi Tyre Roller	103	0	170,000	(10,297)	159,703	0	(20,722)	138,981	150,618	0	(20,723)	129,895
Smooth Drum Tyre Roller	104	0	150,000	(9,085)	140,915	0	(18,289)	122,625	150,000	0	(18,284)	131,716
Swimming Pool	101	181,574	0	(18,759)	162,815	0	(19,099)	143,716	162,815	0	(18,497)	144,318
Short Term Accommodation Project 2017	99	680,627	0	(32,048)	648,579	0	(33,063)	615,516	648,580	0	(33,063)	615,517
GROH house	100	265,172	0	(10,332)	254,840	0	(10,704)	244,136	254,839	0	(10,704)	244,135
Swimming Pool	DEM	50,000	0	(5,000)	45,000	0	(10,000)	35,000	45,000	0	(10,000)	35,000
Total		1,326,192	320,000	(158,425)	1,487,767	0	(187,793)	1,299,974	1,487,757	0	(187,187)	1,300,570

Borrowing Interest Repayments

Purpose	Note	Function and activity	Loan Number	Institution	Interest Rate	Actual for year ending	Budget for year ending	Actual for year ending
						30 June 2022	30 June 2022	30 June 2021
						\$	\$	\$
Dowerin Community Club		Recreation and culture	97	WATC *	4.09%	(2,136)	(2,337)	(5,161)
Multi Tyre Roller		Transport	103	WATC *	1.09%	(1,264)	(1,289)	(897)
Smooth Drum Tyre Roller		Transport	104	WATC *	1.09%	(1,116)	(1,137)	(792)
Swimming Pool		Recreation and culture	101	WATC *	1.91%	(2,839)	(4,801)	(3,179)
Short Term Accommodation Project 2017		Economic services	99	WATC *	3.25%	(19,858)	(20,108)	(20,880)
GROH house		Housing	100	WATC *	3.75%	(8,909)	(9,003)	(9,285)
Swimming Pool		Recreation and culture	DEM	DEM**	0.00%	0	0	0
Total						(36,122)	(38,675)	(40,194)
Total Interest Repayments	2(b)					(36,122)	(38,675)	(40,194)

* WA Treasury Corporation

**DEM - Interest Free Loan from Dowerin Events Management

SHIRE OF DOWERIN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2022

28. RESERVE ACCOUNTS

	2022 Actual Opening Balance	2022 Actual Transfer to	2022 Actual Transfer (from)	2022 Actual Closing Balance	2022 Budget Opening Balance	2022 Budget Transfer to	2022 Budget Transfer (from)	2022 Budget Closing Balance	2021 Actual Opening Balance	2021 Actual Transfer to	2021 Actual Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by council											
(a) Employee Entitlement Reserve	77,767	20,116	0	97,883	77,767	20,583	0	98,350	57,507	20,260	77,767
(b) Plant Replacement Reserve	195,176	292,301	0	487,477	195,176	51,206	(120,000)	126,382	141,172	54,004	195,176
(c) Sewerage Asset Preservation Reserve	1,069,075	86,618	(243,605)	912,088	1,069,074	88,235	(47,000)	1,110,309	1,011,234	57,841	1,069,075
(d) Information Technology Reserve	39,307	344	0	39,651	39,307	295	0	39,602	29,175	10,132	39,307
(e) Land & Building Reserve	346,803	3,013	0	349,816	346,803	2,578	(150,000)	199,381	146,075	200,728	346,803
(f) Emergency Reserve	10,000	0	(10,000)	0	10,000	0	(10,000)	0	0	10,000	10,000
(g) Swimming Pool Reserve	30,294	10,267	0	40,561	30,294	10,227	(40,521)	0	20,203	10,091	30,294
(h) Recreation Reserve	205,800	309	0	206,109	205,800	1,544	(92,000)	115,344	194,920	10,880	205,800
(i) Community Housing Reserve	59,915	90	0	60,005	59,915	449	0	60,364	49,691	10,224	59,915
(j) Economic Reserve	66,870	101	0	66,971	66,870	502	0	67,372	56,614	10,256	66,870
(k) Bowling Green Reserve	107,084	10,161	0	117,245	107,084	10,803	0	117,887	98,639	8,445	107,084
(l) Tennis Court Reserve	52,050	6,078	0	58,128	52,050	6,390	0	58,440	45,843	6,207	52,050
(m) Depot Reserve	10,000	10,015	0	20,015	10,000	10,075	0	20,075	0	10,000	10,000
(n) Waste Reserve	10,000	10,015	0	20,015	10,000	10,075	0	20,075	0	10,000	10,000
	2,280,141	449,428	(253,605)	2,475,964	2,280,140	212,962	(459,521)	2,033,581	1,851,073	429,068	2,280,141

All reserves are supported by cash and cash equivalents and financial assets at amortised cost and are restricted within equity as Reserves - cash/financial assets backed.

In accordance with Council resolutions or adopted budget in relation to each reserve account, the purpose for which the reserves are set aside and their anticipated date of use are as follows:

Name of Reserve	Anticipated date of use	Purpose of the reserve
(a) Employee Entitlement Reserve	Ongoing	-To cash back the cost of Long Service, Annual and Sick Leave where the leave cannot be absorbed within the annual budget.
(b) Plant Replacement Reserve	Ongoing	-To ensure the cost of additional new plant and refurbishment or replacement can be met as per the Plant Replacement Program
(c) Sewerage Asset Preservation Reserve	Ongoing	-To provide for the replacement and development of sewerage and stormwater infrastructure throughout the Shire.
(d) Information Technology Reserve	Ongoing	-To be used for the renewal & upgrade of Shire of Dowerin Information Technology
(e) Land & Building Reserve	Ongoing	-To assist with funding the development and purchase of land and building assets.
(f) Emergency Reserve	Ongoing	-To be used to reduce immediate cash flow pressure during a declared emergency
(g) Swimming Pool Reserve	Ongoing	-To be used for the renewal and/or upgrade and development of the swimming pool.
(h) Recreation Reserve	Ongoing	-To fund future maintenance, upgrades and developments of recreation facilities, including the swimming pool.
(i) Community Housing Reserve	Ongoing	-To enable participation in community housing projects such as independent living units for seniors
(j) Economic Reserve	Ongoing	-To maintain a reserve to fund economic development initiatives
(k) Bowling Green Reserve	Ongoing	-To be used for the replacement of the bowling greens.
(l) Tennis Court Reserve	Ongoing	-To be used for the replacement of the Tennis Courts
(m) Depot Reserve	Ongoing	-To be used for the purpose of construction of a new Shire of Dowerin Works Depot facility
(n) Waste Reserve	Ongoing	-To be used for the renewal & development of the Shire of Dowerin Waste Facility



Auditor General

INDEPENDENT AUDITOR'S REPORT 2022 Shire of Dowerin

To the Councillors of the Shire of Dowerin

Opinion

I have audited the financial report of the Shire of Dowerin (Shire) which comprises:

- the Statement of Financial Position at 30 June 2022, the Statement of Comprehensive Income by Nature or Type, Statement of Changes in Equity, and Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial report is:

- based on proper accounts and records
- presents fairly, in all material respects, the results of the operations of the Shire for the year ended 30 June 2022 and its financial position at the end of that period
- in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section below.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

The Chief Executive Officer (CEO) is responsible for the preparation and the Council for overseeing the other information. The other information is the information in the entity's annual report for the year ended 30 June 2022, but not the financial report and my auditor's report.

My opinion on the financial report does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this other information, I am required to report that fact. I did not receive the other information prior to

the date of this auditor's report. When I do receive it, I will read it and if I conclude that there is a material misstatement in this information, I am required to communicate the matter to the CEO and Council and request them to correct the misstated information. If the misstated information is not corrected, I may need to retract this auditor's report and re-issue an amended report.

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer of the Shire is responsible for:

- preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards
- managing internal control as required by the CEO to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for:

- assessing the Shire's ability to continue as a going concern
- disclosing, as applicable, matters related to going concern
- using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's responsibilities for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

My independence and quality control relating to the report on the financial report

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Dowerin for the year ended 30 June 2022 included in the annual report on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report. It does not provide an opinion on any other information which may have been hyperlinked to/from the annual report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to contact the Shire to confirm the information contained in the website version.



Patrick Arulsingham
Senior Director Financial Audit
Delegate of the Auditor General for Western Australia
Perth, Western Australia
6 December 2022

UNCONFIRMED

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 NOVEMBER 2022

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

TABLE OF CONTENTS

Summary Information	2
*Statement of Financial Activity by Nature or Type	4
* Explanation of Material Variances	6
Statement of Financial Activity by Program	7
Explanation of Material Variances	9
Basis of preparation	10
*Note 1 Statement of Financial Activity Information	11
Note 2 Cash and Financial Assets	12
Note 3 Receivables	13
Note 4 Other Current Assets	14
Note 5 Payables	15
Note 6 Rate Revenue	16
Note 7 Disposal of Assets	17
Note 8 Capital Acquisitions	18
Note 9 Borrowings	21
Note 10 Cash Reserves	22
Note 11 Other Current Liabilities	23
Note 12 Operating grants and contributions	24
Note 13 Non operating grants and contributions	25
Note 14 Budget Amendments	26

* Indicates report is required by Legislation.

These Statements are prepared with data available at the time of preparation. Data is likely to change with end of year transactional processes.

Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.25 M	\$1.25 M	\$1.01 M	(\$0.24 M)
Closing	\$0.00 M	\$0.87 M	\$2.08 M	\$1.21 M

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.68 M	% of total
Unrestricted Cash	\$2.20 M	47.1%
Restricted Cash	\$2.48 M	52.9%

Refer to Note 2 - Cash and Financial Assets

Payables	
	\$0.49 M % Outstanding
Trade Payables	\$0.36 M
Over 30 Days	7.0%
Over 90 Days	0.2%

Refer to Note 5 - Payables

Receivables		
	\$0.54 M	% Collected
Rates Receivable	\$0.37 M	77%
Trade Receivable	\$0.54 M	
Over 30 Days		88.7%
Over 90 Days		39.7%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.35 M)	\$0.86 M	\$1.26 M	\$0.39 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.51 M	% Variance
YTD Budget	\$1.48 M	1.9%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$0.71 M	% Variance
YTD Budget	\$0.53 M	32.3%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.48 M	% Variance
YTD Budget	\$0.43 M	13.1%

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)
(\$0.41 M)	(\$1.21 M)	(\$0.16 M)	\$1.06 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.10 M	%
Adopted Budget	\$0.12 M	(15.8%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$1.32 M	% Spent
Adopted Budget	\$4.00 M	(67.1%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$1.06 M	% Received
Adopted Budget	\$3.47 M	(69.6%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.04 M)	(\$0.04 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	\$0.00 M
Principal due	\$1.33 M

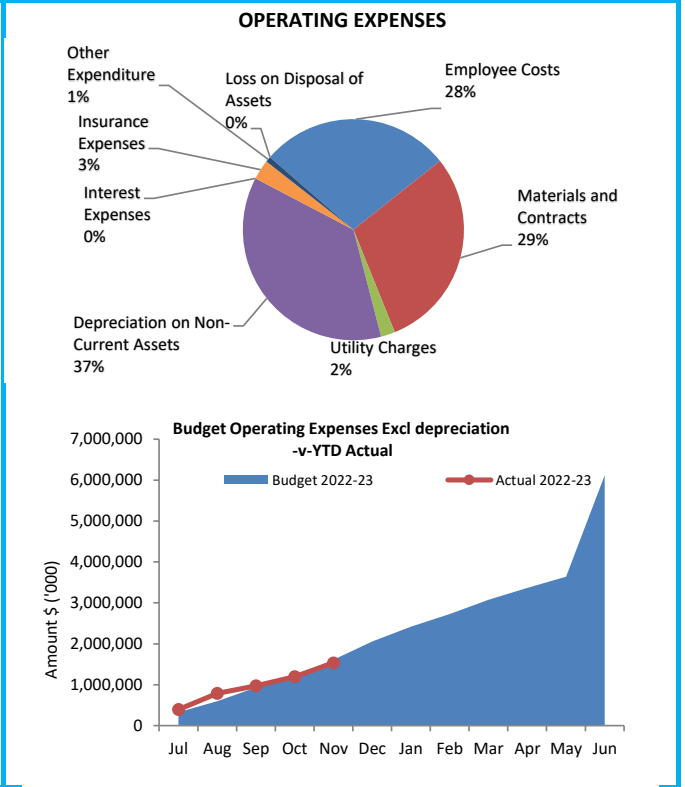
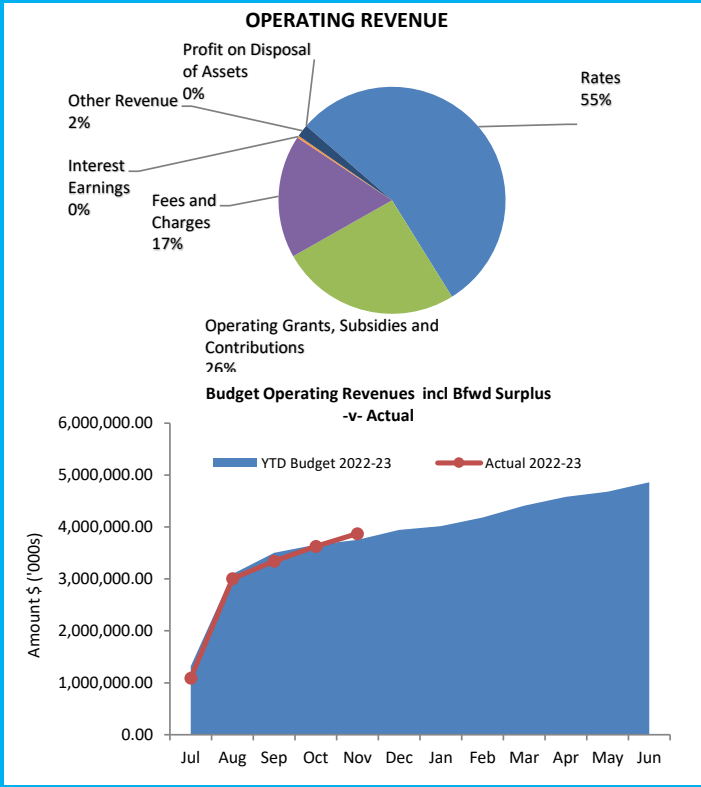
Refer to Note 9 - Borrowings

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

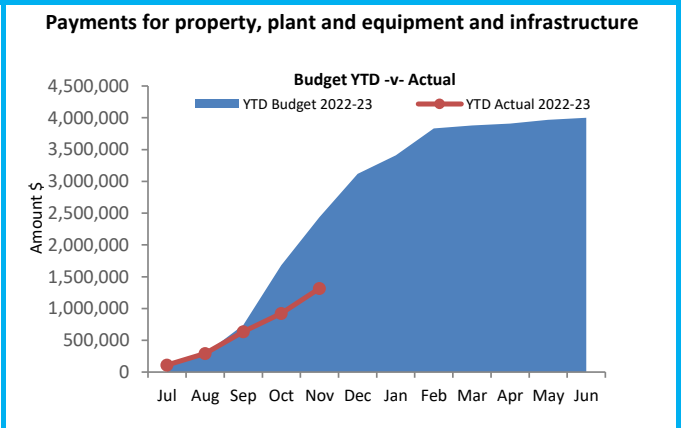
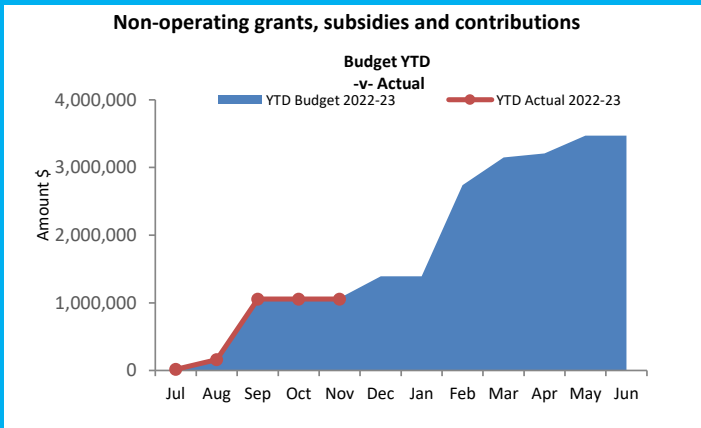
Refer to Note 10 - Cash Reserves

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

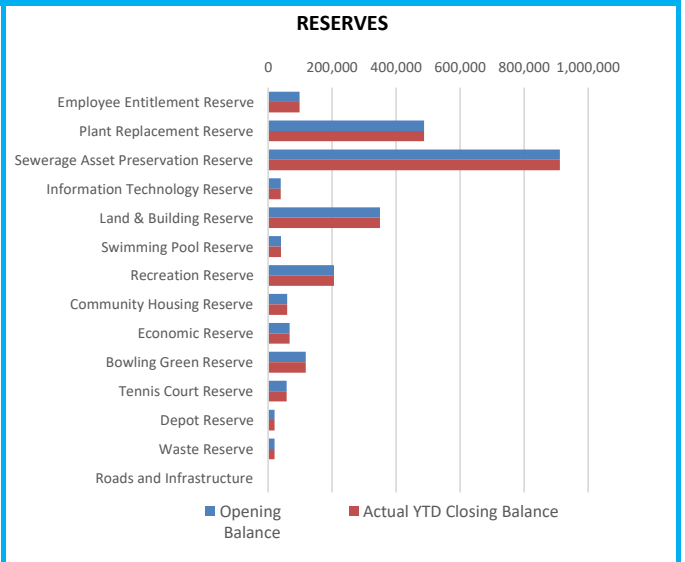
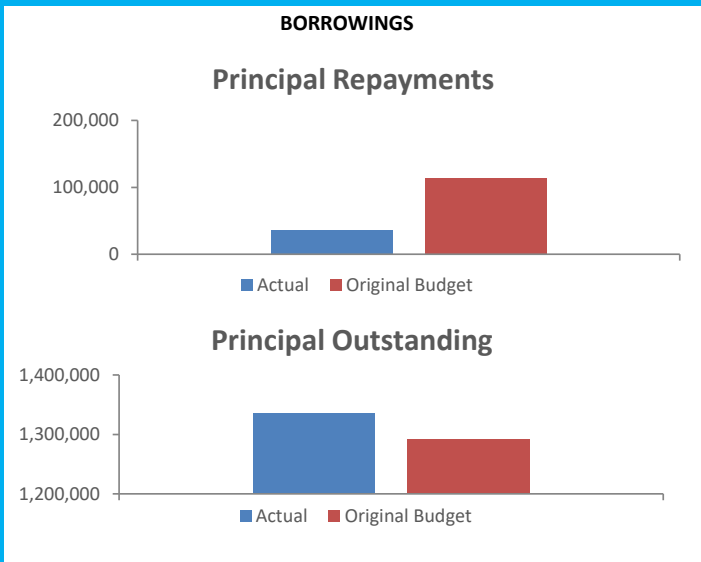
OPERATING ACTIVITIES



INVESTING ACTIVITIES



FINANCING ACTIVITIES



KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2022

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 30 NOVEMBER 2022

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,251,657	1,251,657	1,251,657	1,013,935	(237,722)	(18.99%)	☹️
Revenue from operating activities								
Rates	6	1,514,214	1,514,214	1,481,755	1,510,390	28,635	1.93%	
Operating grants, subsidies and contributions	12	1,252,739	1,252,739	534,732	707,614	172,882	32.33%	😊
Fees and charges		669,810	669,810	427,303	483,207	55,904	13.08%	😊
Interest earnings		47,000	47,000	6,850	8,345	1,495	21.82%	
Other revenue		84,500	84,500	22,695	48,742	26,047	114.77%	😊
Profit on disposal of assets		42,120	42,120	28,270	0	(28,270)	(100.00%)	☹️
		3,610,383	3,610,383	2,501,605	2,758,298	256,693		
Expenditure from operating activities								
Employee costs		(1,796,711)	(1,796,711)	(679,106)	(676,927)	2,179	0.32%	
Materials and contracts		(1,651,443)	(1,701,443)	(751,737)	(716,676)	35,061	4.66%	
Utility charges		(179,674)	(179,674)	(71,554)	(50,111)	21,443	29.97%	😊
Depreciation on non-current assets		(2,135,767)	(2,135,767)	(889,815)	(889,815)	0	0.00%	
Interest expenses		(32,281)	(32,281)	(13,129)	0	13,129	100.00%	😊
Insurance expenses		(164,857)	(164,857)	(68,615)	(70,241)	(1,626)	(2.37%)	
Other expenditure		(107,925)	(107,925)	(24,456)	(19,528)	4,928	20.15%	
Loss on disposal of assets		0	0	0	0	0	0.00%	
		(6,068,658)	(6,118,658)	(2,498,412)	(2,423,298)	75,114		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,108,647	861,545	924,601	63,056	7.32%	
Amount attributable to operating activities		(349,628)	(399,628)	864,738	1,259,601	394,863		
Investing activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,470,765	1,068,260	1,055,863	(12,397)	(1.16%)	
Less Unspent Non-Operating Grants represented as Contract Liabilities	13							
<i>Net Non- Operating grants recognised as revenue</i>	13	3,470,765	3,470,765	1,068,260	1,055,863	(12,397)	(1.16%)	
Proceeds from disposal of assets	7	121,000	121,000	101,864	101,864	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,000,142)	(2,383,995)	(1,315,366)	1,068,629	44.83%	😊
Amount attributable to investing activities		(408,377)	(408,377)	(1,213,871)	(157,639)	1,056,232		
Financing Activities								
Proceeds from new debentures	9	0	0	0	0	0	0.00%	
Transfer from reserves	10	102,561	152,561	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(35,735)	(35,735)	0	0.00%	
Transfer to reserves	10	(482,238)	(482,238)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(443,652)	(35,735)	(35,735)	0		
Closing funding surplus / (deficit)	1(c)	0	0	866,789	2,080,162	1,213,373	(139.98%)	

KEY INFORMATION

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

EXPLANATION OF MATERIAL VARIANCES

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

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

By Nature or Type	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Rates	28,635	1.93%		Within Variance
Operating grants, subsidies and contributions	172,882	32.33%	😊 Permanent	Financial Assistance Grant funding (\$104K) has been received higher than budgeted and additional Lottery west grant funding (\$15k) has been received for Cultural events. These will be addressed with the budget review.
Fees and charges	55,904	13.08%	😊 Permanent	Standpipe (\$18K) and Private works (\$43K) revenue is higher than YTD budget. These will generally be offset with higher expenditure.
Sewerage charges	0	0.00%		Within Variance
Interest earnings	1,495	21.82%		Within Variance
Other revenue	26,047	114.77%	😊 Timing	Other unallocated revenue is higher than YTD budget pending reallocation.
Profit on disposal of assets	(28,270)	(100.00%)	😞 Timing	Once Assets that have been disposed are transacted in the Asset Register a profit/loss will be generated. This will be processed once the Audit for FY22 is complete.
Expenditure from operating activities				
Employee costs	2,179	0.32%		Within Variance
Materials and contracts	35,061	4.66%		Within Variance
Utility charges	21,443	29.97%	😊 Timing	Utility charges are lower than YTD budget. This is expected to be a timing issue with the receipt of invoices. Staff will also re-assess with the budget review.
Depreciation on non-current assets	0	0.00%		Within Variance
Interest expenses	13,129	100.00%	😊 Timing	Staff will review budget timing of Loan interest with the budget review.
Insurance expenses	(1,626)	(2.37%)		Within Variance
Other expenditure	4,928	20.15%		Within Variance
Loss on disposal of assets	0	0.00%		Within Variance
Investing activities				
Non-operating grants, subsidies and contributions	(12,397)	(1.16%)		Within Variance
Proceeds from disposal of assets	0	0.00%		Within Variance
Payments for property, plant and equipment and infrastructure	1,068,629	44.83%	😊 Timing	Refer to Note 8 for Project Details
Financing Activities				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance
Opening funding surplus / (deficit)	(237,722)	(18.99%)	😞 Permanent	The opening funding Surplus is lower than Budgeted. This reduction is in the main due to the recognition of unspent Grants as at 30th June 2022. Staff will address these with the budget review, as increased budget allocations and revenue will need to be recognised in Fy23.

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2022

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

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 30 NOVEMBER 2022**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note							
		\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,251,657	1,251,657	1,251,657	1,013,935	(237,722)	(18.99%)	☹️
Revenue from operating activities								
Governance		3,000	3,000	1,250	3,636	2,386	190.88%	
General purpose funding		1,596,014	1,596,014	1,490,605	1,625,309	134,704	9.04%	
Law, order and public safety		37,356	37,356	13,499	14,485	986	7.30%	
Health		3,300	3,300	3,300	2,540	(760)	(23.03%)	
Education and welfare		797,481	797,481	266,470	315,460	48,990	18.38%	😊
Housing		131,081	131,081	54,615	64,459	9,844	18.02%	
Community amenities		270,973	270,973	259,873	265,305	5,432	2.09%	
Recreation and culture		47,650	47,650	25,075	58,286	33,211	132.45%	😊
Transport		419,658	419,658	250,873	231,496	(19,377)	(7.72%)	
Economic services		213,100	213,100	87,370	104,142	16,772	19.20%	😊
Other property and services		90,770	90,770	48,675	73,179	24,504	50.34%	😊
		3,610,383	3,610,383	2,501,605	2,758,297	256,692		
Expenditure from operating activities								
Governance		(594,780)	(594,780)	(193,968)	(211,509)	(17,541)	(9.04%)	
General purpose funding		(207,328)	(207,328)	(78,135)	(79,485)	(1,350)	(1.73%)	
Law, order and public safety		(151,556)	(151,556)	(67,198)	(60,959)	6,239	9.28%	
Health		(60,504)	(60,504)	(39,918)	(37,592)	2,326	5.83%	
Education and welfare		(585,233)	(585,233)	(240,440)	(207,201)	33,239	13.82%	😊
Housing		(307,140)	(307,140)	(129,721)	(113,299)	16,422	12.66%	😊
Community amenities		(394,647)	(444,647)	(212,369)	(214,334)	(1,965)	(0.93%)	
Recreation and culture		(983,900)	(983,900)	(395,153)	(378,627)	16,526	4.18%	
Transport		(2,174,714)	(2,174,714)	(905,645)	(913,245)	(7,600)	(0.84%)	
Economic services		(536,244)	(536,244)	(229,183)	(203,009)	26,174	11.42%	😊
Other property and services		(72,612)	(72,612)	(6,682)	(4,037)	2,645	39.58%	
		(6,068,658)	(6,118,658)	(2,498,412)	(2,423,297)	75,115		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,108,647	861,545	924,601	63,056	7.32%	
Amount attributable to operating activities		(349,628)	(399,628)	864,738	1,259,601	394,863		
Investing Activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,470,765	1,068,260	1,055,863	(12,397)	(1.16%)	
Proceeds from disposal of assets	7	121,000	121,000	101,864	101,864	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,000,142)	(2,383,995)	(1,315,366)	1,068,629	44.83%	😊
Amount attributable to investing activities		(408,377)	(408,377)	(1,213,870)	(157,639)	1,056,231		
Financing Activities								
Transfer from reserves	10	102,561	152,561	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(35,735)	(35,735)	0	0.00%	
Transfer to reserves	10	(482,238)	(482,238)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(443,652)	(35,735)	(35,735)	0		
Closing funding surplus / (deficit)	1(c)	0	0	866,789	2,080,162	1,213,373		😊

KEY INFORMATION

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

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

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

EXPLANATION OF MATERIAL VARIANCES

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

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

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	2,386	190.88%		Within Variance
General purpose funding	134,704	9.04%		Within Variance
Law, order and public safety	986	7.30%		Within Variance
Health	(760)	(23.03%)		Within Variance
Education and welfare	48,990	18.38%	😊 Timing	Aged Care funding is \$54K higher then YTD budget. This is a timing issue with the early receipt of funds.
Housing	9,844	18.02%		Within Variance
Community amenities	5,432	2.09%		Within Variance
Recreation and culture	33,211	132.45%	😊 Permanent	Additional Lotterywest grant funding has been received for Cultural events.
Transport	(19,377)	(7.72%)		Within Variance
Economic services	16,772	19.20%	😊 Permanent	Standpipe Income is \$18K higher than YTD budget.
Other property and services	24,504	50.34%	😊 Permanent	Private works income for field days and hire of equipment has exceeded budget.
Expenditure from operating activities				
Governance	(17,541)	(9.04%)		Within Variance
General purpose funding	(1,350)	(1.73%)		Within Variance
Law, order and public safety	6,239	9.28%		Within Variance
Health	2,326	5.83%		Within Variance
Education and welfare	33,239	13.82%	😊 Timing	Aged Services expenditure is \$26K lower than YTD budget.
Housing	16,422	12.66%	😊 Timing	Staff housing manitenance in \$20K lower than YTD budget. This is expected to even out over the year.
Community amenities	(1,965)	(0.93%)		Within Variance
Recreation and culture	16,526	4.18%		Within Variance
Transport	(7,600)	(0.84%)		Within Variance
Economic services	26,174	11.42%	😊 Timing	Tourism and Area promotion expenses are lower than budget specifically STA maintenance and operations \$16K and caravan park \$18K lower than YTD budget. These may even out over the year.
Other property and services	2,645	39.58%		Within Variance

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

SIGNIFICANT ACCOUNTING POLICIES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(42,120)	0
Movement in liabilities associated with restricted cash		15,000	0
Movement for review - loan correction		0	34,786
Add: Depreciation on assets		2,135,767	889,815
Total non-cash items excluded from operating activities		2,108,647	924,601

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

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

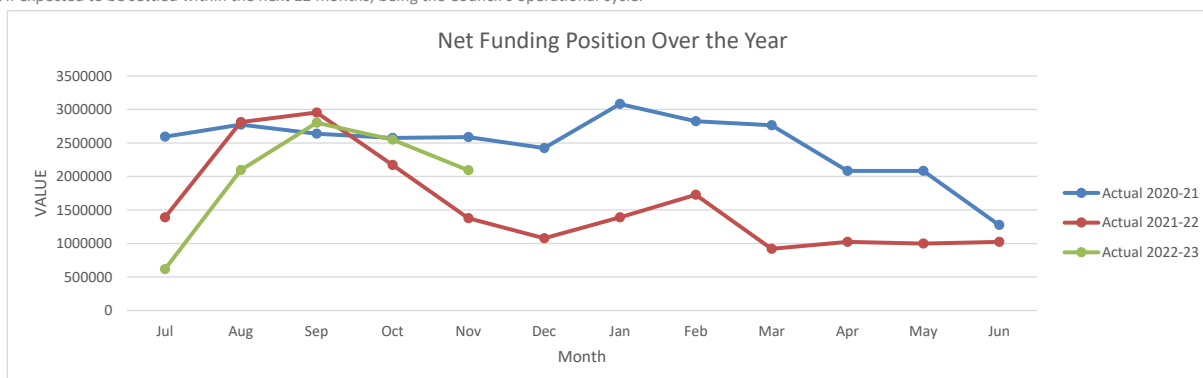
	Notes	Adopted Budget	Last Year UnAudited Actual 30 June 2022	This Time Last Year 30 November 2021	Year to Date 30 November 2022
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,413,691)	(2,475,964)	(2,280,140)	(2,475,964)
Add: Borrowings	9	113,975	113,970	146,027	113,970
Add: Provisions funded by Reserve		97,883	97,883	77,767	97,883
Total adjustments to net current assets		(2,201,833)	(2,264,111)	(2,056,346)	(2,264,111)

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

Current assets					
Cash and cash equivalents	2	3,553,086	3,518,378	3,157,809	4,846,992
Rates receivables	3	119,592	119,592	425,850	374,487
Receivables	3	849,018	857,489	785,083	535,551
Stock on Hand	4	37,337	5,266	19,519	48,234
Total Current Assets		4,559,033	4,500,725	4,388,261	5,805,264
Less: Current liabilities					
Payables	5	(383,329)	(472,643)	(585,387)	(494,529)
Borrowings	9	(113,975)	(113,970)	(146,027)	(113,970)
Contract liabilities	11	(436,394)	(433,769)	52,648	(650,193)
Provisions	11	(171,845)	(202,298)	(171,845)	(202,298)
Total Current Liabilities		(1,105,543)	(1,222,680)	(850,611)	(1,460,990)
Less: Total adjustments to net current assets	1(b)	(2,201,833)	(2,264,111)	(2,056,346)	(2,264,111)
Closing funding surplus / (deficit)		1,251,657	1,013,935	1,481,304	2,080,162

CURRENT AND NON-CURRENT CLASSIFICATION

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



Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	2,098,914	0	2,098,914	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	13	0	13	0	NAB	0.05%	At Call
LRCIP Phase 2 Funding	Cash and cash equivalents	100,563	0	100,563	0	NAB	0.03%	At Call
Term Deposits								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	1.50%	25.12.22
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	1.62%	29.12.22
	Financial assets at amortised cost	569	475,964	476,533		Bendigo	0.45%	1.1.23
Total		2,200,459	2,475,964	4,676,424	0			
Comprising								
Cash and cash equivalents		2,199,890	0	2,199,891	0			
Financial assets at amortised cost		569	2,475,964	2,476,533	0			
		2,200,459	2,475,964	4,676,424	0			

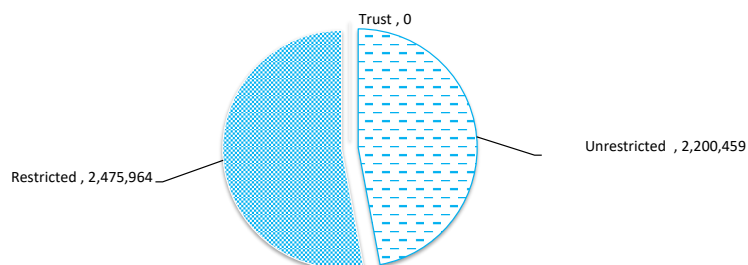
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

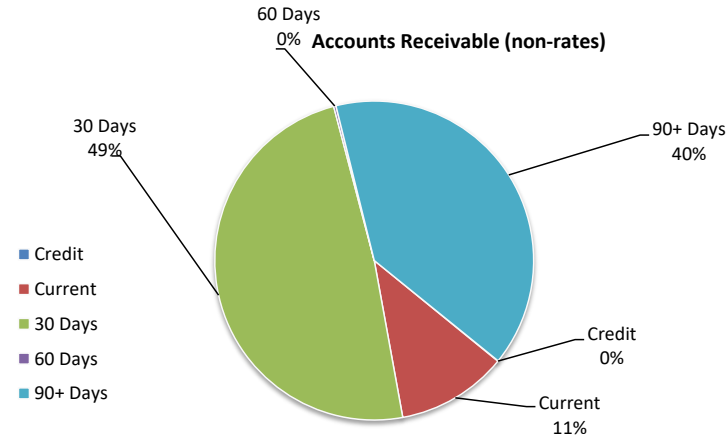
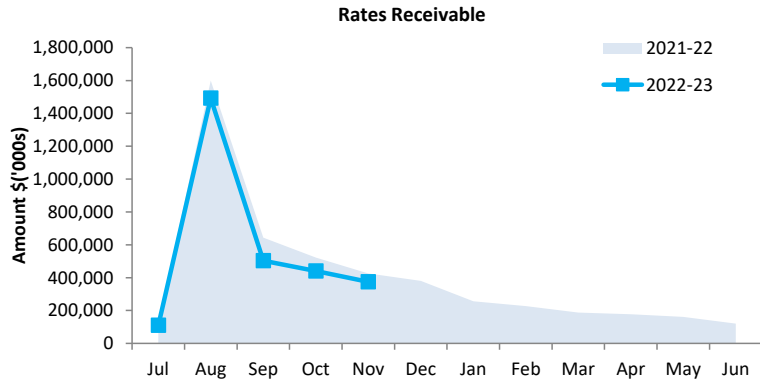
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2022	30 Nov 2022
	\$	\$
Opening arrears previous years	133,185	119,592
Levied - Rates revenue	1,402,771	1,510,390
Less - collections	(1,416,364)	(1,255,495)
Equals current outstanding	119,592	374,487
Net rates collectable	119,592	374,487
% Collected	92.2%	77%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(302)	74,311	322,011	1,556	262,113	659,688
Percentage	0.0%	11.3%	48.8%	0.2%	39.7%	
Balance per trial balance						
Sundry receivable	(302)	74,311	322,011	1,556	262,113	659,688
GST receivable	0	(64,217)		0	0	(64,217)
Allowance for impairment of receivables	0	(59,920)	0	0	0	(59,920)
Accrued Income	0	0	0	0	0	0
Total receivables general outstanding						535,551
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 30 NOVEMBER 2022**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2022	Asset Increase/(Decrease)	Closing Balance 30 November 2022
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	5,266	42,968	48,234
Total other current assets	5,266	42,968	48,234
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.

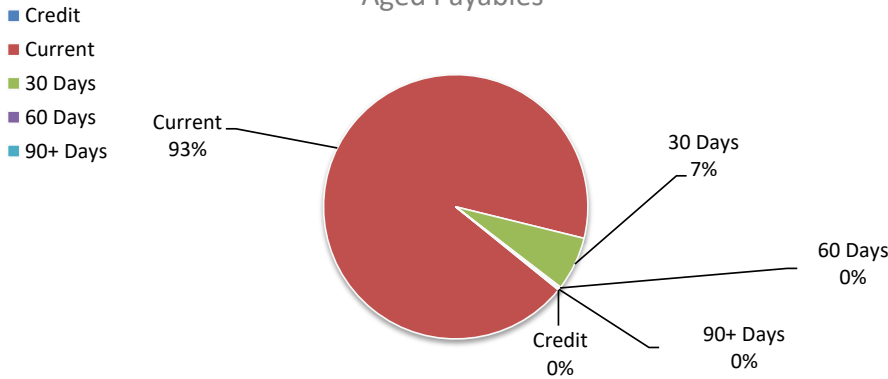
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	459,954	32,541	1,078	956	494,529
Percentage	0%	93%	6.6%	0.2%	0.2%	
Balance per trial balance						
Sundry creditors	0	329,144	32,541	1,078	956	363,719
ATO liabilities	0	9,165	0	0	0	9,165
Excess Rates	0	2,166	0	0	0	2,166
PAYG TAX	0	23,098	0	0	0	23,098
Other Payables	0	101,594	0	0	0	101,594
Payroll Creditors	0	86,105	0	0	0	86,105
Accrued Loan Interest	0	7,141	0	0	0	7,141
Total payables general outstanding						494,529

Amounts shown above include GST (where applicable)

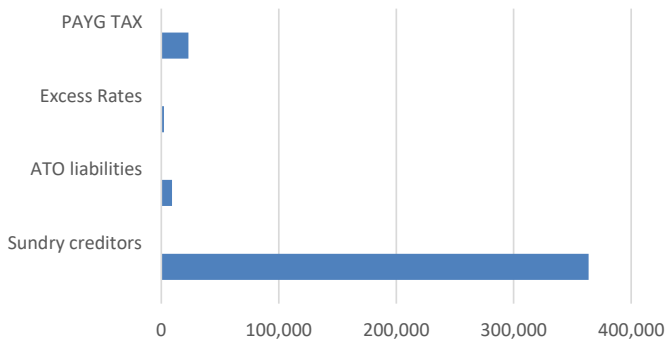
KEY INFORMATION

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.

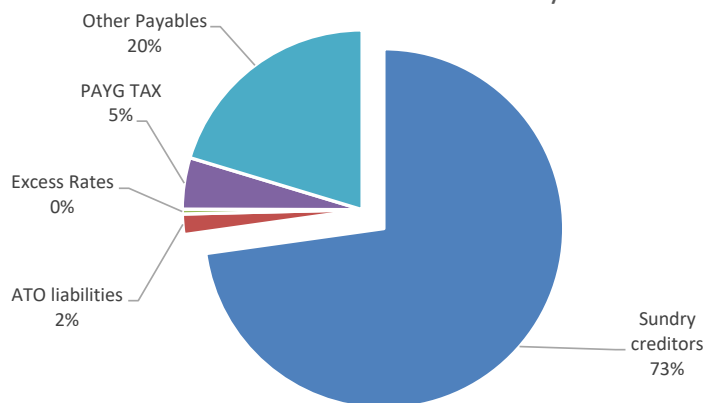
Aged Payables



Payables



Payables

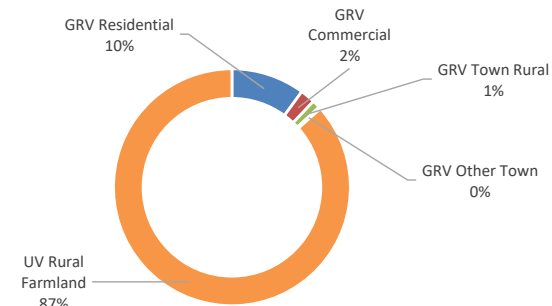
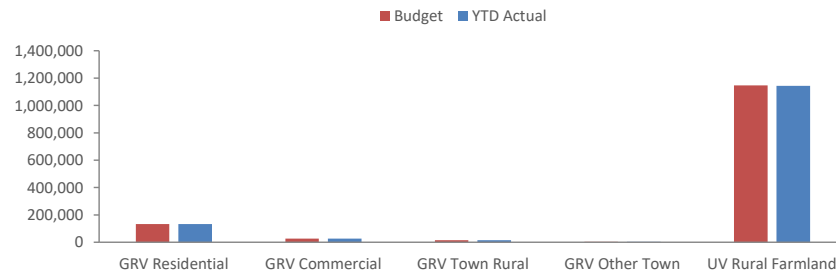


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

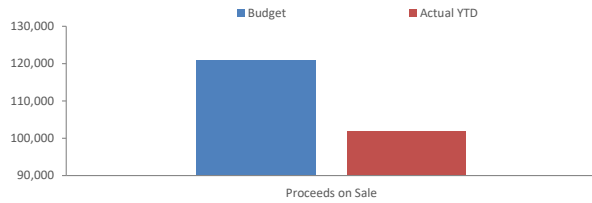
**OPERATING ACTIVITIES
NOTE 6
RATE REVENUE**

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10450	131	1,269,347	132,647	0	0	132,647	132,646	0	0	132,646
GRV Commercial	0.10450	15	256,474	26,802	0	0	26,802	26,802	0	0	26,802
GRV Town Rural	0.10450	12	138,892	14,514	0	0	14,514	14,514	0	0	14,514
GRV Other Town	0.10450	8	33,384	3,489	0	0	3,489	3,489	0	0	3,489
Unimproved value											
UV Rural Farmland	0.00676	223	169,617,000	1,146,611	0	0	1,146,611	1,146,611	(3,873)	0	1,142,738
Sub-Total		389	171,315,097	1,324,062	0	0	1,324,063	1,324,062	(3,873)	0	1,320,189
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	824	48	292,295	39,552	0	0	39,552	39,552	0	0	39,552
GRV Commercial	824	17	65,470	14,008	0	0	14,008	14,008	0	0	14,008
GRV Town Rural	824	16	38,685	13,184	0	0	13,184	13,184	0	0	13,184
GRV Other Town	241	20	7,974	4,820	0	0	4,820	4,820	0	0	4,820
Unimproved value											
UV Rural Farmland	824	64	4,190,300	52,736	0	0	52,736	52,736	0	0	52,736
UV Commercial	824	4	400	3,296	0	0	3,296	3,296	0	0	3,296
UV Town Rural	824	4	109,500	3,296	0	0	3,296	3,296	0	0	3,296
UV Mining	241	15	99,452	3,615	0	0	3,615	3,615	0	0	3,615
Sub-total		188	4,804,076	134,507	0	0	134,507	134,507	0	0	134,507
Amount from general rates							1,458,570	1,458,569	(3,873)	0	1,454,696
Ex-gratia rates							55,644				55,694
Total general rates							1,514,214				1,510,390

KEY INFORMATION



Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Transport												
*	Single Cab - Light Utility - 1GIL668	650	1,000	350	0	0	0	0	0	0	1,637	0	0
	Other property and services												
*	Toyota Hilux SR5 4WD Turbo	36,500	50,000	13,500	0	0	0	0	0	0	52,273	0	0
*	Passenger Vehicle; MCCS	21,730	50,000	28,270	0	0	0	0	0	0	47,954	0	0
**	Dual Cab 4x2; D002; Team Leader	20,000	20,000	0	0	0	0	0	0	0	0	0	0
		78,880	121,000	42,120	0	0	0	0	0	0	101,864	0	0



* Items have been sold.
Items cannot be disposed via the Asset register until the Audit for FY22 is finalised.

** Item will not be disposed as budgeted

**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	10,000	10,000	9,999	702	(9,297)
Plant and equipment	62,000	62,000	10,000	98,614	88,614
Infrastructure - roads	3,710,766	3,710,766	2,363,996	1,089,209	(1,274,788)
Infrastructure - sewerage	0	0	0	53,875	53,875
Infrastructure - footpaths	122,000	122,000	0	16,893	16,893
Infrastructure - other	95,376	95,376	0	56,075	56,075
Total Capital Acquisitions	4,000,142	4,000,142	2,383,995	1,315,366	(1,068,629)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	3,470,765	3,470,765	1,068,260	1,055,863	(12,397)
Other (disposals & C/Fwd)	121,000	121,000	101,864	101,864	0
Cash backed reserves					
Plant Replacement Reserve	32,000	32,000	0	0	0
Swimming Pool Reserve	40,561	40,561	0	0	0
Recreation Reserve	30,000	30,000	0	0	0
Contribution - operations	305,816	305,816	1,213,871	157,639	(1,056,232)
Capital funding total	4,000,142	4,000,142	2,383,995	1,315,366	(1,068,629)

SIGNIFICANT ACCOUNTING POLICIES

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

Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings						
BC070 Short Term Accommodation Caretaker's Cottage	0	0	0	0	0	
BC001B Admin Building - Refurbishment - Building (Capital)	10,000	10,000	9,999	702	9,297	Completed; expenditure not finalised
	0	0	0	0	0	
	0	0	0	0	0	
Total	10,000	10,000	9,999	702	9,297	
Plant & Equipment						
PE201 Cemetery Grave Shoring Box	10,000	10,000	0	16,686	(16,686)	Shoring arrived; payment pending, increased cost to be addressed with Budget review
PE206 Ride On Mower	0	0	0	10,532	(10,532)	PO from FY 22, to be addressed with Budget review
	10,000	10,000	10,000	19,689	(9,689)	Calibration and nozzle repairs completed and mast installed; recommend not to fit L/V fuel pod with management system due to restructure and minimal use of pod; to be addresses with Budget review
PE100 Dual Cab 4x2 Team Leader	42,000	42,000	0	43,341	(43,341)	
PE105 Hino WaterCart	0	0	0	8,365	(8,365)	Services to fit upgraded pump to P704 Hino Watercart
Total	62,000	62,000	10,000	98,614	(88,614)	
Infrastructure - Roads						
RCR025 Commodity Route - Dowerin - Koorda Road	248,220	248,220	0	181,740	(181,740)	Works completed, expenses not finalised.
LRC006 LRCIP - Nambling Road	90,000	90,000	90,000	62,440	27,560	Completed; expenditure not finalised.
LRC013 LRCIP - Berring East Road	200,000	200,000	0	34	(34)	Scheduled for QTR 4
LRC023 LRCIP - Wongan-Koorda Road	242,000	242,000	0	9,784	(9,784)	Scheduled for QTR3; expense to date are for stockpile of gravel
LRC162 LRCIP - Nambling South Road	170,000	170,000	170,000	212,128	(42,128)	Completed, expenditure not finalised
R2R026 Minnivale North East Road (R2R)	72,130	72,130	30,050	55,431	(25,381)	Completed, expenditure not finalised
R2R042 McHugh Road (R2R)	45,000	45,000	0	5,090	(5,090)	Works completed, expenses not finalised.
R2R056 Quelagetting West Road (R2R)	62,050	62,050	62,050	52,654	9,396	Completed, expenditure not finalised
R2R162 Nambling South Road (R2R)	202,000	202,000	151,500	176,228	(24,728)	Completed; expenditure not finalised
RRG001 Cunderdin-Minnivale Road (RRG)	195,252	195,252	81,355	87,778	(6,423)	Works completed, expenses not finalised.
RRG003 Koombekine North Road (RRG)	358,128	358,128	238,752	633	238,119	Works scheduled to commence QTR3 Mar; expenses to date is for road signage
BS183 Dowerin-Meckering Road (BS)	104,344	104,344	0	8,440	(8,440)	Budgeted works are for survey preliminaries; expenses to date are survey costs
WFN182E WFSN Dowerin-Kalannie Road SLK27.28 to SL30.89	1,144,238	1,144,238	1,144,235	180,827	963,408	Road verge clearing completed; remaining works scheduled QTR3
WFN182F WFSN Dowerin-Kalannie Road SLK12.28 to SLK15.70	577,404	577,404	396,054	56,002	340,052	Road verge clearing completed; remaining works scheduled QTR3
Total	3,710,766	3,710,766	2,363,996	1,089,209	1,274,788	

Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	
Infrastructure - Parks And Ovals						
PC070 Centenary Park Capital Works	22,000	22,000	0	16,893	(16,893)	Works completed, expenses not finalised.
PC075 Town Site Greening Water Scheme	100,000	100,000	0	0	0	
Total	122,000	122,000	0	16,893	(16,893)	
Infrastructure - Sewerage						
4100390 SEW - Infrastructure Sewerage (Capital)	0	0	0	53,875	(53,875)	Unbudgeted emergency works completed, expenses to be finalised
Total	0	0	0	53,875	(53,875)	
Infrastructure - Other						
OC003 Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	18,200	(18,200)	21/22 project; final payments expended in 22/23
OC017 Dowerin Community Club Infrastructure Improvements	40,000	40,000	0	0	0	
OC007 Main Street Improvements	10,600	10,600	0	0	0	Banner Poles
OC010 Tin Dog Walk Stage 2	14,500	14,500	0	0	0	
OC016 Short Stay Accommodation Improvements	5,276	5,276	0	324	(324)	Project completed in 21/22, budget to be reviewed at budget review.
OC102 Information Bays	0	0	0	0	0	
OC008 Street Lighting LED Upgrade	25,000	25,000	0	25,106	(25,106)	Works completed, expenses to be finalised
OC043 Swimming Pool - Repair Leaks - Infrastructure Other	0	0	0	12,445	(12,445)	21/22 project; works completed in 22/23
Total	95,376	95,376	0	56,075	(56,075)	
TOTALS	4,000,142	4,000,142	2,383,995	1,315,366	1,068,629	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2022	Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing											
Government Regional Officer Housing	100	254,839	5,495	11,090	11,090	249,344	243,749	243,749	0	8,618	8,618
Recreation and culture											
Dowerin Community Club	97	75,905	0	0	0	75,905	75,905	75,905	0	0	0
Dowerin Swimming Pool	101	162,815	0	19,444	19,444	162,815	143,371	143,371	0	2,500	2,500
DEM Interest Free Swimming Pool Loan	LP000	35,000	0	10,000	10,000	0	25,000	25,000	0	0	0
Transport											
Multi Tyre Roller	103	129,895	10,426	20,895	20,895	119,469	109,000	109,000	0	926	964
Smooth Drum Tyre Roller	104	131,716	9,199	18,437	18,437	122,517	113,279	113,279	0	793	1,137
Economic services											
Short Stay Accommodation	99	615,517	10,615	34,109	34,109	604,902	581,408	581,408	0	19,062	19,062
Total		1,405,687	35,735	113,975	113,975	1,334,952	1,291,712	1,291,712	0	31,899	32,281
Current borrowings		113,975				113,970					
Non-current borrowings		1,291,712				1,220,982					
		1,405,687				1,334,952					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

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

KEY INFORMATION

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022

FINANCING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Employee Entitlement Reserve	97,883	16,217	16,217	0	0	0	0	114,100	114,100	97,883
Plant Replacement Reserve	487,477	138,617	138,617	0	(32,000)	(32,000)	0	594,094	594,094	487,477
Sewerage Asset Preservation Reserve	912,088	45,336	45,336	0	0	(50,000)	0	957,424	907,424	912,088
Information Technology Reserve	39,651	20,493	20,493	0	0	0	0	60,144	60,144	39,651
Land & Building Reserve	349,816	13,574	13,574	0	0	0	0	363,390	363,390	349,816
Swimming Pool Reserve	40,561	0	0	0	(40,561)	(40,561)	0	0	0	40,561
Recreation Reserve	206,109	53,066	53,066	0	(30,000)	(30,000)	0	229,175	229,175	206,109
Community Housing Reserve	60,005	746	746	0	0	0	0	60,751	60,751	60,005
Economic Reserve	66,971	832	832	0	0	0	0	67,803	67,803	66,971
Bowling Green Reserve	117,245	11,457	11,457	0	0	0	0	128,702	128,702	117,245
Tennis Court Reserve	58,128	6,722	6,722	0	0	0	0	64,850	64,850	58,128
Depot Reserve	20,015	50,249	50,249	0	0	0	0	70,264	70,264	20,015
Waste Reserve	20,015	20,249	20,249	0	0	0	0	40,264	40,264	20,015
Roads and Infrastructure	0	104,680	104,680	0	0	0	0	104,680	104,680	0
	2,475,964	482,238	482,238	0	(102,561)	(152,561)	0	2,855,641	2,805,641	2,475,964

KEY INFORMATION

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

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	0	0	0	0	71,756
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	33,191
Law, order, public safety					
ESL BFB - Operating Grant	34,000	11,334	34,000	0	12,451
Education and welfare					
AGED OTHER - Grant Funding - CHSP	226,260	94,275	226,260	0	179,361
WELFARE - Grants	3,000	1,250	3,000	0	0
AGED OTHER - Grant Funding - HCP	549,721	163,240	549,721	0	115,993
Recreation and culture					
OTH CUL - Grants - Other Culture	12,000	12,000	12,000	0	24,800
Transport					
ROADC - Other Grants - Flood Damage	0	0	0	0	0
ROADM - Direct Road Grant (MRWA)	153,588	153,588	153,588	0	156,892
ROADC - Other Grants - Roads/Streets	248,220	90,000	248,220	0	66,192
Other property and services					
ADMIN - Reimbursements	0	0	0	0	1,546
PWO - Other Reimbursements	0	0	0	0	423
POC - Reimbursements	1,000	415	1,000	0	0
	1,227,789	526,102	1,227,789	0	662,604
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	3,000	1,250	3,000	0	0
General purpose funding					
Education and welfare					
AGED OTHER - Contributions	500	205	500	0	0
AGED OTHER - Reimbursements	0	0	0	0	16,531
Housing					
OTH HOUSE - Rental Reimbursements	0	0	0	0	11,922
Recreation and culture					
REC - Contributions & Donations	8,750	310	8,750	0	6,952
REC - Reimbursements - Other Recreation	0	0	0	0	293
LIBRARY - Other Grants	1,200	1,200	1,200	0	5,000
OTH CUL - Contributions & Donations - Other Culture	1,500	1,500	1,500	0	0
Other property and services					
POC - Fuel Tax Credits Grant Scheme	10,000	4,165	10,000	0	0
	24,950	8,630	24,950	0	45,010
TOTALS	1,252,739	534,732	1,252,739	0	707,614

Non operating grants, subsidies and contributions revenue				
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$
Non-operating grants and subsidies				
General purpose funding				
Gen Pur - Grant Funding (No Gst)	764,276	764,276	20,000	16,318
Recreation and culture				
Rec - Grants	70,000	70,000	0	0
Transport Funding				
RRG Roadc - Regional Road Group Grants (Mrwa)	368,920	368,920	148,698	148,698
R2R Roadc - Roads To Recovery Grant	381,180	381,180	152,472	143,757
WSFN Roadc - Other Grants - Roads/Streets	1,886,389	1,886,389	747,090	747,090
TOTALS	3,470,765	3,470,765	1,068,260	1,055,863

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2022**

**NOTE 14
BUDGET AMENDMENTS**

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

GL Code	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget adoption - Budgeted Closing Position					\$	\$	\$
W0029	Sewerage Maintenance	Sept 22 - 0661	Operating Expenditure	34,961	84,961	-	(50,000)	(50,000)
From Reserve	Sewerage Asset Preservation Reserve	Sept 22 - 0661	Financing Activities	-	50,000	50,000	-	0
	TOTALS					<u>50,000</u>	<u>(50,000)</u>	0



SHIRE OF DOWERIN
List of Payments for the Period Ending
30 November 2022

Last EFT No: 110366

Chq/EFT	Date	Name	Description	Amount
EFT10367	08/11/2022	Courtney's Cleaning	Aged care domestic assistance and travel	\$384.20
EFT10368	08/11/2022	Bear Pantry Cafe	Staff meeting catering	\$200.00
EFT10369	08/11/2022	Bullant Security Pty Ltd	Replacement keys	\$72.00
EFT10370	08/11/2022	Complete Office Supplies	Admin stationery	\$480.49
EFT10371	08/11/2022	C&F Building Approvals	Monthly reporting	\$1,100.00
EFT10372	08/11/2022	Dowerin Community Resource Centre	Despatch advertising	\$80.00
EFT10373	08/11/2022	Dowerin Community Club	BFB Rural Fire Awareness Training	\$996.50
EFT10374	08/11/2022	Dowerin Men's Shed	Management of tip site Sep 4 - Sep 25	\$1,000.00
EFT10375	08/11/2022	Eastern Hills Chainsaws & Mowers	Blade and bolt kits	\$75.60
EFT10376	08/11/2022	Holberton Earthmoving	Clearing Dowerin Kalannie	\$15,004.00
EFT10377	08/11/2022	Jason Signmakers	Traffic management equipment	\$1,595.80
EFT10378	08/11/2022	Koorda Ag Parts	Aged care gardening and truck hire	\$1,138.50
EFT10379	08/11/2022	Lloyd's Air-conditioning and Refrigeration Services	Split system install Unit 1/18 Memorial	\$3,444.00
EFT10380	08/11/2022	Malcolm Thompson Pumps	Supply and deliver new water pump	\$5,915.64
EFT10381	08/11/2022	Pattons Panel and Paint	Repair and paint Shire bus	\$600.00
EFT10382	08/11/2022	5Rivers Plumbing & Gas	Replace mixer tap at club	\$367.95
EFT10383	08/11/2022	Rural Ranger Services	Ranger services July	\$326.70
EFT10384	08/11/2022	Toll Ipec Pty Ltd	Deliveries 06/09/2022-07/09/2022	\$46.26
EFT10385	08/11/2022	WA Local Government Association	2022 WALGA convention x 3 Councillors and CEO	\$5,180.01
EFT10386	11/11/2022	Emily Gray Physiotherapy	Aged care - subsequent visit	\$230.00
EFT10387	11/11/2022	Furniture Fitouts	Delivery freight of sofa bed	\$154.76

EFT10388	11/11/2022	Lite n' Easy	Aged care - Lite N Easy meals	\$392.58
EFT10389	11/11/2022	Northam Betta Home Living	Samsung microwave oven	\$249.00
EFT10390	11/11/2022	Seton Australia Pty Ltd	Hand towel dispenser and first aid kits	\$308.95
EFT10391	11/11/2022	Toll Ipec Pty Ltd	Freight to Dowerin	\$13.44
EFT10392	11/11/2022	Avon Waste	Regular rubbish services	\$2,773.84
EFT10393	11/11/2022	Emily Gray Physiotherapy	Aged care - Subsequent visit	\$376.70
EFT10394	11/11/2022	Koorda Ag Parts	Aged care - Garden maintenance and truck hire	\$1,771.00
EFT10395	11/11/2022	Lite n' Easy	Aged care - easy meals	\$242.44
EFT10396	11/11/2022	Solomons Flooring Midland	Main office and CEO office blinds	\$580.00
EFT10397	11/11/2022	Slimline Warehouse	Folidng display panels incl freight	\$363.14
EFT10398	11/11/2022	Toll Ipec Pty Ltd	Freight to and from Dowerin	\$150.66
EFT10399	11/11/2022	Ralph Thaxter	Steering roller chain and joiners	\$961.39
EFT10400	11/11/2022	Xenex Systems Pty Ltd	VoIP Systems subscirption	\$458.87
EFT10401	17/11/2022	Holberton Earthmoving	Grader - Grade airstrip	\$1,452.00
EFT10404	18/11/2022	Lloyd's Air-conditioning and Refrigeration Services	Aircon servicing - Multiple Shire properties	\$3,820.00
EFT10405	18/11/2022	LGRCEU	Payroll Deductions/Contributions	\$12.57
EFT10406	18/11/2022	Courtney's Cleaning	Aged Care - domestic assistance and travel	\$314.52
EFT10407	18/11/2022	Digga West & Earthparts WA	Strong back support SL-000155	\$528.00
EFT10408	18/11/2022	E Fire & Safety	Semiannual servicing of fire equipment	\$2,459.60
EFT10409	18/11/2022	Lloyds Earthmoving	Lawn Mix 7m3	\$455.00
EFT10410	18/11/2022	Lite n' Easy	Aged Care - easy meals	\$155.55
EFT10411	18/11/2022	Telly's Auto Electrical & Air-Conditioning	Repairs to Shire bus air conditioner	\$2,902.08
EFT10412	24/11/2022	Jones Lang LaSalle Public Sector Valuation Pty Ltd	RFQ2022-04 - Land and Building Revaluation	\$12,650.00
EFT10413	24/11/2022	Avon Waste	Rubbish and Recycling Collection Service - September 2022	\$11,072.66
EFT10414	24/11/2022	Autpro Northam	Supply 2 X 30175 compressor oil	\$29.64
EFT10415	24/11/2022	Advanced Traffic Management (Cash Flow Finance)	Provision of traffic management services as per quote 06259	\$1,386.11
EFT10416	24/11/2022	Accwest Pty Ltd	General financial assistance for 2021-22	\$18,744.00
EFT10417	24/11/2022	Avon Concrete	CLAIM 1 Supply culvert re-sleeve to 3 sites on Dowerin Kalannie Road WFN182E	\$33,000.00
EFT10418	24/11/2022	Boekeman Machinery	Carry out service on shire bus	\$1,989.30
EFT10419	24/11/2022	Courtney's Cleaning	Aged Care - domestic assistance and travel	\$1,078.12
EFT10420	24/11/2022	BOC Limited	Container Service - 28/09/2022 to 28/10/2022	\$45.69

EFT10421	24/11/2022	Brendan Wilkes Electrical Contractor	Aged care -Electrical work completed for bathroom reno	\$2,090.00
EFT10422	24/11/2022	BrijarCass Security Pty Ltd	Contract Cleaning Services - 2022/23 FY - 31/10 to 13/11	\$9,169.88
EFT10423	24/11/2022	Commercial Hotel Dowerin	Supply 2 X meals for Westrac Techs	\$139.00
EFT10424	24/11/2022	Country Copiers	Admin Office Colour Copier Service - Meter Reading for 24/07/2022 to 07/11/2022	\$3,672.77
EFT10425	24/11/2022	Complete Office Supplies	Admin stationery	\$308.28
EFT10426	24/11/2022	Contract Aquatic Services	Provision of swimming pool management as per service contract - NOVEMBER 2022	\$14,300.00
EFT10427	24/11/2022	C&F Building Approvals	October 2022 - Provision of building services as per service contract - 1 July to 31 December 2022	\$440.00
EFT10428	24/11/2022	Cody Express Transport	General Freight Charges	\$32.18
EFT10429	24/11/2022	Dunning Investments	Supply and deliver 10,000 litres diesel	\$21,657.02
EFT10430	24/11/2022	Dowerin Tyre & Exhaust	Standing Order - puncture repair	\$65.00
EFT10431	24/11/2022	Dowerin & Districts Farmshed	3 x Replacement Sprinklers for Dowerin Football Oval	\$2,429.85
EFT10432	24/11/2022	Duff Consulting Group	Chemical training ACDC chemical user 1 day course	\$449.40
EFT10433	24/11/2022	Emily Gray Physiotherapy	Aged care - subsequent visit	\$99.00
EFT10434	24/11/2022	Department Of Fire and Emergency Services	2022/23 ESLB Quarter 2 Contribution	\$15,958.80
EFT10435	24/11/2022	Grandstand Agency	Band for Dowerin Community Christmas Festival	\$990.00
EFT10436	24/11/2022	Gypsum Supplies	Supply 10m3 Gypsum	\$214.44
EFT10437	24/11/2022	HBP Services WA	Consulting Services for Refuse Site	\$1,772.10
EFT10438	24/11/2022	Holberton Earthmoving	Supply road building services Cunderdin Minnivale Rd	\$66,060.50
EFT10439	24/11/2022	Joelectrics	Installation of power point for HWU - U2/ 18 Memorial	\$309.71
EFT10440	24/11/2022	KAOS Electrical	Stewart Street and Centenary Park/Skate Park and SSA - supply and install LED pole top lights and flood lights	\$46,562.00
EFT10441	24/11/2022	Lite n' Easy	Aged Care - Lite N Easy meals	\$764.84
EFT10442	24/11/2022	LG Assist	Advertising of Plant Operator / General Hand Role - November 2022	\$330.00
EFT10443	24/11/2022	Sheree Lowe	Art workshop for the 2022 Seniors Week Event	\$1,050.00
EFT10444	24/11/2022	MetroCount (Microm Pty Ltd)	Hire 2 X Metrocount units for wheatbelt freight network harvest data - 7 weeks duration	\$2,002.00
EFT10445	24/11/2022	Newtravel Inc	2022-23 NEWTRAVEL Membership, tourism contribution, Wheatbelt Way marketing, Regional marketing and Podcast project	\$8,733.00

EFT10446	24/11/2022	OCLC	Amlib Maintenance for Library - 01/07/2022 to 30/06/2023	\$1,813.10
EFT10447	24/11/2022	Perth Laundry Equipment	SSA Washing Machine and Dryer Rental - 22/10/2022 to 21/11/2022	\$838.92
EFT10448	24/11/2022	Quairading Earthmoving	Mobilisation & Wet Hire Of Dozer Dowerin Kalannie Rd	\$43,832.80
EFT10449	24/11/2022	5Rivers Plumbing & Gas	Installation of ice machine at Depot	\$690.25
EFT10450	24/11/2022	Rural Ranger Services	NOVEMBER 2022 - Annual order - Ranger Services 2022/2023	\$1,054.02
EFT10451	24/11/2022	Resonline Pty Ltd	Room Manager Service Fees - September 2022	\$484.00
EFT10452	24/11/2022	Star Track Express Pty Ltd	General Freight Charges	\$575.07
EFT10453	24/11/2022	Sally J Design	Design update of the Shire of Dowerin Customer Service Charter	\$242.00
EFT10454	24/11/2022	SEEK Limited	Advertising of Plant Operator / General Hand Role - November 2022	\$346.50
EFT10455	24/11/2022	Statewide Turf Services	Carry out double hollow coring to Football/Hockey ovals	\$7,950.80
EFT10456	24/11/2022	Toll Ipec Pty Ltd	General Freight Charges	\$24.93
EFT10457	24/11/2022	T-Quip	Supply: 1 X KOP1205001S - Filter 1 X KOP3208308S - Air filter 1 X KOP3208310S - Air filter 1 X KOP2505022S - Fuel filter 1 X MSPT909M - Seat cover	\$707.25
EFT10458	24/11/2022	IT Vision User Group	2022/23 ITVision User Group Membership	\$770.00
EFT10459	24/11/2022	Wheatbelt Engineering & Crane Hire	Supply services to fit upgraded pump to P704 Hino Watercart as per quote provided	\$3,561.31
EFT10460	24/11/2022	Wheatbelt Signs	Supply & fit 3 X new bus stickers and remove old	\$319.00
EFT10461	24/11/2022	WA Country Chemist	Aged care - Taranto Lift Chair	\$8,709.00
EFT10462	24/11/2022	Wyalkatchem Community Resource Centre	Secretarial Services - Assistance with DOT	\$325.60
EFT10463	24/11/2022	Wallis Computer Solutions	Warranty Extension for Server - to 31 December 2023	\$3,338.66
EFT10464	24/11/2022	Zone 50 Engineering Surveys Pty Ltd	Survey and design concepts for Hindmarsh Back and Meckering - Blackspot Project	\$4,405.50
EFT10465	24/11/2022	Darry's Plumbing and Gas	Provision of suction truck for sewerage/newground	\$1,548.80
				<u>\$420,266.54</u>
Last chq: 11005				
11006	18/11/2022	Water Corporation	Water use and service charge - 58 Stacy St	\$122.93

\$122.93

Direct Debits:

DD12021.2	22/11/2022	Water Corporation	Water usage and service charge	\$131.05
DD12021.3	09/11/2022	Australian Taxation Office	FBT Activity Statement / 1	\$16,467.86
DD12021.4	30/11/2022	Shire of Dowerin- Visa card payments	October VISA purchases	\$8,828.75
DD12021.5	30/11/2022	Synergy	November accounts	\$2,781.48
DD12021.6	30/11/2022	Telstra	November phone charges	\$1,816.50
DD12021.7	30/11/2022	Water Corporation	October service charges and water usage	\$9,936.52
DD12045.1	30/11/2022	Wesfarmers Kleenheat	Yearly facility fees and Bulk LPG	\$1,344.67
DD12058.1	21/11/2022	Puma Energy	Fuel charges for October 22	\$780.30
DD12061.1	17/11/2022	Synergy	Electricity charges 15/9/22 - 20/1/22	\$1,803.44
130922	30/11/2022	BF - BANK FEE	BANK FEE	\$154.90
130922	30/11/2022	BF - BANK FEE	BANK FEE	\$52.73
130922	30/11/2022	BF - BANK FEE	BANK FEE	\$53.96
130922	30/11/2022	BF - BANK FEE	BANK FEE	\$5.00
130922	30/11/2022	BF - BANK FEE	BANK FEE	\$71.60
130923	01/11/2022	BF - BANK FEE	BANK FEE	\$241.92
130927	07/11/2022	BF - BANK FEE	BANK FEE	\$26.99
				<u>\$44,497.67</u>

Payroll:

\$40,731.00 09/11/2022

\$41,087.30 23/01/2022

\$81,818.30

Superannuation:

\$36,367.65 08/11/2022

\$6,036.74 09/11/2022

\$42,404.39

Loans:

\$20,716.27 10/11/2022

\$20,716.27

Summary

\$420,266.54 EFT 10367 - 10465

\$122.93 Cheque 11006

\$44,497.67 Direct Debits

\$81,818.30 Payroll

\$42,404.39 Superannuation

\$20,716.27 Loan repayments

\$609,826.10



Statement for

NAB Business Visa

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

Cardholder Details

Cardholder Name: MRS REBECCA LOUISE MCCALL
 Account No: 4557 0455 3794 2934
 Statement Period: 29 October 2022 to 29 November 2022
 Cardholder Limit: \$10,000

Transaction record for: MRS REBECCA LOUISE MCCALL

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Nov 2022	\$82.05	Lolly Warehouse Landsdale	Lollies for Community Christmas Festival			FEV 015	74564722305
2 Nov 2022	\$775.00	EXETEL PTY LTD NORTH SYDNEY	Corporate Internet - monthly charge			2140220	74564722305
8 Nov 2022	\$155.09	BP RAVENSTHORPE 6114 RAVENSTHORPE	Diesel for CEO vehicle			2140210	07171504772
9 Nov 2022	\$142.00	BP RAVENSTHORPE 6114 RAVENSTHORPE	Diesel for CEO vehicle			2140210	02182889573
10 Nov 2022	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro DC monthly Software Subs - CEO			2140241	74069882312
14 Nov 2022	\$73.50	KMART MULGRAVE	Crockery/cutlery for SSA	\$10.50	@ room	BM61-67	74940522315
14 Nov 2022	\$70.70	Bear Pantry Dowerin	L&S Luncheon			2040211	74773882315
14 Nov 2022	\$69.98	HOUSE MELBOURNE	Cutlery for SSA	\$9.99	@ room	BM61-67	74564452315

Continued next page

333/04/19/M/16344/S029248/1058495

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
18 Nov 2022	\$21.99	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Adobe Pro PC monthly Subs - EGO			2140241	74069882320
18 Nov 2022	\$150.00	TELSTRA PREPAID MELBOURNE	Councillor iPad recharge			2040121	74940522320
23 Nov 2022	\$150.00	TELSTRA PREPAID MELBOURNE	Councillor iPad recharge			2040121	74940522325
29 Nov 2022	\$9.00	CARD FEE	NAB Visa Card FEE - CEO			2030211	74557042333
Total for this period	\$1,721.30		Totals			\$1721.30	

Employee declaration

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

Cardholder signature

Rebecca R. Trapp

Date:

13/12/22

NAB Business Visa

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

Cardholder Details

Cardholder Name: MR AARON GARTH WOOLDRIDGE
 Account No: 4557 0455 3822 0801
 Statement Period: 29 October 2022 to 29 November 2022
 Cardholder Limit: \$5,000

Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
31 Oct 2022	\$30.00	OFFICEWORKS 0601 E VICTORIA PK	<i>warranty.</i> Phone cover - DCEO			2140208	74363962302
21 Nov 2022	\$900.00	QUEST INNALOO INNALOO	Staff TRELIS training - accommodation			2140209	24324402322
28 Nov 2022	\$35.19	Adobe Sydney	Adobe Pro PC Monthly subs - DCEO			2140241	74773882329
29 Nov 2022	\$39.60	POST DOWERIN LPO DO DOWERIN	Flyer drop for Christmas Festival			FEV015	74813842332
29 Nov 2022	\$9.00	CARD FEE	NAB Visa Card Fee - DCEO			2030211	74557042333
Total for this period	\$1,013.79		Totals			\$1013.79	

Employee declaration

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

Cardholder signature: *AJ Wooldrige* Date: *13/12/22*

Shue can *13/12/22*

333/04/19/M16344/S029249/1058497



Long Term Financial Plan December 2022

Shire of Dowerin - Long Term Financial Plan

For the Period 2022-23 to 2031-32

Contents	Page
Background	3
Model Assumptions	4
Key Findings	6
Historical Snapshot	10
Summary of Results	11
Rate Setting Statement by Nature or Type	12
Rate Setting Statement by Reporting Program	13
Statement of Financial Position	14
Ratios	15
Supporting Schedules	
Net Current Assets Used in the Rate Setting Statement	16
Movements in Cash and Cash Equivalents	17
Reserves	18
Asset Management Plan Summary	20
Asset Management Plan Detailed Listing	21
Loans	29

Shire of Dowerin - Long Term Financial Plan

Background

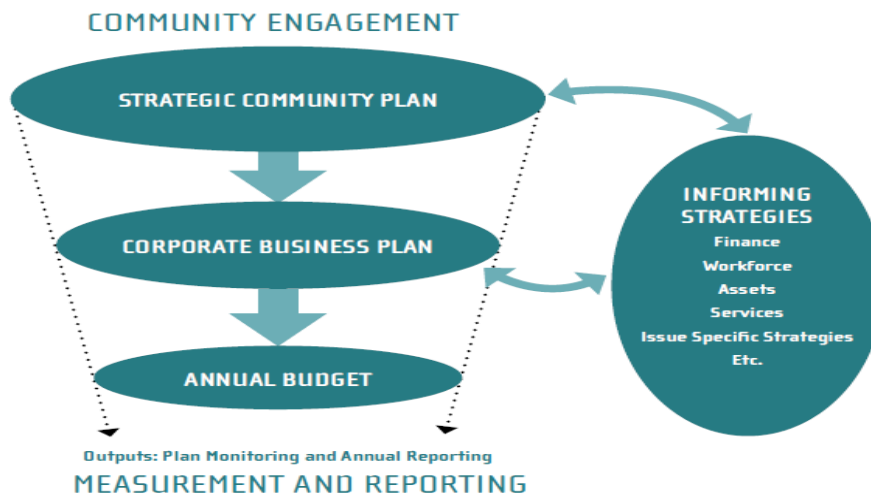
The Integrated Planning and Reporting Framework and Guidelines (IPRF) were developed in 2010 as part of the State Government's Local Government Reform Program. The IPRF was developed to give local governments a framework for establishing local priorities and to link this information to operational functions.

The key elements of the IPRF are:

The Strategic Community Plan which establishes the community's vision for the local government's future and its aspirations and service expectations over a 10 + year time frame

The Corporate Business Plan, which is an internal business planning tool that translates the Strategic Community Plan priorities into operations using the resources available, and is done on a 4 yearly basis

The elements of the IPRF are:



Other plans that inform the IPRF are the Workforce Management Plan (WMP), Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP).

The LTFP presents a financial analysis of strategic objectives defined in the integrated planning framework documents. It is an integral part of Council's strategic planning process and provides the resourcing capability to implement the Strategic Community Plan and Corporate Business Plan. The Asset Management and Workforce Plans have informed the LTFP, by providing key asset requirements and the people required to provide services to be delivered to the community.

The LTFP provides a guide and establishes a framework for decision making and an insight to the financial sustainability of the Council, by addressing the operating and capital requirements anticipated over the next ten years.

Consistent with the Strategic Community Plan, the LTFP covers a 10-year term. Financial planning over this horizon is difficult and relies on a variety of assumptions that may be subject to change during this period. The LTFP will therefore be closely monitored, and regularly revised, to reflect these changing circumstances.

The benefits of a LTFP include:

- Good financial management process, gives the Council visibility around it's medium to long-term financial position
- Identifies potential financial risks that can be addressed early
- Provides relevant financial information for future decision making
- Currently required to calculate one of the ratios in the financial statements

Shire of Dowerin - Long Term Financial Plan

Assumptions Used in the Model

Key assumptions relating to revenue and expenditure have been made as part of the financial modelling to underpin the forecasts.

The 2021/22 budget has been used as the LTFP's starting point. A number of market-driven and internal assumptions are then applied to project revenue and expenditure over the forecast period. The assumptions are detailed below.

Inflation indicators

Inflation indicators published by the Western Australian Department of Treasury as part of the 2022-23 State Government Budget Process have been utilised as the base line for forecasting.

Capital expenditure

The Asset Management Plan recently prepared by Asset Infrastructure Management Pty Ltd has been used to identify the required capital spend over the years of the LTFP.

Specific purpose capital grants identified in the Asset Management Plan as sources of funding have been included in Non-Operating Grant revenue.

Disposal of assets

All assets disposed of and changed over have been fully depreciated at the date of disposal. The proceeds identified in the Asset Management Plan are all gains on disposal in the model.

Minimum cash holdings

The plan is premised on there being a minimum unrestricted cash holding of \$50,000 at the end of each year. This assumption is made to ensure that the Council has sufficient cash holdings at year end to meet its financial obligations, noting that rate notices are issued early in the new year bolstering cash holdings above the minimum holding.

Revaluation of assets

There are no revaluations of land, buildings or infrastructure factored into the plan as any revaluation would have no impact on the operating components of the plan.

Operating grants

the annual operating grants including the financial assistance grants and road maintenance grants fluctuate from year to year. An assessment has been made of the average grant amounts over recent years and a base line amount for 2022-23 formulated and then indexed by inflation in future years.

Loans

Loans currently in place with the Western Australian Treasury Corporation have prescribed interest and principal repayments that are applied.

No new loans have been included.

Shire of Dowerin - Long Term Financial Plan

Inflation Assumptions

Category	Comments	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
Revenue from operating activities (excluding rates)											
Specified area and ex gratia rates	A consistent rate has been applied. The average increase in recent years has been around 3.6%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Operating grants, subsidies and contributions	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Fees and charges	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Interest earnings	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other revenue	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Profit on asset disposals	As per the Asset Management Plan. Profits equate to the proceeds as it is assumed that all assets are fully depreciated prior to disposal										
Expenditure from operating activities											
Employee costs	Treasury - Salaries and Wages Index	2.75%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Materials and contracts	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Utility charges	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Depreciation on non-current assets	Based on the asset holding as per the Asset Management Plan using relevant depreciation rates										
Interest expenses	As per the current loans with WATC										
Insurance expenses	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other expenditure	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Loss on asset disposals	Not applicable, all disposed assets are fully depreciated.										
Investing activities											
Non-operating grants, subsidies and contributions	Treasury - CPI Index	2.75%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Proceeds from disposal of assets	As per the Asset Management Plan										
Purchase and construction of infrastructure	As per the Asset Management Plan										
Financing activities											
Repayment of borrowings	As per the current loans with WATC										
Proceeds from new borrowings	Not applicable										
Transfers to cash backed reserves (restricted assets)	Refer the Reserves Table										
Transfers from cash backed reserves (restricted assets)	Refer the Reserves Table										

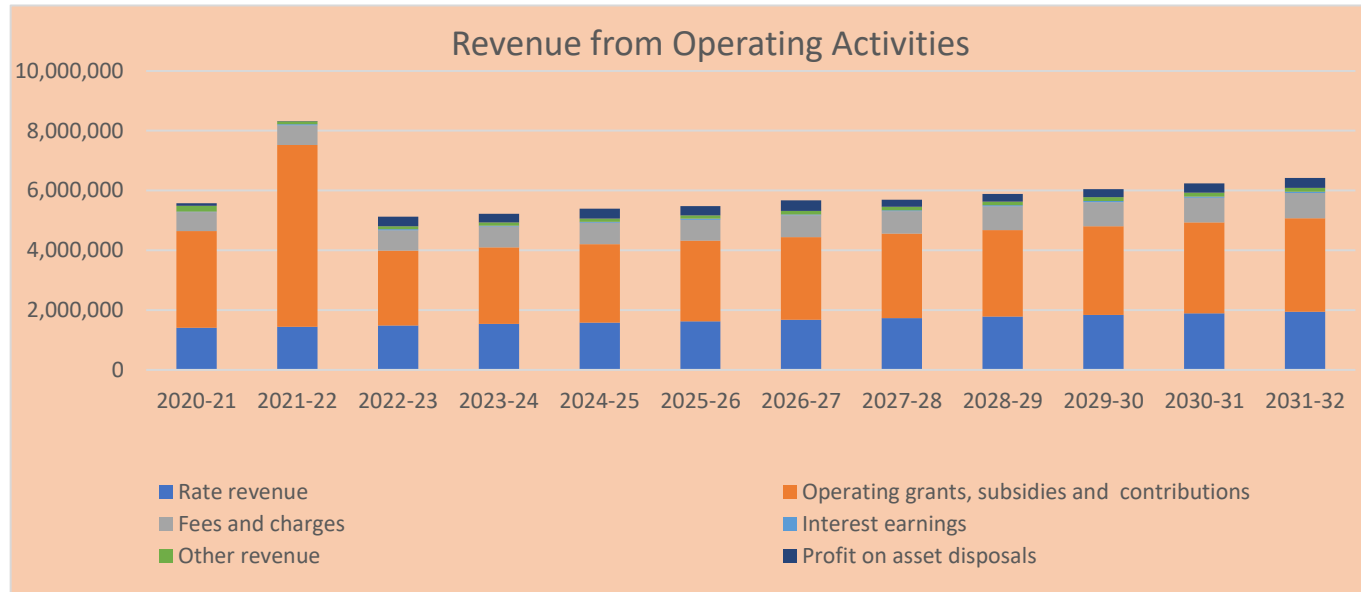
Shire of Dowerin - Long Term Financial Plan

Key Findings

Sources of Revenue

1. Operating Revenue

Sources of operating revenue are in the following chart.



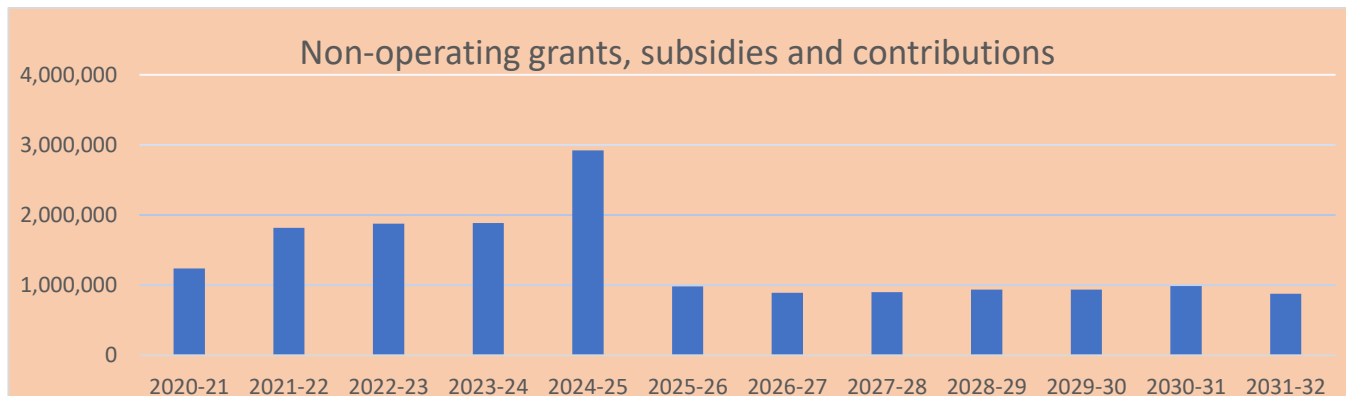
The principal sources of revenue are operating grants and rate revenue, and are forecast to be around 80% of total revenue for the 10 year forecast.

Operating grants in 2020-21 and 2021-22 included more than \$5 million of specific purpose grants for flood damage. There is no forecast for specific purpose funding of this nature for the 10 year forecast.

Operating revenue over the forecast period moves from \$5.1 million to \$6.4 million per annum, with an average annual increase of around 2.5%, a conservative estimate.

2. Non-Operating Grants

Non-operating grants for capital expenditure projects are in the following chart.



Key annual grants include the Roads to Recovery and Regional Road Group programs. Funds for the Wheatbelt Secondary Freight Network of \$3.9 million are included for the years 2022-23 to 2024-25.

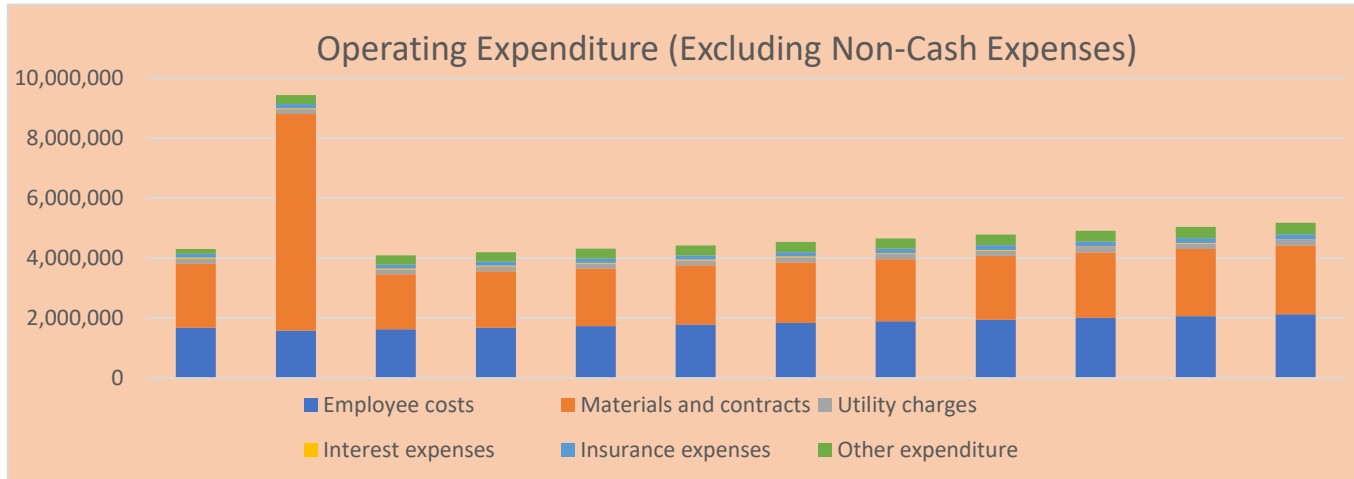
Shire of Dowerin - Long Term Financial Plan

Key Findings

How Funds will be Spent

1. Operating Expenditure

Operating expenditure by key classification is detailed in the following chart.



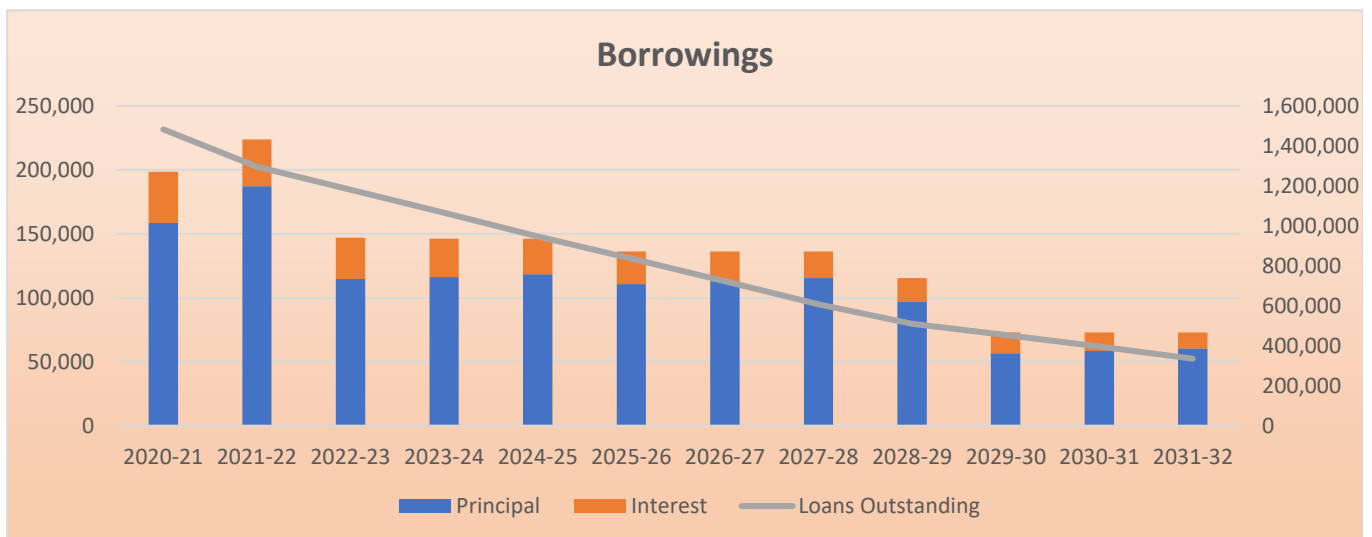
Principal costs are employee related costs and materials and contracts, which account for 85% of total costs over the 10 year forecast period.

Materials and contracts expense in 2020-21 and 2021-22 included more than \$6 million for flood damage, most of which was funded by grants. There is no forecast for specific purpose expenses of this nature for the 10 year forecast due to the uncertainty of flooding events occurring. Expenditure is forecast to deliver services at the

Operating expenses over the 10 year forecast period moves from \$4.1 million to \$5.2 million per annum, with an average annual increase of around 2.6%, slightly more than the annual average operating income increase).

2. Repayment of Loans

The Shire currently has 7 loans with the Western Australian Treasury Corporation and 1 small private loan. These are all being paid off over varying terms with the final loan due for finalisation in October 2038.



No new loans have been included in the LTFP.

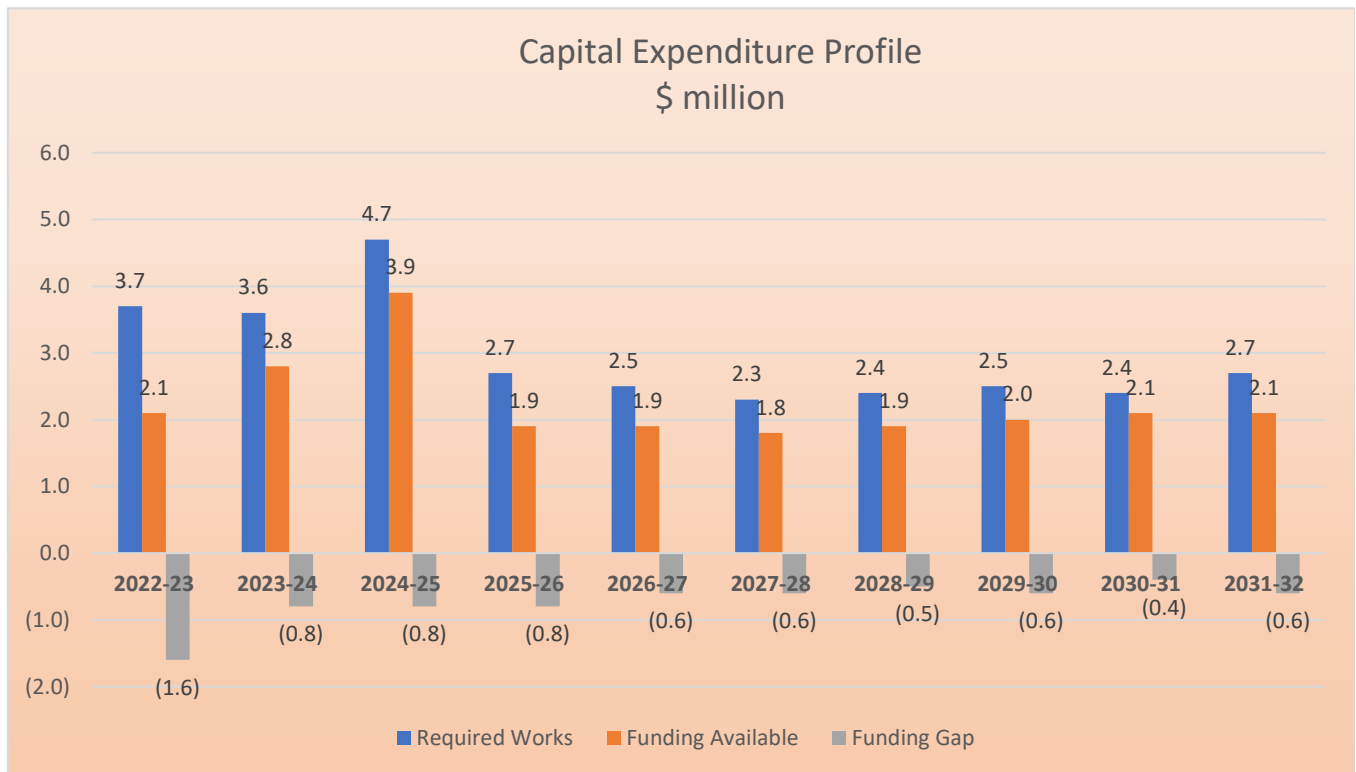
Shire of Dowerin - Long Term Financial Plan

Key Findings

3. Capital Expenditure

The recently completed Asset Management Plan has identified the required capital works program required to maintain the Shire's assets. The average spend per annum is \$2.9m per annum with a maximum of \$4.6 million in 2024-25 and a minimum of \$2.3 million in 2027-28.

Based on the revenue, loan and expense forecasts, there is a funding gap between the required capital spend and the funds available for capital expenditure in every year of the Plan. The average per annum gap is \$0.5 million with available funds being able to fund 81% of the required program.



If the funding gap were to be met by increased rates, the current forecast in the Plan would need to be increased on average by 51% per annum.

Over the past 5 years, the average capital spend has been \$2.35 million, very close to the average available spend during the forecast of \$2.31 million.

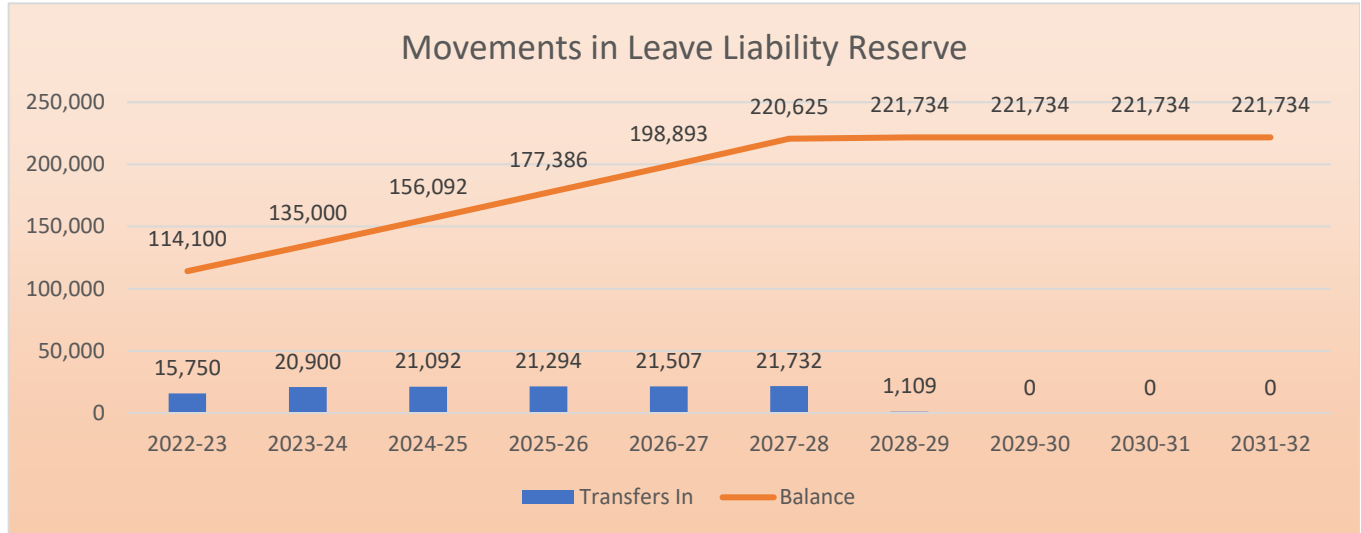
Shire of Dowerin - Long Term Financial Plan

Key Findings

Reserves

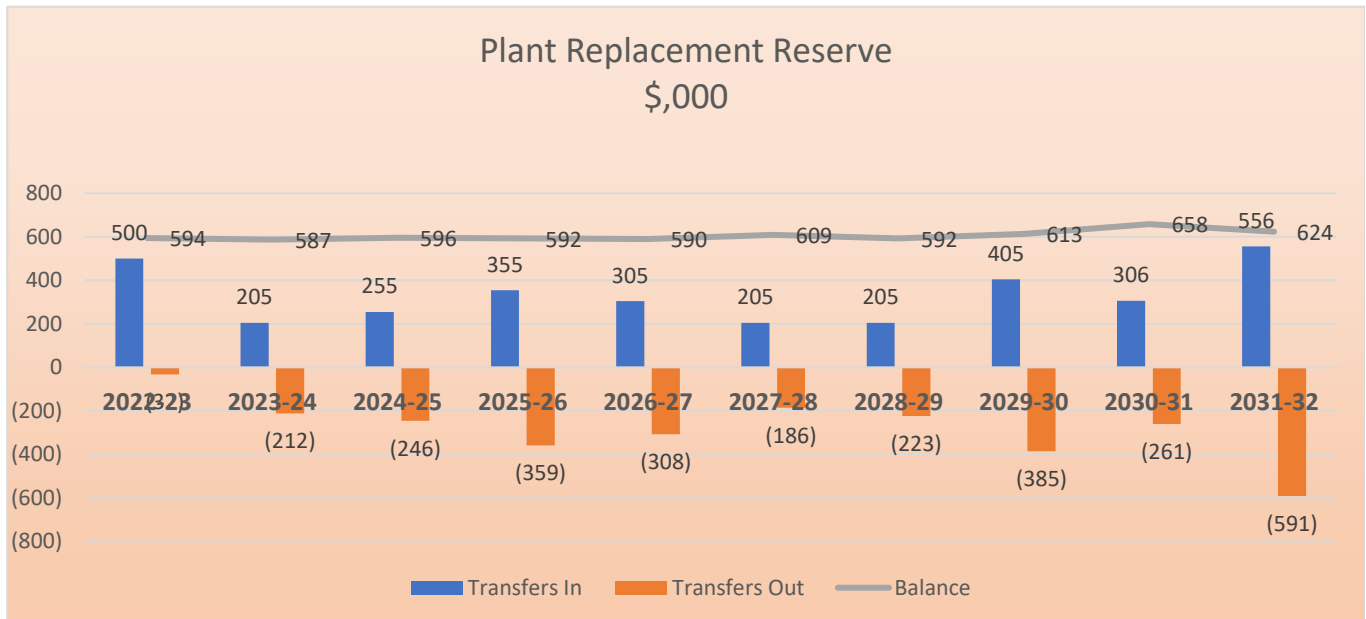
1. Leave Liability

The Leave Liability Reserve is being increased every year until it is able to cover the full amount of the Shire's leave liability. Full coverage is due in 2027-28.



2. Plant Replacement

The Plant Replacement Reserve has its balances maintained to fund the replacement of all plant, net of trade in.



Shire of Dowerin - Long Term Financial Plan

Historical Snapshot

Key Measures	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Actual 2020-21	5 Year Average
Opening net current assets	(16,508)	1,339,633	1,529,026	587,683	801,648	848,296
Revenue from operating activities						
Operating grants	2,574,347	1,989,394	2,342,886	2,031,369	3,232,273	2,434,054
Other revenue	933,502	854,653	1,044,445	1,046,760	978,443	971,561
	3,507,849	2,844,047	3,387,331	3,078,129	4,210,716	3,405,614
Expenditure from operating activities	(3,781,173)	(5,854,471)	(5,592,216)	(5,602,343)	(6,304,539)	(5,426,948)
Non-cash amounts excluded from operating activities	772,560	2,509,755	1,281,726	1,617,412	1,939,997	1,624,290
Net cash from/(to) operating activities	499,236	(500,669)	(923,159)	(906,802)	(153,826)	(397,044)
Investing activities						
Non-operating grants	1,308,272	2,280,009	716,810	1,104,342	1,237,358	1,329,358
Proceeds from disposal of assets	0	18,727	587,077	99,223	324,688	205,943
Payments for self supporting loans		23,754	24,534	12,752	0	15,260
Capital purchases	(2,707,209)	(2,370,269)	(2,907,126)	(1,754,075)	(2,029,947)	(2,353,725)
Net cash from/(to) investing activities	(1,398,937)	(47,779)	(1,578,705)	(537,758)	(467,901)	(803,164)
Financing activities						
Repayment of borrowings	(99,263)	(117,508)	(126,735)	(142,042)	(158,425)	(128,795)
New borrowings	808,067	0	480,000	50,000	320,000	331,613
Transfers to reserves	(480,584)	(412,438)	(470,689)	(721,756)	(429,068)	(502,907)
Transfers from reserves	546,101	42,471	382,583	1,116,153	0	417,462
Net cash from/(to) financing activities	774,321	(487,475)	265,159	302,355	(267,493)	117,373
Surplus/(deficit) before rates	147,945	303,710	(707,679)	(554,522)	(87,572)	(179,624)
Rate revenue	1,191,688	1,225,316	1,295,362	1,356,170	1,362,986	1,286,304
Surplus/(deficit) after rates	1,339,633	1,529,026	587,683	801,648	1,275,414	1,106,681
Percentage increase in rate revenue		2.8%	5.7%	4.7%	0.5%	3.6%
Current assets						
Cash and cash equivalents	3,427,050	1,916,923	856,021	1,212,407	1,960,401	
Trade and other receivables	556,042	217,722	250,740	268,604	490,896	
Other financial assets	0	2,042,307	2,258,221	1,851,073	2,280,139	
Inventories	6,636	16,603	11,163	3,051	14,603	
	3,989,728	4,193,555	3,376,145	3,335,135	4,746,039	
Current Liabilities						
Trade and other payables	707,324	385,211	369,481	421,179	392,393	
Other liabilities	0	0	0	126,641	704,013	
Borrowings	117,509	121,879	145,042	144,043	187,197	
Employee related provisions	185,112	151,636	217,391	192,102	171,845	
	1,009,945	658,726	731,914	883,965	1,455,448	
Total borrowings	1,182,477	1,064,969	1,418,234	1,326,192	1,487,767	
Total employee provisions	210,663	221,201	241,501	227,065	201,477	

Shire of Dowerin - Long Term Financial Plan

Summary of Results

Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Rate Setting Statement	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
(16,508)	1,339,633	1,529,026	587,683	Opening net current assets	2,063,716	0	0	0	0	0	0	0	0	0	0	0
				Operating activities												
2,574,347	1,989,394	2,342,886	2,031,369	Operating grants	3,232,273	6,078,134	2,499,669	2,562,161	2,626,215	2,691,870	2,759,167	2,828,146	2,898,850	2,971,321	3,045,604	3,121,744
933,502	854,653	1,044,445	1,046,760	Other revenue	978,444	846,087	1,183,298	1,170,582	1,229,411	1,207,304	1,290,778	1,193,846	1,259,273	1,297,825	1,364,768	1,413,369
(3,781,173)	(5,854,471)	(5,592,216)	(5,602,343)	Expenditure from operating activities	(6,304,541)	(10,962,621)	(6,144,415)	(6,282,697)	(6,446,798)	(6,573,944)	(6,698,970)	(6,821,990)	(6,949,867)	(7,087,038)	(7,223,550)	(7,373,595)
772,560	2,509,755	1,281,726	1,617,412	Non-cash amounts excluded from operating activities	1,939,997	1,544,497	1,747,359	1,817,798	1,835,195	1,864,142	1,822,886	1,947,462	1,911,034	1,907,206	1,872,245	1,866,269
499,236	(500,669)	(923,159)	(906,802)	Net cash from/(to) operating activities	(153,827)	(2,493,903)	(714,089)	(732,156)	(755,977)	(810,628)	(826,140)	(852,537)	(880,711)	(910,686)	(940,933)	(972,213)
				Investing activities												
1,308,272	2,280,009	716,810	1,104,342	Non-operating grants	1,237,358	1,815,757	1,878,593	1,885,464	2,924,216	982,085	892,967	902,638	936,494	937,582	988,351	877,713
0	18,727	587,077	99,223	Proceeds from disposal of assets	324,688	161,000	321,000	287,000	323,500	308,500	358,500	237,500	258,250	271,500	312,500	334,500
0	23,754	24,534	12,752	Payments for self supporting loans	0	0	0	0	0	0	0	0	0	0	0	0
(2,370,269)	(2,907,126)	(1,754,075)	(1,754,075)	Capital purchases	(2,029,947)	(3,008,912)	(2,079,381)	(2,782,234)	(3,860,007)	(1,913,289)	(1,901,808)	(1,788,039)	(1,939,422)	(1,978,263)	(2,066,235)	(2,078,030)
1,308,272	(47,779)	(1,578,705)	(537,758)	Net cash from/(to) investing activities	(467,901)	(1,032,155)	120,212	(609,770)	(612,291)	(622,704)	(650,342)	(647,901)	(744,678)	(769,181)	(765,384)	(865,816)
				Financing activities												
(99,263)	(117,508)	(126,735)	(142,042)	Repayment of borrowings	(158,425)	(187,187)	(114,576)	(116,134)	(118,351)	(110,627)	(112,965)	(115,365)	(97,114)	(56,628)	(58,482)	(60,397)
808,067	0	480,000	50,000	New borrowings	320,000	0	0	0	0	0	0	0	0	0	0	0
(480,584)	(412,438)	(470,689)	(721,756)	Transfers to reserves	(429,066)	(212,962)	(963,601)	(241,851)	(292,644)	(393,596)	(344,481)	(245,417)	(225,723)	(425,245)	(326,259)	(577,547)
546,101	42,471	382,583	1,116,153	Transfers from reserves	0	459,521	226,994	211,500	246,200	358,500	307,500	186,000	222,750	384,500	260,500	590,500
774,321	(487,475)	265,159	302,355	Net cash from/(to) financing activities	(267,491)	59,372	(851,183)	(146,485)	(164,795)	(145,723)	(149,946)	(174,782)	(100,087)	(97,373)	(124,241)	(47,444)
147,945	303,710	(707,679)	(554,522)	Surplus/(deficit) before rates	(87,571)	(1,402,970)	(1,445,059)	(1,488,411)	(1,533,063)	(1,579,055)	(1,626,427)	(1,675,220)	(1,725,476)	(1,777,240)	(1,830,558)	(1,885,474)
1,191,688	1,225,316	1,295,362	1,356,170	Rate revenue	1,362,986	1,402,970	1,445,059	1,488,411	1,533,063	1,579,055	1,626,427	1,675,220	1,725,476	1,777,240	1,830,558	1,885,474
1,339,633	1,529,026	587,683	801,648	Surplus/(deficit) after rates	1,275,415	0	0	0	0	0	0	0	0	0	0	0
				Current capital expenditure program as per the Asset Management Plan			(3,714,406)	(3,569,257)	(4,663,586)	(2,679,707)	(2,486,582)	(2,346,541)	(2,396,169)	(2,539,454)	(2,439,339)	(2,659,464)
				Adjustment to program to balance the forecast			1,635,025	787,023	803,579	766,418	584,774	558,502	456,747	561,191	373,104	581,434
				Revised capital expenditure program			(2,079,381)	(2,782,234)	(3,860,007)	(1,913,289)	(1,901,808)	(1,788,039)	(1,939,422)	(1,978,263)	(2,066,235)	(2,078,030)

Shire of Dowerin - Long Term Financial Plan

Rate Setting Statement by Nature or Type

	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
OPERATING ACTIVITIES												
Net current assets at start of financial year - surplus/(deficit)	801,648	2,063,716	0	0	0	0	0	0	0	0	0	0
Revenue from operating activities (excluding rates)												
Specified area and ex gratia rates	46,601	45,000	46,350	47,741	49,173	50,648	52,167	53,732	55,344	57,005	58,715	60,476
Operating grants, subsidies and contributions	3,232,273	6,078,134	2,499,669	2,562,161	2,626,215	2,691,870	2,759,167	2,828,146	2,898,850	2,971,321	3,045,604	3,121,744
Fees and charges	483,977	653,628	677,155	693,580	710,919	698,692	726,909	745,582	784,722	804,340	824,448	845,059
Service charges	145,045	0	0	0	0	0	0	0	0	0	0	0
Interest earnings	25,745	36,078	37,070	37,997	38,947	39,920	40,919	41,941	42,990	44,065	45,166	46,296
Other revenue	189,004	99,000	101,723	104,266	106,872	109,544	112,283	115,090	117,967	120,916	123,939	127,037
Profit on asset disposals	88,072	12,381	321,000	287,000	323,500	308,500	358,500	237,500	258,250	271,500	312,500	334,500
	<u>4,210,717</u>	<u>6,924,221</u>	<u>3,682,967</u>	<u>3,732,743</u>	<u>3,855,625</u>	<u>3,899,174</u>	<u>4,049,944</u>	<u>4,021,991</u>	<u>4,158,122</u>	<u>4,269,146</u>	<u>4,410,372</u>	<u>4,535,112</u>
Expenditure from operating activities												
Employee costs	(1,683,886)	(1,586,612)	(1,630,244)	(1,679,151)	(1,729,526)	(1,781,411)	(1,834,854)	(1,889,899)	(1,946,596)	(2,004,994)	(2,065,144)	(2,127,098)
Materials and contracts	(2,122,636)	(7,219,361)	(1,832,573)	(1,877,900)	(1,924,847)	(1,972,966)	(2,022,292)	(2,072,849)	(2,124,671)	(2,177,787)	(2,232,232)	(2,288,037)
Utility charges	(162,226)	(152,050)	(156,231)	(160,137)	(164,141)	(168,244)	(172,450)	(176,761)	(181,180)	(185,710)	(190,353)	(195,112)
Depreciation on non-current assets	(1,993,364)	(1,516,549)	(2,052,609)	(2,083,898)	(2,137,603)	(2,151,348)	(2,159,879)	(2,163,230)	(2,168,175)	(2,178,706)	(2,184,745)	(2,200,769)
Interest expenses	(40,193)	(39,613)	(32,279)	(30,120)	(27,903)	(25,627)	(23,289)	(20,889)	(18,424)	(16,250)	(14,395)	(12,480)
Insurance expenses	(129,417)	(129,540)	(133,102)	(136,430)	(139,841)	(143,337)	(146,920)	(150,593)	(154,358)	(158,217)	(162,172)	(166,227)
Other expenditure	(164,043)	(299,150)	(307,377)	(315,061)	(322,938)	(331,011)	(339,286)	(347,768)	(356,463)	(365,374)	(374,509)	(383,871)
Loss on asset disposals	(8,776)	(19,746)	0	0	0	0	0	0	0	0	0	0
	<u>(6,304,541)</u>	<u>(10,962,621)</u>	<u>(6,144,415)</u>	<u>(6,282,697)</u>	<u>(6,446,798)</u>	<u>(6,573,944)</u>	<u>(6,698,970)</u>	<u>(6,821,990)</u>	<u>(6,949,867)</u>	<u>(7,087,038)</u>	<u>(7,223,550)</u>	<u>(7,373,595)</u>
Non-cash amounts excluded from operating activities	1,939,997	1,544,497	1,747,359	1,817,798	1,835,195	1,864,142	1,822,886	1,947,462	1,911,034	1,907,206	1,872,245	1,866,269
Amount attributable to operating activities	647,821	(430,187)	(714,088)	(732,156)	(755,977)	(810,628)	(826,140)	(852,537)	(880,711)	(910,686)	(940,933)	(972,213)
INVESTING ACTIVITIES												
Non-operating grants, subsidies and contributions	1,237,358	1,815,757	1,878,593	1,885,464	2,924,216	982,085	892,967	902,638	936,494	937,582	988,351	877,713
Proceeds from disposal of assets	324,688	161,000	321,000	287,000	323,500	308,500	358,500	237,500	258,250	271,500	312,500	334,500
Purchase and construction of infrastructure	(2,029,947)	(3,008,912)	(2,079,381)	(2,782,234)	(3,860,007)	(1,913,289)	(1,901,808)	(1,788,039)	(1,939,422)	(1,978,263)	(2,066,235)	(2,078,030)
Amount attributable to investing activities	(467,901)	(1,032,155)	120,212	(609,770)	(612,291)	(622,704)	(650,342)	(647,901)	(744,678)	(769,181)	(765,384)	(865,816)
FINANCING ACTIVITIES												
Repayment of borrowings	(158,425)	(187,187)	(114,576)	(116,134)	(118,351)	(110,627)	(112,965)	(115,365)	(97,114)	(56,628)	(58,482)	(60,397)
Proceeds from new borrowings	320,000	0	0	0	0	0	0	0	0	0	0	0
Transfers to cash backed reserves (restricted assets)	(429,066)	(212,962)	(963,601)	(241,851)	(292,644)	(393,596)	(344,481)	(245,417)	(225,723)	(425,245)	(326,259)	(577,547)
Transfers from cash backed reserves (restricted assets)	0	459,521	226,994	211,500	246,200	358,500	307,500	186,000	222,750	384,500	260,500	590,500
Amount attributable to financing activities	(267,491)	59,372	(851,183)	(146,485)	(164,795)	(145,723)	(149,946)	(174,782)	(100,087)	(97,373)	(124,241)	(47,444)
Budgeted deficiency before general rates	(87,571)	(1,402,970)	(1,445,059)	(1,488,411)	(1,533,063)	(1,579,055)	(1,626,427)	(1,675,220)	(1,725,476)	(1,777,240)	(1,830,558)	(1,885,474)
Estimated amount to be raised from general rates	1,362,986	1,402,970	1,445,059	1,488,411	1,533,063	1,579,055	1,626,427	1,675,220	1,725,476	1,777,240	1,830,558	1,885,474
Net current assets at end of financial year - surplus/(deficit)	1,275,415	0	0	0	0	0	0	0	0	0	0	0

Shire of Dowerin - Long Term Financial Plan

Rate Setting Statement by Reporting Program

	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
OPERATING ACTIVITIES												
Net current assets at start of financial year - surplus/(deficit)	801,648	2,063,716	0	0	0	0	0	0	0	0	0	0
Revenue from operating activities (excluding rates)												
Governance	27	8,000	0	0	0	0	0	0	0	0	0	0
General Purpose Funding	1,554,239	1,001,256	1,669,456	1,711,422	1,754,446	1,798,452	1,843,703	1,890,058	1,937,647	1,986,365	2,036,309	2,087,511
Law, Order & Public Safety	37,769	40,700	37,756	38,696	39,663	40,402	41,503	42,544	43,781	44,875	45,997	47,147
Health	1,217	1,600	1,658	1,698	1,740	1,710	1,779	1,825	1,921	1,969	2,018	2,069
Education & Welfare	518,190	546,658	781,052	800,572	820,586	840,693	861,857	883,410	905,774	928,418	951,628	975,419
Housing	236,832	150,000	150,219	153,863	157,709	154,997	161,257	165,399	174,082	178,434	182,895	187,467
Community Amenities	264,098	287,152	297,488	304,704	312,321	306,950	319,346	327,549	344,744	353,363	362,197	371,252
Recreation & Culture	66,692	50,950	23,310	23,875	24,472	24,051	25,023	25,665	27,013	27,688	28,380	29,090
Transport	1,168,412	4,600,773	482,318	452,350	492,984	482,221	536,564	420,016	445,329	463,256	509,050	535,963
Economic Services	222,408	182,300	183,665	188,121	192,824	189,599	197,222	202,287	212,842	218,163	223,617	229,207
Other Property & Services	140,832	54,832	56,045	57,442	58,878	60,098	61,691	63,237	64,991	66,616	68,281	69,988
	4,210,716	6,924,221	3,682,967	3,732,743	3,855,625	3,899,174	4,049,944	4,021,991	4,158,122	4,269,146	4,410,372	4,535,112
check												
Expenditure from operating activities												
Governance	(383,266)	(436,496)	(449,559)	(460,702)	(472,220)	(484,025)	(496,126)	(508,529)	(521,242)	(534,273)	(547,630)	(561,321)
General Purpose Funding	(178,249)	(221,485)	(227,992)	(233,983)	(240,171)	(246,524)	(253,046)	(259,742)	(266,616)	(273,674)	(280,920)	(288,360)
Law, Order & Public Safety	(137,062)	(131,300)	(140,589)	(143,454)	(147,120)	(149,517)	(151,790)	(153,944)	(156,202)	(158,698)	(161,100)	(163,887)
Health	(35,597)	(49,572)	(51,010)	(52,278)	(53,585)	(54,925)	(56,298)	(57,705)	(59,148)	(60,627)	(62,142)	(63,696)
Education & Welfare	(580,531)	(602,795)	(625,478)	(641,922)	(659,115)	(676,342)	(693,977)	(712,032)	(730,591)	(749,709)	(769,295)	(789,513)
Housing	(289,751)	(265,816)	(280,810)	(286,094)	(292,888)	(297,263)	(301,399)	(305,300)	(309,394)	(313,933)	(318,288)	(323,367)
Community Amenities	(398,139)	(471,723)	(492,888)	(505,055)	(518,503)	(530,609)	(542,811)	(555,121)	(567,826)	(581,099)	(594,534)	(608,736)
Recreation & Culture	(995,536)	(948,054)	(1,071,778)	(1,095,223)	(1,123,739)	(1,144,649)	(1,164,998)	(1,184,805)	(1,205,456)	(1,227,871)	(1,250,227)	(1,275,175)
Transport	(2,536,927)	(7,312,861)	(2,240,355)	(2,287,294)	(2,346,935)	(2,386,618)	(2,424,467)	(2,460,523)	(2,498,337)	(2,540,273)	(2,580,940)	(2,627,817)
Economic Services	(483,861)	(514,251)	(526,888)	(538,812)	(551,783)	(563,812)	(575,992)	(588,332)	(601,055)	(614,291)	(627,737)	(641,852)
Other Property & Services	(285,621)	(8,268)	(37,068)	(37,880)	(40,739)	(39,662)	(38,066)	(35,956)	(33,999)	(32,590)	(30,737)	(29,870)
	(6,304,540)	(10,962,621)	(6,144,415)	(6,282,697)	(6,446,798)	(6,573,944)	(6,698,970)	(6,821,990)	(6,949,867)	(7,087,038)	(7,223,550)	(7,373,595)
Non-cash amounts excluded from operating activities	1,939,997	1,544,497	1,747,359	1,817,798	1,835,195	1,864,142	1,822,886	1,947,462	1,911,034	1,907,206	1,872,245	1,866,269
Amount attributable to operating activities	647,821	(430,187)	(714,088)	(732,156)	(755,977)	(810,628)	(826,140)	(852,537)	(880,711)	(910,686)	(940,933)	(972,213)
INVESTING ACTIVITIES												
Non-operating grants, subsidies and contributions	1,237,358	1,815,757	1,878,593	1,885,464	2,924,216	982,085	892,967	902,638	936,494	937,582	988,351	877,713
Proceeds from disposal of assets	324,688	161,000	321,000	287,000	323,500	308,500	358,500	237,500	258,250	271,500	312,500	334,500
Purchase and construction of property, plant, equipment and infrastructure	(2,029,947)	(3,008,912)	(2,079,381)	(2,782,234)	(3,860,007)	(1,913,289)	(1,901,808)	(1,788,039)	(1,939,422)	(1,978,263)	(2,066,235)	(2,078,030)
Amount attributable to investing activities	(467,901)	(1,032,155)	120,212	(609,770)	(612,291)	(622,704)	(650,342)	(647,901)	(744,678)	(769,181)	(765,384)	(865,816)
FINANCING ACTIVITIES												
Repayment of borrowings	(158,425)	(187,187)	(114,576)	(116,134)	(118,351)	(110,627)	(112,965)	(115,365)	(97,114)	(56,628)	(58,482)	(60,397)
Proceeds from borrowings	320,000	0	0	0	0	0	0	0	0	0	0	0
Transfers to reserves (restricted assets)	(429,066)	(212,962)	(963,601)	(241,851)	(292,644)	(393,596)	(344,481)	(245,417)	(225,723)	(425,245)	(326,259)	(577,547)
Transfers from reserves (restricted assets)	0	459,521	226,994	211,500	246,200	358,500	307,500	186,000	222,750	384,500	260,500	590,500
Amount attributable to financing activities	(267,491)	59,372	(851,183)	(146,485)	(164,795)	(145,723)	(149,946)	(174,782)	(100,087)	(97,373)	(124,241)	(47,444)
Surplus(deficiency) before general rates	(87,571)	(1,402,970)	(1,445,059)	(1,488,411)	(1,533,063)	(1,579,055)	(1,626,427)	(1,675,220)	(1,725,476)	(1,777,240)	(1,830,558)	(1,885,474)
Total amount raised from general rates	1,362,986	1,402,970	1,445,059	1,488,411	1,533,063	1,579,055	1,626,427	1,675,220	1,725,476	1,777,240	1,830,558	1,885,474
Surplus/(deficit) after the imposition of general rates	1,275,415	0	0	0	0	0	0	0	0	0	0	0

Shire of Dowerin - Long Term Financial Plan

Statement of Financial Position

	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
CURRENT ASSETS												
Cash and cash equivalents	1,960,401	110,627	94,076	72,427	50,568	58,489	56,176	53,618	51,663	50,795	49,905	48,994
Trade and other receivables	490,896	201,915	207,468	212,654	217,971	193,420	179,005	164,731	170,599	176,614	182,779	189,099
Other financial assets	2,280,140	2,033,581	2,770,188	2,800,539	2,846,983	2,882,079	2,919,060	2,978,477	2,981,450	3,022,195	3,087,954	3,075,001
Inventories	14,603	11,455	11,770	12,064	12,366	12,675	12,992	13,317	13,650	13,991	14,341	14,699
TOTAL CURRENT ASSETS	4,746,039	2,357,578	3,083,502	3,097,685	3,127,888	3,146,663	3,167,233	3,210,142	3,217,362	3,263,595	3,334,979	3,327,793
NON-CURRENT ASSETS												
Trade and other receivables	20,477	0	0	0	0	0	0	0	0	0	0	0
Other financial assets	55,355	55,355	55,355	55,355	55,355	55,355	55,355	55,355	55,355	55,355	55,355	55,355
Property, plant and equipment	19,524,985	19,270,330	19,383,835	19,392,021	19,433,297	19,581,108	19,674,284	19,647,023	19,656,156	19,820,624	19,859,573	20,214,671
Infrastructure	58,749,854	60,289,873	61,838,165	63,315,337	65,800,043	66,180,591	66,414,118	66,624,689	66,843,549	67,039,829	67,255,473	67,359,070
TOTAL NON-CURRENT ASSETS	78,350,671	79,615,557	81,277,354	82,762,712	85,288,694	85,817,053	86,143,756	86,327,066	86,555,059	86,915,807	87,170,400	87,629,095
TOTAL ASSETS	83,096,710	81,973,135	84,360,857	85,860,397	88,416,582	88,963,717	89,310,990	89,537,209	89,772,421	90,179,402	90,505,380	90,956,888
CURRENT LIABILITIES												
Trade and other payables	392,393	184,245	189,312	194,045	198,896	203,868	208,965	214,189	219,544	225,032	230,658	236,424
Other liabilities	704,013	0	0	0	0	0	0	0	0	0	0	0
Borrowings	187,197	0	116,134	118,351	110,627	112,965	115,365	97,114	56,628	58,482	60,397	62,375
Employee related provisions	171,845	192,102	192,102	192,102	192,102	192,102	192,102	192,102	192,102	192,102	192,102	192,102
TOTAL CURRENT LIABILITIES	1,455,448	376,347	497,548	504,497	501,625	508,935	516,432	503,405	468,274	475,616	483,157	490,902
NON-CURRENT LIABILITIES												
Borrowings	1,300,570	1,368,191	1,064,870	946,519	835,892	722,927	607,562	510,448	453,820	395,338	334,941	272,565
Employee related provisions	29,632	29,632	29,632	29,632	29,632	29,632	29,632	29,632	29,632	29,632	29,632	29,632
TOTAL NON-CURRENT LIABILITIES	1,330,202	1,397,823	1,094,502	976,151	865,524	752,559	637,194	540,081	483,452	424,970	364,573	302,197
TOTAL LIABILITIES	2,785,650	1,774,170	1,592,050	1,480,648	1,367,149	1,261,494	1,153,626	1,043,485	951,726	900,587	847,730	793,099
NET ASSETS	80,311,060	80,198,966	82,768,807	84,379,749	87,049,434	87,702,223	88,157,363	88,493,723	88,820,695	89,278,815	89,657,650	90,163,789
EQUITY												
Retained surplus	31,693,072	31,827,537	33,660,771	35,241,362	37,864,603	38,482,296	38,900,455	39,177,398	39,501,397	39,918,772	40,231,847	40,750,940
Reserves - cash/financial asset backed	2,280,140	2,033,581	2,770,188	2,800,539	2,846,983	2,882,079	2,919,060	2,978,477	2,981,450	3,022,195	3,087,954	3,075,001
Revaluation surplus	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848	46,337,848
TOTAL EQUITY	80,311,060	80,198,966	82,768,807	84,379,749	87,049,434	87,702,223	88,157,363	88,493,723	88,820,695	89,278,815	89,657,650	90,163,789

Shire of Dowerin - Long Term Financial Plan

Ratios

Ratio	Purpose	Actual 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
Current ratio	A measure of a local government's liquidity and its ability to meet its short term financial obligations from unrestricted current assets. The standard is not met if the ratio is lower than 1:00 (less than 100%)	2.62	1.17	0.82	0.80	0.81	0.80	0.78	0.82	0.96	0.95	0.94	0.94
Operating surplus ratio	A measure of a local government's ability to cover its operational costs and have money left for capital projects and other purposes. Basic Standard between 0% (0.00) and 15% (0.15) and advanced with ratio greater than 15% (0.15)	(0.31)	(1.17)	(0.39)	(0.40)	(0.38)	(0.39)	(0.35)	(0.39)	(0.36)	(0.34)	(0.31)	(0.29)
Own source revenue coverage ratio	A measure of a local government's ability to cover its operating costs through revenue it generates itself. Basic Standard between 40% (0.40) and 60% (0.60), intermediate standard 60% (0.60) - 90% (0.90) and advanced standard with ratio greater than 90% (0.90)	0.37	0.21	0.43	0.42	0.43	0.42	0.44	0.42	0.43	0.43	0.44	0.45
Debt service cover ratio	A measure of a local government's ability to repay its debt based on how much cash it can access compared to the total of its debt obligations. A Basic standard is achieved if the ratio is greater than or equal to 2.00. An Advanced standard is achieved if the ratio is greater than 5.00	6.56	(4.82)	7.28	7.20	7.57	7.94	8.52	7.77	9.70	15.84	16.69	17.29
Asset sustainability ratio	An indicator of the extent to which assets managed by a local government are being renewed or replaced as they reach the end of their useful lives. Standard is met if the ratio can be measured and is at least 90% (0.90). Standard is improving if this ratio is between 90% (0.90) and 110% (1.10).	0.69	1.88	0.82	1.20	1.65	0.75	0.71	0.72	0.78	0.78	0.80	0.79
Asset consumption ratio	This ratio highlights the aged condition of a local government's physical assets. Standard is met if the ratio can be measured and is 50% (0.50) or greater. Standard is improving if the ratio is between 60% (0.60) and 75% (0.75).	0.59	0.58	0.58	0.58	0.58	0.57	0.57	0.56	0.55	0.54	0.54	0.53
Asset renewal funding ratio	A local government's financial capacity to fund asset renewal at existing revenue/service levels. Standard is met if the ratio is between 75% (0.75) and 95% (0.95). Standard is improving if the ratio is between 95% (0.95) and 105% (1.05)			0.76	0.78	0.78	0.77	0.78	0.78	0.78	0.77	0.77	0.73

Shire of Dowerin - Long Term Financial Plan

Movement in Net Current Assets

	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
Adjustments to operating activities												
Less: Profit on asset disposals	(88,072)	(12,381)	(321,000)	(287,000)	(323,500)	(308,500)	(358,500)	(237,500)	(258,250)	(271,500)	(312,500)	(334,500)
Less: Movement in employee leave reserve	20,260	20,583	15,750	20,900	21,092	21,294	21,507	21,732	1,109	0	0	0
Less: Fair value adjustments to financial assets at fair value through profit and loss	(2,804)	0	0	0	0	0	0	0	0	0	0	0
Movement in pensioner deferred rates (non-current)	13,805	0	0	0	0	0	0	0	0	0	0	0
Movement in employee benefit provisions (non-current)	(5,332)	0	0	0	0	0	0	0	0	0	0	0
Add: Loss on disposal of assets	8,776	19,746	0	0	0	0	0	0	0	0	0	0
Add: Depreciation on non-current assets	1,993,364	1,516,549	2,052,609	2,083,898	2,137,603	2,151,348	2,159,879	2,163,230	2,168,175	2,178,706	2,184,745	2,200,769
Non cash amounts excluded from operating activities	1,939,997	1,544,497	1,747,359	1,817,798	1,835,195	1,864,142	1,822,886	1,947,462	1,911,034	1,907,206	1,872,245	1,866,269
Adjustments to net current assets												
Less: Reserves - cash/financial asset backed	(2,280,140)	(2,033,581)	(2,770,188)	(2,800,539)	(2,846,983)	(2,882,079)	(2,919,060)	(2,978,477)	(2,981,450)	(3,022,195)	(3,087,954)	(3,075,001)
Adjustment to Reserves to align with Budget 2021-22			(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)	(46,000)
Add: Current liabilities not expected to be cleared at end of year												
- Current portion of borrowings	187,197	0	116,134	118,351	110,627	112,965	115,365	97,114	56,628	58,482	60,397	62,375
- Liabilities supported by a reserve	77,767	98,350	114,100	135,000	156,092	177,386	198,893	220,625	221,734	221,734	221,734	221,734
Total adjustments to net current assets	(2,015,176)	(1,935,231)	(2,585,954)	(2,593,188)	(2,626,264)	(2,637,728)	(2,650,802)	(2,706,738)	(2,749,088)	(2,787,979)	(2,851,823)	(2,836,892)
Net current assets used in the Rate Setting Statement												
Total current assets	4,746,039	2,357,578	3,083,502	3,097,685	3,127,889	3,146,663	3,167,234	3,210,143	3,217,362	3,263,595	3,334,980	3,327,793
Less: Total current liabilities	(1,455,448)	(376,347)	(497,548)	(504,497)	(501,625)	(508,935)	(516,432)	(503,405)	(468,274)	(475,616)	(483,157)	(490,901)
Less: Total adjustments to net current assets	(2,015,176)	(1,935,231)	(2,585,954)	(2,593,188)	(2,626,264)	(2,637,728)	(2,650,802)	(2,706,738)	(2,749,088)	(2,787,979)	(2,851,823)	(2,836,892)
Net current assets used in the Rate Setting Statement	1,275,415	46,000	0	0	0	0	0	0	0	0	0	0

Shire of Dowerin - Long Term Financial Plan

Movements in Cash and Cash Equivalents

	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
Opening Balance	1,212,407	2,241,485	110,627	94,076	72,427	50,568	58,489	56,176	53,618	51,663	50,795	49,905
Cash attributable to operating activities	120,400	(2,314,486)	(730,639)	(753,805)	(777,836)	(802,707)	(828,454)	(855,095)	(882,665)	(911,555)	(941,822)	(973,125)
Cash attributable to investing activities	(896,967)	(1,032,155)	120,212	(609,770)	(612,291)	(622,704)	(650,342)	(647,901)	(744,678)	(769,181)	(765,384)	(865,816)
Cash attributable to financing activities	161,575	(187,187)	(851,183)	(146,485)	(164,795)	(145,723)	(149,946)	(174,782)	(100,087)	(97,373)	(124,241)	(47,444)
Cash attributable to rates	1,362,986	1,402,970	1,445,059	1,488,411	1,533,063	1,579,055	1,626,427	1,675,220	1,725,476	1,777,240	1,830,558	1,885,474
Closing cash balance	1,960,401	110,627	94,076	72,427	50,568	58,489	56,176	53,618	51,663	50,795	49,905	48,994
Year movement	747,994	(2,130,858)	(16,551)	(21,649)	(21,859)	7,921	(2,314)	(2,558)	(1,955)	(869)	(889)	(912)

Shire of Dowerin - Long Term Financial Plan

				Reserves											
Reserve	Movement	Purpose	Funding Strategy	Actual 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Forecast 2030-31	Forecast 2031-32
Employee Entitlement Reserve	Opening Balance	To cash back the cost of Long Service, Annual and Sick Leave		57,507	77,767	98,350	114,100	135,000	156,092	177,386	198,893	220,625	221,734	221,734	221,734
	Interest	where the leave cannot be absorbed within the annual budget.		260	583	1,217	900	1,092	1,294	1,507	1,732	1,969	2,028	2,079	2,131
	Transfers to		Build up by \$20,000 pa. until balances to cover the total provision	20,000	20,000	14,533	20,000	20,000	20,000	20,000	20,000	(860)	(2,028)	(2,079)	(2,131)
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			77,767	98,350	114,100	135,000	156,092	177,386	198,893	220,625	221,734	221,734	221,734	221,734
Plant Replacement Reserve	Opening Balance	To ensure the cost of additional new plant and refurbishment or replacement can be met as per the Plant Replacement Program	Fund the purchase of all plant and equipment, net of trade-ins, maintaining a balance of around \$100,000 at year end	141,172	195,176	126,382	594,094	587,280	595,828	592,266	589,797	608,932	591,617	612,529	657,772
	Interest			637	1,206	6,059	4,686	4,748	4,938	5,031	5,135	5,435	5,412	5,743	6,322
	Transfers to			53,367	50,000	493,653	200,000	250,000	350,000	300,000	200,000	200,000	400,000	300,000	550,000
	Transfers (from)			0	(120,000)	(32,000)	(211,500)	(246,200)	(358,500)	(307,500)	(186,000)	(222,750)	(384,500)	(260,500)	(590,500)
	Closing Balance			195,176	126,382	594,094	587,280	595,828	592,266	589,797	608,932	591,617	612,529	657,772	623,594
Sewerage Asset Preservation Reserve	Opening Balance	To provide for the replacement and development of sewerage and stormwater infrastructure throughout the Shire.		1,011,235	1,069,074	1,110,309	957,411	964,963	972,765	980,827	989,159	997,772	1,006,677	1,015,886	1,025,412
	Interest		To be advised by the Council	4,564	8,235	11,336	7,552	7,802	8,062	8,332	8,613	8,905	9,209	9,526	9,855
	Transfers to			53,275	80,000	0	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	(47,000)	(164,234)	0	0	0	0	0	0	0	0	0
	Closing Balance			1,069,074	1,110,309	957,411	964,963	972,765	980,827	989,159	997,772	1,006,677	1,015,886	1,025,412	1,035,267
Information Technology Reserve	Opening Balance	To be used for the renewal & upgrade of Shire of Dowerin Information Technology	There is nothing in the AMP around the purchase of new IT, but a substantial renewal program, possibly with cloud based IT infrastructure.	29,175	39,307	39,602	60,144	60,618	61,108	61,614	62,137	62,678	63,237	63,815	64,413
	Interest			132	295	493	474	490	506	523	541	559	578	598	619
	Transfers to			10,000	0	20,049	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			39,307	39,602	60,144	60,618	61,108	61,614	62,137	62,678	63,237	63,815	64,413	65,032
Land & Building Reserve	Opening Balance	To assist with funding the development and purchase of land and building assets.	Current Renewal forecasts are \$839k per annum, all internally funded. There is nothing in the Asset Management Plan around the purchase of new assets	146,075	346,803	199,381	301,117	303,492	305,946	308,482	311,102	313,811	316,612	319,508	322,504
	Interest			3,728	2,578	3,574	2,375	2,454	2,536	2,620	2,709	2,801	2,896	2,996	3,100
	Transfers to			197,000	0	98,162	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	(150,000)	0	0	0	0	0	0	0	0	0	0
	Closing Balance			346,803	199,381	301,117	303,492	305,946	308,482	311,102	313,811	316,612	319,508	322,504	325,604
Emergency Reserve	Opening Balance	To be used to reduce immediate cash flow pressure during a declared emergency		0	10,000	0	0	0	0	0	0	0	0	0	0
	Interest		To be advised by the Council	0	0	0	0	0	0	0	0	0	0	0	0
	Transfers to			10,000	0	0	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	(10,000)	0	0	0	0	0	0	0	0	0	0
	Closing Balance			10,000	0	0	0	0	0	0	0	0	0	0	0
Swimming Pool Reserve	Opening Balance	To be used for the renewal and/or upgrade and development of the swimming pool		20,203	30,294	0	0	0	0	0	0	0	0	0	0
	Interest		To be advised by the Council, nothing specific in the AMP	91	227	0	0	0	0	0	0	0	0	0	0
	Transfers to			10,000	10,000	0	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	(40,521)	0	0	0	0	0	0	0	0	0	0
	Closing Balance			30,294	0	0	0	0	0	0	0	0	0	0	0
Recreation Reserve	Opening Balance	To fund future maintenance, upgrades and developments of recreation facilities, including the swimming pool	Current AMP has a renewal program of \$79k p.a. all funded internally	194,920	205,800	115,344	229,188	230,996	232,864	234,794	236,789	238,851	240,983	243,188	245,468
	Interest			880	1,544	3,066	1,808	1,868	1,930	1,995	2,062	2,132	2,205	2,280	2,359
	Transfers to			10,000	0	140,778	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	(92,000)	(30,000)	0	0	0	0	0	0	0	0	0
	Closing Balance			205,800	115,344	229,188	230,996	232,864	234,794	236,789	238,851	240,983	243,188	245,468	247,827
Community Housing Reserve	Opening Balance	To enable participation in community housing projects such as independent living units for seniors		49,691	59,915	60,364	60,751	61,230	61,725	62,237	62,766	63,313	63,878	64,462	65,066
	Interest		To be advised by the Council	224	449	746	479	495	512	529	547	565	584	604	625
	Transfers to			10,000	0	0	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	(359)	0	0	0	0	0	0	0	0	0
	Closing Balance			59,915	60,364	60,751	61,230	61,725	62,237	62,766	63,313	63,878	64,462	65,066	65,691

Shire of Dowerin - Long Term Financial Plan

				Reserves											
Reserve	Movement	Purpose	Funding Strategy	Actual	Budget	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Economic Reserve	Opening Balance			56,614	66,870	67,372	67,803	68,338	68,891	69,462	70,052	70,662	71,293	71,945	72,620
	Interest	To maintain a reserve to fund economic development initiatives	To be advised by the Council	256	502	832	535	553	571	590	610	631	652	675	698
	Transfers to			10,000	0	0	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	(401)	0	0	0	0	0	0	0	0	0
	Closing Balance			66,870	67,372	67,803	68,338	68,891	69,462	70,052	70,662	71,293	71,945	72,620	73,318
Bowling Green Reserve	Opening Balance			98,639	107,084	117,887	128,702	129,717	130,766	131,850	132,970	134,128	135,325	136,563	137,844
	Interest	To be used for the replacement of the Bowling Greens.	To be advised by the Council, nothing in the AMP specifically around the replacement of the greens	445	803	1,457	1,015	1,049	1,084	1,120	1,158	1,197	1,238	1,281	1,325
	Transfers to			8,000	10,000	9,358	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			107,084	117,887	128,702	129,717	130,766	131,850	132,970	134,128	135,325	136,563	137,844	139,169
Tennis Court Reserve	Opening Balance			45,843	52,050	58,440	64,850	65,362	65,890	66,436	67,000	67,583	68,186	68,810	69,455
	Interest	To be used for the replacement of the Tennis Courts	To be advised by the Council, nothing in the AMP specifically around the replacement of the courts	207	390	722	512	528	546	564	583	603	624	645	668
	Transfers to			6,000	6,000	5,688	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			52,050	58,440	64,850	65,362	65,890	66,436	67,000	67,583	68,186	68,810	69,455	70,123
Depot Reserve	Opening Balance			0	10,000	20,075	70,264	70,818	71,391	71,983	72,594	73,226	73,880	74,556	75,255
	Interest	To be used for the purpose of construction of a new Shire of Dowerin Works Depot facility	To be advised by the Council, nothing in the AMP specifically around the replacement of the Depot	0	75	249	554	573	592	611	632	654	676	699	723
	Transfers to			10,000	10,000	49,940	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			10,000	20,075	70,264	70,818	71,391	71,983	72,594	73,226	73,880	74,556	75,255	75,978
Waste Reserve	Opening Balance			0	10,000	20,075	40,264	40,582	40,910	41,249	41,599	41,961	42,335	42,722	43,123
	Interest	To be used for the purpose of construction of a new Shire of Dowerin Works Waste facility	To be advised by the Council, nothing in the AMP specifically around the replacement of the Facility	0	75	249	318	328	339	350	362	374	387	401	414
	Transfers to			10,000	10,000	19,940	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			10,000	20,075	40,264	40,582	40,910	41,249	41,599	41,961	42,335	42,722	43,123	43,537
Roads and Infrastructure	Opening Balance			0	0	0	81,500	82,143	82,807	83,493	84,202	84,935	85,693	86,477	87,288
	Interest	To		0	0	0	643	664	686	709	733	758	784	811	839
	Transfers to			0	0	81,500	0	0	0	0	0	0	0	0	0
	Transfers (from)			0	0	0	0	0	0	0	0	0	0	0	0
	Closing Balance			0	0	81,500	82,143	82,807	83,493	84,202	84,935	85,693	86,477	87,288	88,127
Total	Opening Balance			1,851,074	2,280,140	2,033,581	2,770,188	2,800,539	2,846,983	2,882,079	2,919,060	2,978,477	2,981,450	3,022,195	3,087,954
	Interest			11,424	16,962	30,000	21,851	22,644	23,596	24,481	25,417	26,583	27,273	28,338	29,678
	Transfers to			417,642	196,000	933,601	220,000	270,000	370,000	320,000	220,000	199,140	397,972	297,921	547,869
	Transfers (from)			0	(459,521)	(226,994)	(211,500)	(246,200)	(358,500)	(307,500)	(186,000)	(222,750)	(384,500)	(260,500)	(590,500)
	Closing Balance			2,280,140	2,033,581	2,770,188	2,800,539	2,846,983	2,882,079	2,919,060	2,978,477	2,981,450	3,022,195	3,087,954	3,075,001

Shire of Dowerin - Long Term Financial Plan

Asset Management Plan Summary

		Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
		2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
Transport Works Programme Summary	Maintenance	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547	1,075,547
	New	0	0	0	0	0	0	0	0	0	0
	Operation	2,300	296,111	2,300	2,300	2,300	2,300	2,300	2,300	2,300	2,300
	Renewal	2,631,312	2,591,163	3,650,792	1,554,613	1,412,488	1,393,947	1,406,825	1,388,360	1,412,245	1,302,370
		<u>3,709,159</u>	<u>3,962,821</u>	<u>4,728,639</u>	<u>2,632,460</u>	<u>2,490,335</u>	<u>2,471,794</u>	<u>2,484,672</u>	<u>2,466,207</u>	<u>2,490,092</u>	<u>2,380,217</u>
Recreation Works Programme Summary	Maintenance	43,650	43,650	49,650	43,650	43,650	43,650	43,650	43,650	43,650	43,650
	New	0	0	0	0	0	0	0	0	0	0
	Operation	255,260	255,260	255,260	255,260	255,260	255,260	255,260	255,260	255,260	255,260
	Renewal	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500
		<u>512,410</u>	<u>512,410</u>	<u>518,410</u>	<u>512,410</u>	<u>512,410</u>	<u>512,410</u>	<u>512,410</u>	<u>512,410</u>	<u>512,410</u>	<u>512,410</u>
Property Works Programme Summary	Maintenance	134,800	124,050	121,000	125,300	110,050	110,050	110,050	110,650	110,050	113,850
	New	0	0	0	0	0	0	0	0	0	0
	Operation	401,564	401,564	401,564	401,564	401,564	401,564	401,564	401,564	401,564	401,564
	Renewal	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094
		<u>1,089,458</u>	<u>1,078,708</u>	<u>1,075,658</u>	<u>1,079,958</u>	<u>1,064,708</u>	<u>1,064,708</u>	<u>1,064,708</u>	<u>1,065,308</u>	<u>1,064,708</u>	<u>1,068,508</u>
Plant, Vehicles & Equipment Works Programme Summary	Maintenance	113,500	113,500	113,500	113,500	113,500	113,500	113,500	113,500	113,500	113,500
	New	85,000	0	0	0	0	0	0	0	0	0
	Operation	432,200	432,200	432,200	432,200	432,200	432,200	432,200	432,200	432,200	432,200
	Renewal	231,500	211,500	246,200	358,500	307,500	186,000	222,750	384,500	260,500	590,500
		<u>862,200</u>	<u>757,200</u>	<u>791,900</u>	<u>904,200</u>	<u>853,200</u>	<u>731,700</u>	<u>768,450</u>	<u>930,200</u>	<u>806,200</u>	<u>1,136,200</u>
Total	Maintenance	1,367,497	1,356,747	1,359,697	1,357,997	1,342,747	1,342,747	1,342,747	1,343,347	1,342,747	1,346,547
	New	85,000	0	0	0	0	0	0	0	0	0
	Operation	1,091,324	1,385,135	1,091,324	1,091,324	1,091,324	1,091,324	1,091,324	1,091,324	1,091,324	1,091,324
	Renewal	3,629,406	3,569,257	4,663,586	2,679,707	2,486,582	2,346,541	2,396,169	2,539,454	2,439,339	2,659,464
		<u>6,173,227</u>	<u>6,311,139</u>	<u>7,114,607</u>	<u>5,129,028</u>	<u>4,920,653</u>	<u>4,780,612</u>	<u>4,830,240</u>	<u>4,974,125</u>	<u>4,873,410</u>	<u>5,097,335</u>
Renewal Summary	Transport Works Programme	2,631,312	2,591,163	3,650,792	1,554,613	1,412,488	1,393,947	1,406,825	1,388,360	1,412,245	1,302,370
	Recreation Works Programme	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500	213,500
	Property Works Programme	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094	553,094
	Plant, Vehicles & Equipment Works Programme	231,500	211,500	246,200	358,500	307,500	186,000	222,750	384,500	260,500	590,500
		<u>3,629,406</u>	<u>3,569,257</u>	<u>4,663,586</u>	<u>2,679,707</u>	<u>2,486,582</u>	<u>2,346,541</u>	<u>2,396,169</u>	<u>2,539,454</u>	<u>2,439,339</u>	<u>2,659,464</u>
Renewal Funding Summary	External (R2R)	350,000	449,776	461,701	462,291	463,332	452,448	461,923	443,645	465,475	360,000
	External (WSFN)	1,012,600	959,450	1,953,554	0	0	0	0	0	0	0
	Municipal	2,094,990	2,017,558	2,134,369	2,100,651	2,057,750	1,807,593	1,868,496	2,043,309	1,962,364	2,309,964
	RRG	492,816	429,473	437,462	425,265	324,000	324,000	324,000	324,000	324,000	324,000
	Trade-In	(321,000)	(287,000)	(323,500)	(308,500)	(358,500)	(237,500)	(258,250)	(271,500)	(312,500)	(334,500)
		<u>3,629,406</u>	<u>3,569,257</u>	<u>4,663,586</u>	<u>2,679,707</u>	<u>2,486,582</u>	<u>2,346,541</u>	<u>2,396,169</u>	<u>2,539,454</u>	<u>2,439,339</u>	<u>2,659,464</u>

Shire of Dowerin - Long Term Financial Plan

Loans

Program	Loan Name	Loan Number	Institution	Date Commenced	Date Finished	Principal	Repayment	Interest Rate
Recreation & Culture	Dowerin Community Club	97	WATC	8-Jun-12	8-Jun-22	637,000.00	39,126.21	4.0900%
Transport	Multi Tyre Roller	103	WATC	10-Nov-20	10-Nov-28	170,000.00	11,005.52	0.8340%
Transport	Smooth Drum Tyre Roller	104	WATC	10-Nov-20	10-Nov-28	150,000.00	9,710.75	83.4000%
Recreation & culture	Swimming Pool	101	WATC	25-Jun-19	25-Jun-29	200,000.00	10,971.80	1.8000%
Economic services	Short Term Accommodation Project	99	WATC	4-Oct-16	4-Oct-36	785,250.00	26,585.24	3.1400%
Housing	GROH house	100	WATC	2-Oct-18	2-Oct-38	280,000.00	9,853.62	3.5700%
Recreation & Culture	Swimming Pool	DEM 1	Dowerin Event Management	1-Dec-20	30-Jun-25	45,000.00	5,000.00	0.0000%



Dowerin District High School

REGIONAL TEACHER DEVELOPMENT SCHOOL
MATHEMATICS and SCIENCE

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Dear Bec

Our partnership with the Shire of Dowerin is highly valued and we appreciate the support that is provided to enhance the teaching and learning program at Dowerin District High School, both in kind and personally. Support of the Workplace Learning program and the way the Shire involves our students and Leadership Team is greatly appreciated. Your generosity in allowing us to use Shire facilities with no cost means our limited funds can be directed towards a variety of programs and resources. A terrific example of this was the use of the netball shed and badminton facilities today to host the regional FIRST Lego League competition. The extra funding meant that we could support volunteers from Curtin University to assist us in running the event and it showcased our town to attendees from as far away as Bruce Rock.

We respectfully request the Council consider waiving or minimising fees for the attached list of events. Previously the Shire has committed to a three-year waiver which has been helpful in our planning and budgeting. We ask that this would be a consideration of the Council once again.

We will, of course, make formal booking arrangements with the Shire Office as dates are confirmed. Please do not hesitate to get in touch if you need further information.

Kind regards

A handwritten signature in black ink, appearing to read 'Barbara Garner', is written over a light blue horizontal line.

Barbara Garner
Principal

November 21st 2022

PROPOSED USE OF SHIRE FACILITIES

Oval / Sports Facilities

- Faction Athletics Carnival (1 day competition, 1 day marking)
- Athletics Training (6 hours in line with school timetable)
- Faction Cross Country (1 Day)
- T20 Cricket (Combined schools event with the WACA)
- Running Club (1 x early morning and 1 x afternoon using the Field Days site)
- Badminton (approximately 10 lessons)
- Emergency Services Cadets Training (Intermittent - oval and reserves)

Dowerin Community Club

- Faction Carnival (1 day - ablutions and kitchen only)
- Faction Cross Country (1 day - ablutions and kitchen only)
- Holly-ann Martin Safe4Kids presentation for parents and community (1 evening, 1 day session)
- T20 Cricket (1 day - ablutions only)
- Bowling Greens (6-10 sessions/year)
- Tennis Courts (6-10 sessions/year)
- Leadership Event (1 day)

Swimming pool (Term 1 and 4)

- In-term Swimming Lessons (8 days)
- Faction Swimming Carnival (1 day)
- Faction Swimming Trials (10 hours as school timetable allows)
- Emergency Services Cadets - Water Activities (10 hours)
- Physical Education - water based activities (Max 10 hours)

Town Hall

- School Production (to be confirmed. Approx 10 x 3 hours and 5 days. We can work around other groups)
- Occasional incursions if school facilities do not suit.

POLICY NUMBER	-	1.1
POLICY SUBJECT	-	1.1 Councillor's Fees, Allowances, Reimbursements & Benefits Policy
DATE ADOPTED	-	24 October 2017 (Item 9.1.3)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	17 December 2019 <u>15 November 2022</u> (CMRef 0111XXX)

Objective

1. To outline the support and allowances available to Councillors' within the provisions of the *Local Government Act 1995* in covering any out of pocket expenses that are incurred in carrying out their function as a Councillor.
2. To establish guidelines in respect to Councillors' participation in conferences and training.

Policy

Allowances

Local governments are required to pay Councillors fees and allowances. Those fees and allowances must be in accordance with the rates set by the State Government's Salaries and Allowances Tribunal under Section 7B of the *Salaries and Allowances Act 1975*.

In accordance with this, Councillor meeting attendance fees and the Shire President's and Deputy Shire President's local government allowance are specified each year as part of Council's annual budget process. Allowances and fees are to be paid in two instalments in June and December.

Allowance in lieu of reimbursement of telephone expenses

All expenses that have been approved for reimbursement under Regulation 32 of the *Local Government (Administration) Regulations 1996* may be paid as an annual allowance to Councillors in lieu of reimbursement under Section 5.99A of the *Local Government Act 1995*.

Allowance in lieu of reimbursement of information technology expenses

All expenses that have been approved for reimbursement under Regulation 32 of the *Local Government (Administration) Regulations 1996* may be paid as an annual allowance to Councillors in lieu of reimbursement, under Section 5.99A of the *Local Government Act 1995*.

Reimbursements for travelling expenses

It is noted under Section 5.98(2)(a) and Regulation 31(1)(b) a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, is entitled to be reimbursed.

The expenses shall be paid on receipt of a Claim for Reimbursement form and calculated on the number of kilometres between the Councillor's principal place of residence, or work if that is where their trip originated from, within the Shire to the meeting venue and return.

All claims are to be entered onto the Shire's register and emailed to the Chief Executive Officer in June and December.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries and Allowances Act 1975

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.1</u>
<u>Policy Version</u>	<u>3</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>24 October 2017 (Item 9.1.3)</u>
<u>Last Review Date</u>	<u>17 December 2019 (CMRef 0111)</u> <u>15 November 2022 (CMRef XXXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.2
POLICY SUBJECT	-	1.2 Recognising Council Service Policy
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022 (CMRef XXXX)</u>

Objective

1. To officially recognise the ongoing contribution, dedication and service of Councillors to Council and the community.
 2. To ensure Councillors are acknowledged and recognised for their length of service during their time of service to Council.
-

Policy

This policy allows for official recognition of the dedication, service and commitment of Councillors to the community.

Retirement of Councillors – Certificate, Plaque and Gift

Council shall present the following to Councillors who retire either voluntarily or through the election process:

1. 4 years - a framed certificate with appropriate wording listing the Councillor.
2. 8 years - a plaque and gift for Councillors who have completed two terms (8) years of service based on a minimum of \$100 plus \$20 for each additional year of completed service.
3. 12 years - a plaque and gift for Councillors who have completed three terms (12) years of service based on a minimum of \$200 plus \$20 for each additional year of completed service.
4. 20 years - a plaque and gift for Councillors who have completed 20 years of service based on a minimum of \$500 plus \$20 for each additional year of completed service.

Presentation of certificates, plaques and gifts:

1. Will occur at an ordinary meeting of Council as soon as practical following conclusion of a Councillor's term;
2. Will be recorded in the minutes of the meeting under the President's Presentations; and
3. Will be at the discretion of Council who will give due consideration to each occasion on individual merit.

Disqualified Councillors

Any Councillor who is disqualified from office under the *Local Government Act 1995* shall not be eligible for recognition.

Tributes to Councillors in the Event of Illness/Accident or Bereavement

The President is authorised to acknowledge Councillors or their immediate family in the event of hospitalisation, accident or bereavement (via newspaper notice, card, flowers, chocolates, small gift etc or if requested in lieu, a donation to a nominated charity).

Value of gift to be up to \$75.

Recognition of Significant Achievements

The President is authorised to acknowledge significant achievements by Councillors (via card and flowers or small gift).

Value of gift to be up to \$75.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.2</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	- 1.3
POLICY SUBJECT	- 1.3 Councillor Attendance at Conferences, Seminars, Training Courses and Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- <u>15 November 2022 (CMRef XXXX)</u>

Objective

To ensure Councillors have equitable access to a range of relevant training and professional development opportunities to enhance their ability to fulfil their roles and responsibilities in providing good governance to the Shire of Dowerin.

Policy

Council supports appropriate training and networking opportunities for Councillors in accordance with the following guidelines, subject to budget allocations:

1. Newly elected Councillors are to complete the Elected Member Essentials Course (five modules) within the first twelve months of their appointment.
2. Priority is given to the attendance of any newly elected Councillors at any induction or training course specifically designed for the benefit of newly elected Councillors.
3. Priority is given to any other course or seminar that is specifically relevant to Councillors, with attendance at such a course or seminar being subject to approval by Council, the Shire President or Chief Executive Officer.
4. Conference, seminars, courses or meetings organised by organisations of which Council is a member or has an interest in would usually be attended by Council's appointed representatives to those organisations.
5. When determining costs of a conference, seminar, training course or meetings, all costs including travel, accommodation, meals and registration will be paid for or be reimbursed by Council. Travel and accommodation expenses shall be paid in accordance with the *Public Service Award 1992* (or as otherwise determined by the State Administrative Tribunal) or upon presentation of receipts. A Claim for Reimbursement form must be submitted by the Councillor to claim this reimbursement.
6. Where the partner/spouse of a Councillor attends a conference or seminar with the Councillor, related expenses will be paid for by the Councillor.
7. Attendance at any conference or event in another State requires the prior approval of Council. A verbal report on the conference or event attended is to be provided to Council during the next Council Workshop, with this report to be in writing if requested by the Shire President.

In relation to attendance at WALGA's Local Government Convention the following shall apply:

1. Subject to appropriate annual budget allocations, all Councillors and the Chief Executive Officer are entitled to attend the Convention.
2. ~~The President and Deputy President~~ An item will be presented to Council to nominate are appointed as Council's voting delegates to the WALGA Annual General Meeting.
3. Bookings shall be made as soon as notice is given of the venue/conference in order to avoid problems with accommodation.

4. Should a Councillor require accommodation, this will be available at a specified venue at Council's expense. Arrangements for these bookings will be made only by Council.
5. Incidentals such as mini bar, telephone calls, dry cleaning etc will be the Councillor's responsibility, except if the calls are Council related. A register of these calls must be kept to claim a reimbursement.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.3</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.4
POLICY SUBJECT	-	1.4 Use of Council Chamber
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022</u>

Objective

To provide direction on the use of Council Chambers by Councillors.

Policy

The use of the Council Chamber is limited to Council Meetings, Committee Meetings and meetings where Councillor or employee representation is present in accordance with the following guidelines:

1. The meeting is related to Council business, or associated with Council involvement, or at the discretion of the CEO;
 2. The meeting is not a private function, nor used for political or electoral purposes;
 3. Use of the bar is not permitted except in the circumstance that a Councillor or Senior Officer is present and invites representatives to refreshments. The extent of the refreshments provided is to be kept to a minimum (this excludes tea, coffee & water);
 4. Bookings for the Council Chamber are to be made via the Executive & Governance Officer and advised well prior to avoid a duplication of bookings;
 5. The Council Chamber area is a smoke free zone including veranda areas directly adjacent to open doorways.
-

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control

<u>Policy Number</u>	<u>1.4</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.5
POLICY SUBJECT	-	1.5 Councillor's Requests and Works Requests
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	

Objective

To ensure Councillor's requests are appropriately identified and handled promptly and efficiently.

Policy

Work requests regarding roadworks or building maintenance should be filled out on the prescribed Works Request Form and be emailed to the Chief Executive Officer, or handed in to the Shire Administration Office marked to the attention of the Chief Executive Officer.

Works requests are to follow the guidelines below:

1. A request for minor maintenance jobs should be filled out in the appropriate form and sent to the Chief Executive Officer or handed in at the front counter. The Chief Executive Officer will refer such requests to the appropriate employee if required.
 2. The Responsible Officer will inspect the request and include it in the schedule of maintenance works if necessary.
 3. Request forms should not be used for special works projects, such as having a specified section of road reconstructed or a culvert installed, as requests of this nature would be referred to Council for budget consideration.
 4. Special work projects or major works should be discussed at a Workshop or raised through a Notice of Motion to allow staff to undertake the appropriate investigations, costings and reports for consideration by Council.
-

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Work Request Form

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation
Nil

RESCIND

POLICY NUMBER	-	1.6
POLICY SUBJECT	-	1.6 Councillor Induction
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	15 November 2022

Objective

To ensure Councillors are provided with the appropriate orientation to enable them to fulfil their duties of office.

Policy

To provide Councillors with an introduction and information to assist them with their roles of being elected representatives, the following documents will be provided to them, preferably before attending their first Council meeting:

1. Local Laws;
2. Town Planning Scheme;
3. Details of Council and External Committees and membership;
4. Financial Interest information;
5. Policy Manual;
6. Roles of Councillors, President (and Council) and functions of the Chief Executive Officer under the *Local Government Act 1995*;
7. *Local Government Act 1995 & Local Government (Rules of Conduct) Regulations 2007*;
8. Code of Conduct;
9. WALGA Councillors Training Schedule;
10. ~~Example of Works Request Forms~~;
11. Annual Budget;
12. Adopted Plans and Strategies (i.e. IPR Suite, Plant & Asset Replacement Plans etc);
13. Primary and Annual Return Forms and information;
14. Annual Report;
15. Delegations Register;
16. Organisational Structure and Senior Employee's contacts;
17. The previous month's Council minutes;
18. WALGA Councillors Manual;
19. Contact Information Form; and
20. Action Request Form

These documents will be available to Councillors via their Shire owned iPads [\(or similar device\)](#), and in the case of the adopted Annual Budget, in hard copy.

The Chief Executive Officer will conduct a general induction with the new Councillors providing information on the details and administration of being a Councillor, Council Meetings and any other relevant current topics and issues.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.6</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	- 1.7
POLICY SUBJECT	- 1.7 Council Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	- Executive & Governance Officer
REVIEWED	- 21 April 2020 (CMRef 0178) <u>24 October 2022</u>

Objective

To ensure that Council and the community are aware in advance of when Ordinary Meetings of Council will take place.

Policy

Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 24.00pm.

In accordance with Regulation 12 of the *Local Government (Administration) Regulations 1996* the Chief Executive Officer is to present an Item to Council no later than December each year requesting Council confirm the dates for the Ordinary Meetings of Council for the following year.

When considering the Ordinary Meetings of Council dates for the following year, Council will make a determination on whether or not to conduct a meeting in January.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995
Local Government (Administration) Regulations 1996
 Standing Orders Local Law

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.7</u>

<u>Policy Version</u>	<u>3</u>
<u>Policy Owners</u>	<u>Chief Executive Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>21 April 2020 (CMRef 0178)</u> <u>24 October 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.8
POLICY SUBJECT	-	1.8 Annual Christmas Function
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	19 January 2021 (CMRef 0356) <u>15 November 2020 (CMRef XXXX)</u>

Objective

To provide direction, clarity and consistency on the arrangements for the Shire of Dowerin's annual Christmas function.

Policy

Council will provide a Christmas Function for Councillors, staff and their partners/spouses and children.

The Chief Executive Officer is to present an item to Council no later than November of each year requesting Council confirm the date and location of the function. In its resolution Council will determine whether other members of the public (ie contractors) are to be invited to the function, with the decision to be included in the minutes of the meeting for the purposes of transparency and accountability.

Where possible, an acknowledgement of retiring Councillors (whether they voluntarily retire or retire through not being re-elected), shall be held in conjunction with the annual Christmas Function.

The invitation list is to include:

1. Current Councillors and partner/spouse and children
2. Retiring Councillors and partner/spouse and children;
3. Chief Executive Officer and partner/spouse and children;
4. Staff and partner/spouse and children; and
5. Any other members of the public as determined by Council.

Once Council has set the date for the function, the Chief Executive Officer is to arrange the event in accordance with the adopted Budget.

When considering the provision of refreshments at the function, a restricted bar tab will be provided and determined at the discretion of the CEO who will take into consideration available funds and the event.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.8</u>
<u>Policy Version</u>	<u>3</u>
<u>Policy Owners</u>	<u>Chief Executive Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>19 January 2021 (CMRef 0356)</u> <u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	- 1.9
POLICY SUBJECT	- 1.9 Mobile Phone Use During Council and Committee Meetings
DATE ADOPTED	- 17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	Executive & Governance Officer
REVIEWED	- <u>15 November 2022 (CMRef XXXX)</u>

Objective

To provide clarification on the expectations of mobile phone use and the taking of phone calls during Council and Committee Meetings.

Policy

A phone call taken on a mobile phone during a meeting can be an unwanted distraction and is generally considered disrespectful.

Mobile phones must be turned off or turned to “silent mode” at all times when participating in any Council or Committee meeting.

Answering mobile phone calls during any meeting is not permitted, unless the President/Chair has granted prior permission. Permission should be sought at the commencement of the meeting. If permission is granted and a call is received during the meeting the recipient is to leave the room immediately to take the call. However, this policy does not excuse any member of a meeting from any statutory obligation to remain to vote on a matter and in such circumstance, the call should be responded to after the vote is taken.

As guidance, circumstances when the use of a mobile phone for phone calls in meetings may be permitted, but are not limited to:

1. being on call for an emergency service (i.e. police, fire, ambulance, SES etc);
 2. being on call for work purposes;
 3. a family emergency; or
 4. if awaiting contact from guests due to attend that meeting.
-

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.9</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

RESCIND

POLICY NUMBER	-	1.10
POLICY SUBJECT	-	1.10 Councillor iPadsIT Device
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022 (CMRef XXXX)</u>

Objective

1. To provide clear guidance on the issuing and acceptable use of Shire owned iPads.
2. To ensure the guidelines relating to Shire owned iPads are applied consistently.

Policy

The Shire of Dowerin will supply iPads (or similar device) that provide sufficient capacity to enable Councillors to fulfil their role.

The iPads-device will be provided to each Councillor. The iPads-device will be provided with a 40GB/1 year pre-paid data plan (SIM card) to enable the Councillor to access their Council email address, calendar, agendas, minutes, reports and documents outside a wifi environment. The iPad-device will be preloaded with apps sufficient for the Councillor to fulfil their role.

Councillors will be provided with the Shire's wifi network password for use within the Council Chambers environs on the condition that it is used for Council-related work only. Under no circumstances is the wifi password to be disclosed to any other person or party.

The Shire retains ownership of all equipment installed under this Policy during the Councillor's term of office.

Terms and Conditions:

1. The iPads-device may be used for private use in terms of accessing emails, downloading music/films/books/apps, utilising the camera feature etc, however this information must be removed at the Councillor's expense when the equipment is returned to the Shire and all costs associated with having personal information on the iPad-device is at the expense of the Councillor.
2. Should a Councillor utilise more than the data allowance they can upgrade to a larger data plan at the Councillor's expense.
3. Any excess data fees will be invoiced to the Councillor.
4. The iPads-devices must not be used to access any information, applications or videos that are deemed inappropriate or illegal.
5. If an iPada device is lost or stolen it must be reported to the Chief Executive Officer immediately in order for steps to be taken to ensure the privacy of Council information and documents on the device and in the cloud is not compromised.
6. If an iPada device is lost or stolen, Council or the Chief Executive Officer may determine that the Councillor is liable for the replacement or repairs.
7. Any queries related to the non-operation or malfunctioning of the iPad-device are to be directed to the Executive & Governance Officer. Under no circumstances is a Councillor to undertake repairs or maintenance to the equipment themselves, without the prior authorisation of the Chief Executive Officer.
8. Unless the need for maintenance arises from the use of an app or document which is not Council related, the Shire will cover the cost of the maintenance and repair. If the costs of maintenance or repair relate to a Councillor's personal information those costs will be invoiced to the Councillor.

9. The iPads-devices are to be backed up to the Councillor's iTunes account regularly, and certainly prior to any software update. Councillors will be responsible for establishing their own iTunes account if they do not already have one.
10. The Councillor will be responsible for ensuring the iPads-devices are updated as and when required, using their Councillor iTunes account.
11. During the Councillor's term of office the iPads-devices will be covered under the Shire's insurance policies.
12. Upon retirement or resignation, the SIM and iPad is to be returned to the Shire so it can be used for incoming Councillors.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.10</u>
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<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>17 December 2019 (CMRef 0111)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.11
POLICY SUBJECT	-	1.11 Corporate Apparel
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	15 November 2022 (CMRef XXXX)

Objective

To encourage and assist Councillors to wear a corporate uniform.

Policy

Upon commencement of their term new Councillors will be issued with:

1. One name badge bearing the Shire of Dowerin logo;
2. One collared shirt bearing the Shire of Dowerin logo; and
3. One polo shirt bearing the Shire of Dowerin logo.

Depending on the dress standard applicable, it is preferable that the above apparel be worn to all Council and Committee meetings, official functions and events attended by the Councillor in their capacity as a representative of Council.

The apparel is not to be worn by a Councillor when they are not acting in an official capacity as a representative of Council.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Local Government (Rules of Conduct) Regulations 2007
Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.11</u>

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<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.12
POLICY SUBJECT	-	1.12 Communications & Use of Social Media
DATE ADOPTED	-	17 December 2019 (CMRef 0111)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022 (CMRef XXXX)</u>

Objective

To establish protocols for the Shire of Dowerin's official communications with our community to ensure the Shire is professionally and accurately represented and to maximise a positive public perception of the Shire.

Policy

This policy applies to:

1. Communications initiated or responded to by the Shire with our community; and
2. Councillors when making comment in either an official or personal capacity.

Official Communications

The purposes of the Shire's official communications include:

1. Sharing information required by law to be publicly available;
2. Sharing information that is of interest and benefit to the community;
3. Promoting Shire events and services;
4. Promoting public notices and community consultation / engagement opportunities.
5. Answering questions and responding to requests for information relevant to the role of the Shire; and
6. Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

1. The Shire's website;
2. Advertising and promotional materials;
3. Media releases prepared for the Shire President to promote specific Shire positions;
4. Social media; and
5. Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the Chief Executive Officer.

Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire and may represent the Shire in official communications, including speeches, comment, print, electronic and social media.
[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.
[s.2.9 and s.5.34 of the Local Government Act 1995]

The Chief Executive Officer may speak on behalf of the Shire, where authorised to do so by the Shire President. *[s.5.41(f) of the Local Government Act 1995]*

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the Chief Executive Officer if authorised, may speak on behalf of the local government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire.

Communications by Councillors, whether undertaken in an authorised official capacity or as a personal communication, must not:

1. Bring the Shire into disrepute;
2. Compromise the person's effectiveness in their role with the Shire;
3. Imply the Shire's endorsement of personal views;
4. Imply the Councillor is speaking on behalf of the Shire, unless authorised to do so; or
5. Disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire.

Councillor communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Responding to Media Enquiries

All enquiries from the media for an official Shire comment, whether made to an individual Councillor, must be directed to the Chief Executive Officer or a person authorised by the Chief Executive Officer. Information will be coordinated to support the Shire President or Chief Executive Officer (where authorised) to make an official response on behalf of the Shire.

Councillors may make comments to the media in a personal capacity.

Website

The Shire will maintain an official website, as our community's on-line resource to access the Shire's official communications.

Social Media

The Shire uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire maintains the following Social Media accounts:

1. Social media sharing networks including Facebook and Instagram; and
2. Apps such as Snap Send Solve.

The Shire may also post and contribute to social media hosted by others to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however we expect participants to behave in a respectful manner. The Shire will moderate its social media accounts to address, and where necessary delete, content deemed to be:

1. Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
2. Promotional, soliciting or commercial in nature;
3. Unlawful or incites others to break the law;
4. Information which may compromise individual or community safety or security;
5. Repetitive material copied and pasted or duplicated;
6. Content that promotes or opposes any person campaigning for election to Council, appointment to official office, or any ballot;

7. Content that violates intellectual property rights or the legal ownership of interests or another party; and
8. Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to the Shire's social media account is identified as posting content which is deleted in accordance with the above, the Shire may, at its complete discretion, block that contributor for a specific period of time or permanently.

Use of Social Media in Emergency Management and Response

The Shire will use its SMS service (primarily used for harvest ban notifications) to distribute emergency management and response information to the community, particularly in relation to fires.

Where applicable and available, the Shire will also use its Facebook page to update the community on longer term emergency management, response and recovery operations.

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire, including on the Shire's social media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Councillor communications that relate to their role as a Councillor are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Councillors are responsible for transferring these records to the Shire's Administration. Councillor records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately in conversation, written, recorded, emailed, texted or posted in personal social media have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Councillors should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Councillor Statements on Shire Matters

A Councillor may choose to make a personal statement publicly on a matter related to the business of the Shire.

Any public statement made by a Councillor, whether made in a personal capacity or in their local government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of the Shire;
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the Shire;
6. Not reflect adversely on a decision of Council;
7. Not reflect adversely on the character or actions of another Councillor or employee; and
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Councillor, employee or community member.

A Councillor who is approached by the media for a personal statement may request the assistance of the Chief Executive Officer.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations

Freedom of Information Act 1992

State Records Act 2000

Code of Conduct

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.12</u>
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<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.13
POLICY SUBJECT	-	1.13 Legal Representation for Councillors
DATE ADOPTED	-	2007
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	17 December 2019 (CMRef 0111) <u>15 November 2022 (CMRef XXXX)</u>

Objective

1. To protect the interests of Councillors (including past Councillors) where they become involved in legal proceedings because of their official functions. In these situations, the Shire of Dowerin may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.
2. To ensure security, equity and consistency for Councillors to work for the good government of the district.

Policy

Explanation of Key Terms

approved lawyer is to be:

1. a 'legal practitioner' under the *Legal Profession Act 2008*;
2. from a law firm on the Shire's panel of legal service providers, if relevant, unless the Council or Chief Executive Officer considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise; and
3. approved in writing by the Council or the Chief Executive Officer under delegated authority.

Councillor means a current or former elected member of the Shire.

legal proceedings may be civil, criminal or investigative.

legal representation is the provision of legal services, to or on behalf of a Councillor, by an approved lawyer that are in respect of:

1. a matter or matters arising from the performance of the functions of the Councillor; and
2. legal proceedings involving the Councillor that have been, or may be, commenced.

legal representation costs are the costs, including fees and disbursements, properly incurred in providing legal representation.

legal services includes advice, representation or documentation that is provided by an approved lawyer.

payment by the Shire of legal representation costs may be either by:

1. a direct payment to the approved lawyer (or the relevant firm); or
2. a reimbursement to the Councillor.

1. Payment Criteria

There are four major criteria for determining whether the Shire will pay the legal representation costs of a Councillor. These are:

1. the legal representation costs must relate to a matter that arises from the performance by the Councillor of his or her functions;
2. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced;
3. in performing his or her functions, to which the legal representation relates, the Councillor must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
4. the legal representation costs do not relate to a matter that is of a personal or private nature.

2. Examples of legal representation costs that may be approved

- 2.1 If the criteria in clause 1 of this policy are satisfied, Council may approve the payment of legal representation costs:
 1. where proceedings are brought against a Councillor in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Councillor; or
 2. to enable proceedings to be commenced and/or maintained by a Councillor to permit him or her to carry out his or her functions - for example where a Councillor seeks to take action to obtain a restraining order against a person using threatening behaviour to the Councillor; or
 3. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Councillors.
- 2.2 Council will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by a Councillor.

3. Application for payment

- 3.1 A Councillor who seeks assistance under this policy is to make an application(s), in writing, to Council or the Chief Executive Officer.
- 3.2 The written application for payment of legal representation costs is to give details of:
 1. the matter for which legal representation is sought;
 2. how that matter relates to the functions of the Councillor making the application;
 3. the lawyer (or law firm - if known) who is to be asked to provide the legal representation;
 4. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc);
 5. an estimated cost of the legal representation; and
 6. why it is in the interests of Council for payment to be made.
- 3.3 The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 3.4 As far as possible the application is to be made before commencement of the legal representation to which the application relates.
- 3.5 The application is to be accompanied by a signed Statutory Declaration by the applicant that he or she:
 1. has read, and understands, the terms of this Policy;
 2. acknowledges that any approval of legal representation costs is conditional on the repayment provisions of clause 7 and any other conditions to which the approval is subject; and
 3. undertakes to repay to the Shire any legal representation costs in

accordance with the provisions of clause 7.

- 3.6 In relation to clause 3.5(1), when a person is to be in receipt of such monies the person should sign a Statutory Declaration which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.
- 3.7 An application is also to be accompanied by a report prepared by the Chief Executive Officer. The report will contain an assessment of the request, together with a recommendation.
- 3.8 A Councillor requesting financial support for legal services, or any other person who might have a financial interest in the matter, should take care to ensure compliance with the financial interest provisions of the *Local Government Act 1995*.

4. Legal representation costs - Limit

- 4.1 Council, in approving an application in accordance with this policy, shall set a limit on the costs to be paid based on the estimated costs in the application.
- 4.2 A Councillor may make a further application to Council in respect of the same matter.

5. Council's powers

- 5.1 Council may:
 1. refuse;
 2. grant; or
 3. grant subject to conditions, an application for payment of legal representation costs.
- 5.2 Conditions under clause 5.1 will include, but are not restricted to:
 1. a financial limit; and
 2. a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.
- 5.3 In assessing an application, Council may have regard to any insurance benefits that may be available to the applicant under the Shire's insurance policy or its equivalent.
- 5.4 Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 5.5 Council may, subject to clause 5.6, determine that a Councillor whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
 1. not acted reasonably or in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 2. given false or misleading information in respect of the application.
- 5.6 A determination under clause 5.5 may be made by Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.
- 5.7 Where Council makes a determination under clause 5.5:
 1. assistance will be immediately withdrawn; and
 2. the legal representation costs paid by the Shire are to be repaid by the Councillor in accordance with clause 7.

6. Delegation to Chief Executive Officer

- 6.1 In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the Chief Executive Officer may exercise, on behalf of Council, any of the powers of Council under clause 5.1 and 5.2, to a maximum of \$5,000 in respect of each application.
- 6.2 An application approved by the Chief Executive Officer under clause 6.1, is to be submitted to the next Ordinary Meeting of Council (Behind Closed Doors). Council may exercise any of its powers under this Policy, including its powers under clause 5.4.

7. Repayment of legal representation costs

- 7.1 A Councillor whose legal representation costs have been paid by the Shire is to repay the Shire:
1. all or part of those costs - in accordance with a determination by Council under clause 5.7;
 2. as much of those costs as are available to be paid by way of set-off - where the Councillor receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire paid the legal representation costs.
- 7.2 The Shire may take action in a court of competent jurisdiction to recover any monies due to it under this Policy.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Local Government (Administration) Regulations

Code of Conduct

Related Delegation

Nil

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<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.14
POLICY SUBJECT	-	1.14 Honorary Freeperson of the Shire of Dowerin
DATE ADOPTED	-	2007
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	17 December 2019 (CMRef 0111) <u>15 November 2022 (CMRef XXXX)</u>

Objective

To ensure consistency in the appointment of an Honorary Freeperson of the Shire and uphold the honour of the position.

Policy

Guidelines and Criteria

1. The award of Freeperson is intended to recognise outstanding community service over a significant period of time and in a diversity of activities within the Shire, so would not usually be presented for excellent service in only one activity.
2. Nominees should have lived within the Shire of Dowerin for a significant number of years (significant would usually mean at least 20 years) and had a long and close association and identification with the Shire.
3. The award is intended to recognise service within the local community that goes beyond the particular local government concerns (e.g. service to other organisations, voluntary and community groups) in a largely voluntary capacity. The nominee(s) must have made an outstanding contribution to the Shire of Dowerin such that the nominee(s) contribution can be seen to stand above the contributions made by most other people.
4. The award of Freeperson is to be seen as independent of any other award.
5. The award is to be recognised as the highest honour that the local community, through its elected Council, can confer on one of its citizens. It therefore follows that the award will be conferred sparingly.
6. For the award to have the desired standing within the community, it should only be conferred where there is a great assurance of public approval.
7. It is suggested that the Minister for Local Government be consulted with regard to each candidate prior to Council's formal resolution conferring the award.
8. It is not considered desirable that the award of Freeperson be presented to a sitting member of Council.
9. The award should not be awarded posthumously.

Nomination Procedure

1. Nominations must be made in the strictest confidence without the nominee(s) knowledge.
2. Any resident or elector of the Shire of Dowerin may make a nomination, however it must be sponsored by a current Councillor.
3. Nominations must be made in writing to the Chief Executive Officer. On receipt of a nomination, the nomination shall be circulated to all Councillors for a confidential discussion. If a Councillor expresses an objection to the nomination, that Councillor must give valid reasons for the objection. If no objections are raised it shall be assumed that all Councillors agree to the nomination.
4. If Council agrees that the nominee should be made an Honorary Freeperson of the Shire of Dowerin, the nomination shall be put before Council (Behind Closed Doors) for an absolute majority decision.
5. The award shall be made at a ceremony decided by the President.

Entitlements

Any person declared an Honorary Freeperson of the Shire of Dowerin:

1. May designate themselves as 'Honorary Freeperson of the Shire of Dowerin';
2. Will be invited to all civic events and functions, at the discretion of the President, and be acknowledged as a dignitary;
3. Will have their photograph hung in the Shire Administration; and
4. Will be provided with a badge and certificate or plaque to commemorate receipt of their award.

Personal Conduct

Any person who has been conferred with the award of Honorary Freeperson of the Shire of Dowerin shall display high standards of personal conduct and behaviour at all times and shall not bring the Shire of Dowerin into disrepute.

Council reserves the right to cancel the honour, in the event that the holder is convicted of a serious criminal offence or brings the Shire into disrepute. Any such decision shall be by an absolute majority decision of Council.

Roles and Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Nil

Related Legislation/Local Law/Policy/Procedure

Nil

Related Delegation

Nil

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<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.15
POLICY SUBJECT	-	1.15 - Councillor Training & Continuing Professional Development Policy
DATE ADOPTED	-	21 April 2020 (CMRef 0182)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022 (CMRef XXXX)</u>

Objective

Section 5.126(1) of the *Local Government Act 1995* and Part 10 of the *Local Government (Administration) Regulations 1996* requires all Councillors to undertake mandatory training within 12 months of being elected. The Shire of Dowerin is required under the *Local Government Act 1995* to adopt a policy and report on mandatory training and continuing professional development undertaken by Councillors.

This Policy provides clear guidelines to Councillors with regards to completing the mandatory training and accessing training and development programs which may enhance and improve the skills necessary for Councillors to perform their role and function as a Council Member.

Scope

This Policy is applicable to all Councillors for their term of office.

Policy

As the public face of Council and as community representatives, Councillors play an integral leadership role in the processes for the development, communication and representation of Council's Integrated Strategic Community Plan, policies, strategies and programs.

Training and professional development for Councillors contributes towards a positive presentation of Council for the betterment of the organisation and the community and provides the necessary skills and knowledge for Councillors to effectively perform their role and function in compliance with legislative requirements.

This Policy consists of four main parts which each have distinct obligations:

Compulsory Elected Member Training (CEMT) sets out the legislative requirements that newly elected Councillors must undertake, being the Council Member Essentials course. Newly elected Councillors who complete the CEMT are deemed to have met their Continuing Professional Development requirements for the first two years of their term.

Continuing Professional Development (CPD) requires Councillors to undertake CPD in accordance with this Policy. This applies to all Councillors, however, newly elected Councillors who undertake the CEMT are deemed to have met their CPD requirements for the first two years of their term.

Reporting sets out the reporting requirements under the *Local Government Act 1995*.

General Conditions outlines the parameters applicable to all training and professional development opportunities, whether it be CEMT or CPD.

Compulsory Elected Member Training

Councillors have significant and complex roles that require a diverse skillset.

All Councillors are required to complete the Council Member Essentials Course (the Course), unless they meet certain exemptions. The training is valid for five years meaning a Councillor is only required to undertake the training at every second election. The Course must be completed within 12 months of appointment to Council.

The Course consists of the following five modules:

1. Understanding Local Government;
2. Serving on Council;
3. Meeting Procedures;
4. Conflicts of Interest; and
5. Understanding Financial Reports and Budgets.

A Councillor is exempt from the requirement in Section 5.126(1) of the *Local Government Act 1995* if:

1. The Councillor passed either of the following courses within the period of five years ending immediately before the day on which the Councillor is elected:
 - a. Council Member Essentials;
 - b. 52756WA Diploma of Local Government (Elected Member); or
2. The Councillor passed the course titled LGASS00002 Elected Member Skill Set before 1 July 2019 and within a period of five years ending immediately before the day on which the Councillor is elected.

Continuing Professional Development

Councillors are encouraged to identify individual and group personal development needs to enhance their effectiveness. As the needs of individual Councillors may vary, each Councillor is encouraged to seek the assistance of the President and/or Chief Executive Officer in analysing his or her particular requirements and in identifying appropriate courses, seminars and training to meet those needs.

CPD opportunities will be in line with the Shire's strategic direction as identified in the Integrated Strategic ~~Community~~ Plan covering:

1. Our LifestyleCommunity;
2. Our InfrastructureEconomy;
3. Our EconomyInfrastructure;
4. Our Natural Environment; and
5. Our LeadersOrganisation.

In addition to the above it is important to recognise the following categories as potential opportunities:

1. General Leadership; and
2. Professional Skill Development.

In considering other CPD opportunities it is important that the course or development opportunity:

1. Is relevant to the role and functions of a Councillor;
2. Provides scope for the Councillor to acquire skills relevant and beneficial to their role;
3. Provides information on a contemporary issue so that Council can contribute to discussion or debate;
4. Meets community expectations that attendance is necessary for the benefit of the community; or

5. Provides improvements to the built, social, economic and natural well-being of the community.

The type of CPD opportunities that Councillors attend are to be related to a particular function or activity in which Council is involved, rather than individual or personal development.

Conferences, seminars or courses held by organisations of which Council is a member, or has an interest in, would usually be attended by Council's appointed representatives to those organisations.

Applications from Councillors to attend CPD will be considered in consultation with the President, Deputy President and Chief Executive Officer, with regard given to the applicability of the training and development as it relates to the Shire of Dowerin, the individual Councillor's functions (e.g. committee membership) and where attendance can be accommodated within annual budget allocations.

Councillors are required to provide a brief summary and any information or documentation of particular importance to Council following attendance at approved conferences or seminars. The summary should detail the knowledge and skills gained, benefits of attendance for the Shire, Council and community, and any relevant recommendations. The Councillor CPD Summary Report form has been developed for this purpose.

Reporting

The Shire is required to report annually on completed training. Completed training must be published on the Shire's website within one month after the end of the financial year and in the Annual Report for that financial year. This will include the Council Member Essentials Course and any CPD undertaken by Councillors.

General Conditions

Council will allocate appropriate funds for Conference Expenses, Training Expenses and Travel and Accommodation Expenses in its Annual Budget to enable Councillors to attend CEMT and CPD.

Where a partner/spouse accompanies a Councillor while they attend either CEMT or CPD all expenses incurred by the partner/spouse are to be paid by the Councillor or partner/spouse, including meals, registration fees (where applicable) and any other costs or incidentals.

All travel, accommodation and registrations will be booked by the Office of the Chief Executive Officer.

Accommodation will be booked, where practicable, at the associated venue or, if unavailable, at premises in close proximity to the venue. Depending on the commencement time of the CEMT or CPD bookings will include accommodation the night before. Except in extenuating circumstances, accommodation will not generally be provided the night following the CEMT or CPD. Such instances will require the approval of the President and/or Chief Executive Officer.

If a Councillor attending CEMT or CPD extends the period of time away or deviates from the travel arrangements for private purposes the Councillor will be responsible for the full cost associated with that extended stay and/or variation to travel arrangements for private purposes.

Attendance by Councillors at interstate or international training and professional development opportunities that incurs any cost to the Shire requires a resolution of Council.

No more than two Councillors may attend the same interstate training and development opportunity unless the training is mandatory or universal to the functions of a Councillor.

Attendance at an interstate training and development opportunity is not permitted within three months of the date of expiry of a Councillor's current term of office.

Nothing in this Policy prevents Council from approving additional funding for Councillor Training & Continuing Professional Development, subject to a resolution of Council.

Any disputes in regard to this policy will be referred to the Chief Executive Officer in the first instance. In the event the Councillor and the Chief Executive Officer cannot reach an agreement the matter will be presented to Council for a resolution.

Roles & Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Councillor CPD Summary Report Form

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Administration) Regulations 1996

Related Delegation

Nil

Document Control	
<u>Policy Number</u>	<u>1.15</u>
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<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>21 April 2020 (CMRef 0182)</u>
<u>Last Review Date</u>	<u>15 November 2022</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	1.16
POLICY SUBJECT	-	1.16 Attendance at Events and Functions Policy
DATE ADOPTED	-	16 June 2020 (CMRef 0211)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>15 November 2022 (CMRef XXXX)</u>

Objective

To establish guidelines for appropriate disclosure and management of acceptance of invitations to events or functions, or other hospitality occasions, where Councillors and the Chief Executive Officer are invited free of charge, whether as part of their official duties as Council or Shire representatives or not.

Policy

Purpose

This policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of Councillors and the Chief Executive Officer.

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before Council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Key Issues to Consider

In considering whether a benefit such as an invitation to an event or hospitality given is a gift as defined and for the purposes of the *Local Government Act 1995* (the Act) and Regulations, the key issues include:

1. Who is a donor ie the person who is offering or giving the benefit?
2. What is the value of the benefit?
3. Does the recipient receiving the benefit contribute anything of value to the donor in return for the benefit such as formally opening or speaking at the event or presenting prizes/awards?
4. If so, does the value of that contribution outweigh the value of the benefit? If so, it will not be a gift for the purposes of the Act and Regulations.

Receipt of Gifts

In accordance with Sections 5.87A and 5.87C of the Act, Councillors and the Chief Executive officer are required to disclose gifts that are received in their official capacity and:

1. are valued over \$300; or
2. are of a cumulative value that exceeds \$300 where the gifts are received from the same donor in a 12-month period.

Disclosure of a gift is to be made in writing to the CEO within 10 days of receipt. All gift declarations are to be included in the Register and published on the local government's website.

Commercial Entertainment Events

Any tickets accepted by a Councillor without payment for any commercial entertainment event for which a member of the public is required to pay, whether sponsored by the Shire or not, will generally be classified as a gift for the purposes of the Act and Regulations.

An exception to this is where the President or their representative attends the event in an official capacity to perform a civic or Presidential function (for example, officially opening the event, providing a keynote speech or presenting prizes/awards).

Where there is a commercial entertainment event that, in the opinion of the Chief Executive Officer, it is in the interests of the Shire for one or more Councillors to attend in order to assess and understand first-hand the impacts on the community or business, then one or more tickets for that event will be purchased for the relevant Councillor(s) by the Shire at full cost.

Other Commercial (Non-entertainment) Events

For other commercial (non-entertainment) events, such as a conference or seminar, for which a member of the public is required to pay, where the Chief Executive Officer is of the opinion that it is in the interests of the Shire for one or more Councillors to attend (such as for their professional development or to undertake a function as a Councillor), then one or more registrations or other benefits for that event will be purchased for the Councillor by the Shire at full cost to enable attendance.

If the Shire does not pay for the event, free registration or any other benefit (such as hospitality) given to a Councillor would be classified as a 'gift' unless the contribution of the Councillor to the event (for example, by way of a paper or speaking engagement) is reasonably considered to outweigh the value of registration or other benefit given to the Councillor.

Community/Local Business Events

Acceptance of reasonable and modest hospitality by a Councillor at an unpaid event run by a local community group for local business would not generally be classified as a 'gift' where the contribution by the Councillor to the event is reasonably considered to outweigh the value of the hospitality.

This is more likely where a Councillor attends the event in their official capacity as a Councillor - preferably where the attendance has been specifically authorised by Council - but otherwise where the person is performing their function(s) as a Councillor.

Perceived or Actual Conflict

Event attendance may create a perceived or actual conflict, which may preclude Councillors participating at a future Council or Committee Meeting.

If the amount of an event ticket (gift) is less than \$300, and relates to a matter before Council, under Section 5.68 of the Act, Council may allow the disclosing Councillor to participate on the condition that the interest, Council's decision, and the reasons for that decision are recorded in the minutes.

If the gift amount is above \$300, Council or the CEO must apply to the Minister for Local Government for permission to allow the Councillor(s) to participate.

Provision of Tickets to Events

Invitations

All invitations or offers of tickets for a Councillor or the CEO to attend an event should be in writing and addressed to the Shire of Dowerin.

Any invitation or offer of tickets not addressed to the Shire of Dowerin is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

A list of events and attendees authorised by the Shire of Dowerin in advance of the event is at Attachment A.

Approval of attendance

In making a decision on attendance at an event, Council will consider:

1. who is providing the invitation or ticket to the event;
2. the location of the event in relation to the local government (within the district or out of the district);
3. the role of the Councillor or CEO when attending the event (participant, observer, presenter) and the value of their contribution;
4. whether the event is sponsored by the local government;
5. the benefit of local government representation at the event;
6. the number of invitations/tickets received; and
7. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by simple majority.

Payments in respect of attendance

Where an invitation or ticket to an event is provided free of charge, the Shire may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if Council determines attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved and listed in Attachment A, Council will determine whether it is in the best interests of the Shire for a Councillor, the CEO or another officer to attend on behalf of Council.

If Council determines that a Councillor or CEO should attend a paid event, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised representative attend an event, any tickets for that person, if paid for by the Shire, must be reimbursed by the representative unless expressly authorised by Council.

Exclusions

The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:

1. WALGA (but not LGIS);
2. Local Government Professionals Australia (WA);
3. Australian Local Government Association;
4. A department of the public service;
5. A government department of another State, a Territory or the Commonwealth; OR
6. A local government or regional local government.

However, in these circumstances, the gift is still required to be recorded on the "gift register".

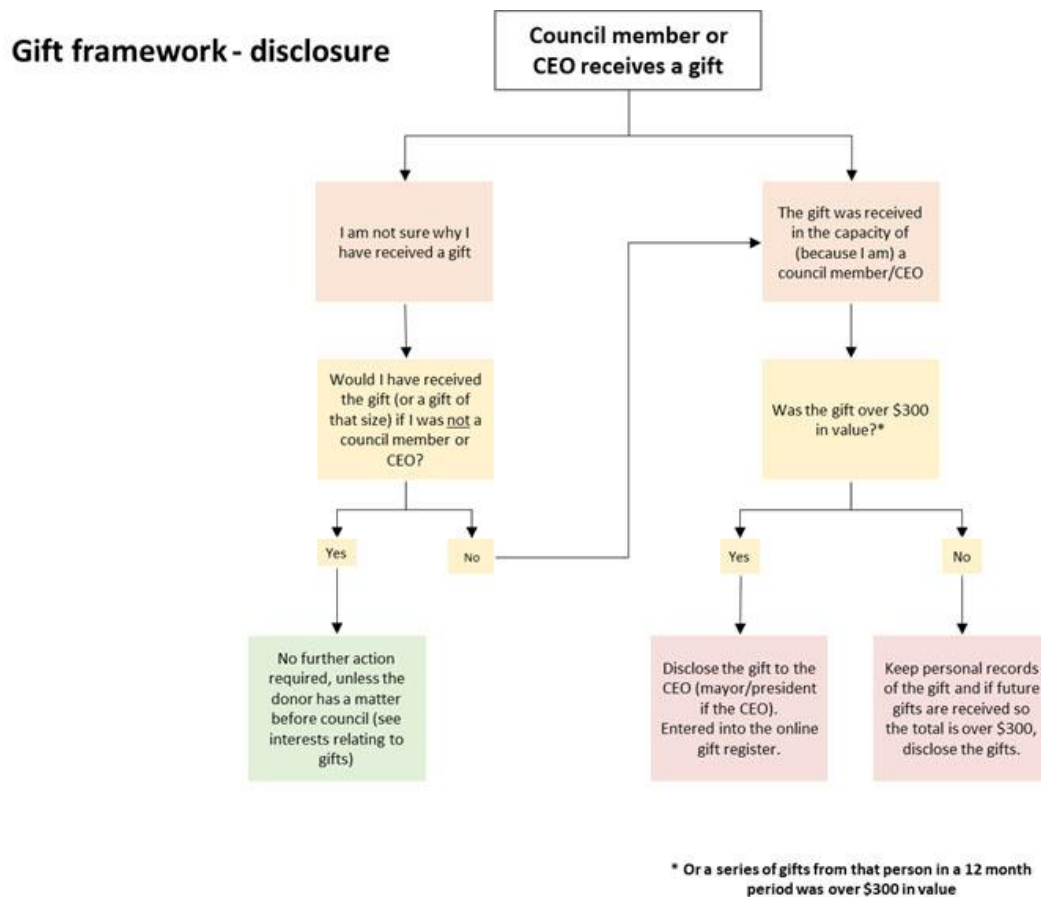
Dowerin Field Days

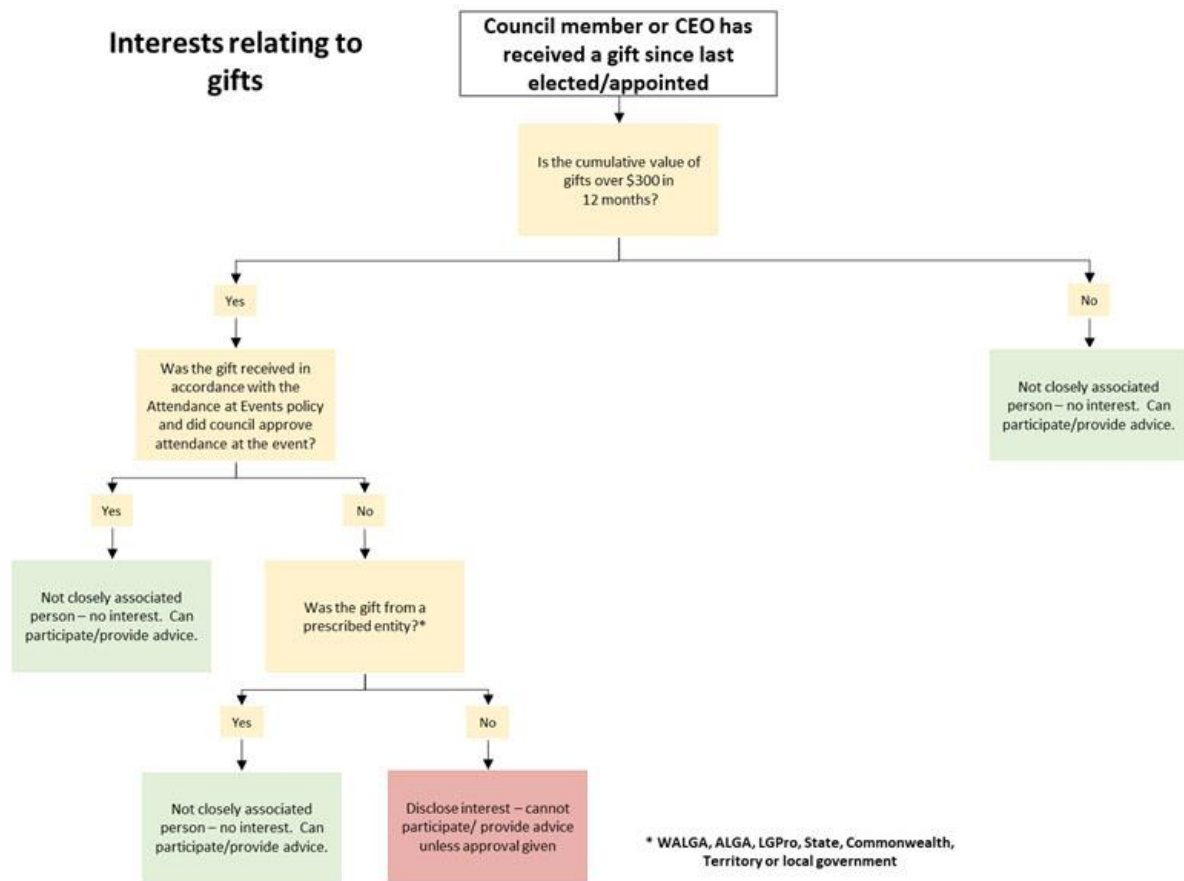
The Dowerin Field Days is a significant annual event both in terms of the Dowerin community and the wider agricultural sector. Historically, Councillors and the CEO have been provided free tickets to attend the event. The total value of the tickets is approximately \$50-60 per person. As this is below the threshold specified under the Act, Regulations and this policy, accepting the tickets and attending the event does not constitute a gift, nor does it create a conflict of interest. It is noted that in some instances Councillors attend the Field Days in a volunteer capacity which it is acknowledged is as a community member as opposed to being an official function of their role as a Councillor.

It is also noted that it is historical practice for the Shire Offices to close on the Wednesday of the Field Days enabling staff the option to volunteer their time assisting in the operation

of the event. While this may include the CEO, it is understood this volunteering is undertaken in the capacity of a community member as opposed to being an official function of their role as CEO of the organisation. Hence, it will not generally be classified as a gift for the purposes of this policy.

The following flowcharts are provided for guidance purposes:





Attachment A

Events Authorised in Advance

Event	Date of Event	Approved Attendees	Approval Council Contribution to Cost	Date of Council Resolution for Approved Attendance
Dowerin Field Days	Last Wednesday & Thursday in August annually	President, Councillors & the CEO (Partners excluded)	Nil	16 June 2020 (CMRef 0211)
Dowerin District High School Awards	Annually to present Award	President (Partners excluded)	Sponsorship of Award	16 June 2020 (CMRef 0211)

Roles & Responsibilities

Councillors

Councillors have the responsibility of ensuring they understand and comply with the requirements of this policy.

Chief Executive Officer

The Chief Executive Officer has responsibility to ensure this policy is implemented.

Executive & Governance Officer

The Executive & Governance Officer has responsibility to ensure this policy is reviewed and presented to Council for consideration.

Related Documentation

Department of Local Government, Sport and Cultural Industries - Circular No. 11-2019 - New Gifts Framework

Department of Local Government, Sport and Cultural Industries - Gifts and Conflicts of Interests - Frequently Asked Questions

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Related Delegation

Nil

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<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	7.9
POLICY SUBJECT	-	Occupational Safety, Health and Environmental Work Health Safety Policy
DATE ADOPTED	-	30 September 2016
RESPONSIBLE OFFICER	-	Rebecca McCall
REVIEWED	-	26 March 2019 <u>20 December 2022</u>
REVIEWED	-	4 May 2021

Objective

The Shire of Dowerin (the Shire) is committed to achieving zero harm to all stakeholders whether internal or external, when engaged in any capacity with the Shire.

Policy

The Shire is committed to providing a safe working environment for all internal and external stakeholders that may be impacted by any of its activities.

The Shire will endeavor to improve ~~health and safety~~ ~~and health~~ in the workplace with the philosophy that all injuries and accidents are preventable and that a ~~healthy and safe~~ ~~and healthy~~ working environment is conducive to job satisfaction whilst achieving the objectives of the Shire.

Safety and Health Objectives

Commitment, co-operation and effective teamwork is fundamental to achieving the following key safety and health objectives:

The Shire will:

- ~~Provide and maintain a healthy and safe work environment through the proactive identification of work related hazards and elimination of these where possible, or reduction of associated risk level through the application of the hierarchy of risk controls where hazards cannot be completely eliminated;~~
- ~~Strive to achieve high standards and continuous improvement in work health and safety performance by utilising best practice procedures and taking into account current levels of technical knowledge and development;~~
- Provide all Personal Protective Equipment to its staff;
- Provide a workplace that ensures safe work practices and systems are of the highest standard;
- ~~Ensure that all workers and other persons within the workplace are fully informed of potential hazards and associated risk control measures, including through a process of training, instruction, information sharing and supervision as applicable; Ensure that employees understand their responsibilities for safe working conditions and be provided with appropriate instruction, training, information and equipment;~~
- Involve employees in ~~health and safety~~ ~~and health~~ matters and consult with them in ways to reduce workplace hazards and prevent injuries;
- Protect the public, the environment, equipment and materials from injury, accidental loss or damage;
- Conform to statutory requirements as a minimum standard; and
- Take all practicable steps to occupationally rehabilitate employees after injury or illness in the workplace.

Responsibilities

The Shire understands and accepts responsibilities imposed under Work Health and Safety (WHS) legislation and is committed to providing healthy and safe working conditions.

Safety and health are both an individual and a collective responsibility of all employees, in particular;

- **Chief Executive Officer**

The Chief Executive Officer is the responsible officer for all ~~Occupational Safety and Health~~Work Health Safety practices within the organisation.

- **Managers and Supervisors**

Managers and supervisors are responsible for implementing the ~~Occupational Safety and Health~~Work Health Safety Policy and ensure that appropriate planning, development, implementation and monitoring of ~~Occupational Safety and Health~~Work Health Safety Procedures is kept up to date and adhered to on a daily basis.

- **Employees**

Employees are required to follow all safe working practices and use provided personal protective equipment at all times to minimise risks. Employees are to take responsibility in ensuring that both their own safety, along with the safety of others, is a priority consideration when undertaking work for the Shire. It is a requirement that all employees immediately, or as soon as practicable, report all accidents and hazardous situations that arises in the course of their work and file a completed Incident Report.

Related Documentation

Health, Safety and Environmental Management Plan

Related Legislation/Local Law/Policy/Procedure

~~Occupational Health and Safety Act 1984~~Work Health and Safety Act 2020

~~Occupational Health and Safety Regulations 1996~~Work Health and Safety (General) Regulations 2022

Australian Standard AS 4801 – Occupational Health and Safety Management Systems

Related Delegation

Nil

CEO Endorsement

Signed:	Rebecca McCall, Chief Executive Officer	Dated:
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Document Control	
<u>Policy Number</u>	<u>7.9</u>
<u>Policy Version</u>	<u>6</u>

<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>30 September 2016</u>
<u>Last Review Date</u>	<u>March 2017 (CMRef 2762)</u> <u>26 March 2019</u> <u>February 2021 (CMRef 0370)</u> <u>September 2021 (CMRef 0491)</u> <u>20 December 2022 (CMRef XXXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

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DELEGATIONS REGISTER

Table of Contents

INTRODUCTION	5
DEFINITIONS.....	5
LOCAL GOVERNMENT ACT 1995	5
REVIEW OF DELEGATIONS.....	5
STANDARD CONDITIONS OF DELEGATIONS.....	6
RECORD OF ACTIONS AND DECISIONS	6
PRIMARY AND ANNUAL RETURNS	6
MATTERS WHICH CANNOT BE DELEGATED	6
DELEGATION BY THE CHIEF EXECUTIVE OFFICER TO AN EMPLOYEE	7
ACTING THROUGH ANOTHER PERSON	8
USING DELEGATION TO MAKE DECISIONS	8
CONFLICTS OF INTEREST	8
1 COUNCIL TO COMMITTEES OF COUNCIL	9
1.1 Audit & Risk Committee.....	9
2 LAW & ORDER.....	10
2.1 Powers of Entry	10
2.2 Declare Vehicle is Abandoned Vehicle Wreck.....	11
2.3 Confiscated or Uncollected Goods	12
2.4 Disposal of Sick or Injured Animals.....	14
3 WORKS & ENGINEERING.....	15
3.1 Close Thoroughfares to Vehicles	15
3.2 Obstruction of Footpaths and Thoroughfares.....	17
3.3 Public Thoroughfare – Dangerous Excavations.....	19
3.4 Crossings – Construction, Repair and Removal	21
3.5 Performing Particular Things on Land which is not the Local Government’s Property.....	22
3.6 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given	23
3.7 RAV Network Requests	24
3.8 Reserves Under Control of Local Government	25
3.9 Give Notice to Prevent Damage to Local Government Property and other Land from Wind Erosion and Sand Drift.....	26

4	ADMINISTRATION.....	27
4.1	Expressions of Interest for Goods and Services.....	27
4.2	Tenders for Goods and Services.....	28
4.3	Panels of Pre-Qualified Suppliers for Goods and Services.....	31
4.4	Application of Regional Price Preference Policy.....	33
4.5	Disposing of Property	34
4.6	Legal Matters & Representation	36
5	FINANCE.....	37
5.1	Payments from the Municipal or Trust Funds	37
5.2	Defer, Grant Discounts, Waive or Write Off Debts	39
5.3	Power to Invest and Manage Investments	41
5.4	Rate Record Amendment.....	43
5.5	Agreement as to Payment of Rates and Service Charges	44
5.6	Determine Due Date for Rates or Service Charges	45
5.7	Recovery of Rates or Service Charges	46
5.8	Recovery of Rates Debts – Require Lessee to Pay Rent	47
5.9	Rate Record - Objections	48
5.10	Community Funding.....	49
6	BUILDING ACT 2011 DELEGATIONS.....	50
6.1	Grant a Building Permit.....	50
6.2	Demolition Permits.....	52
6.3	Occupancy Permits or Building Approval Certificates	54
6.4	Designate Employees as Authorised Persons	56
6.5	Building Orders	57
6.6	Inspection and Copies of Building Records	59
6.7	Referrals and Issuing Certificates	60
6.8	Private Pool Barrier – Alternative and Performance Solutions	61
7	BUSH FIRES ACT 1954 DELEGATIONS.....	62
7.1	Make Request to FES Commissioner – Control of Fire.....	62
7.2	Prohibited Burning Times - Vary	63
7.3	Prohibited Burning Times – Control Activities.....	64
7.4	Restricted Burning Times – Vary and Control Activities	66
7.5	Control of Operations Likely to Create Bush Fire Danger	68
7.6	Firebreaks	69
7.7	Appoint Bush Fire Control Officer/s and Fire Weather Officer.....	70
7.8	Recovery of Expenses Incurred through Contraventions of this Act.....	71
7.9	Prosecution of Offences and Infringement Notices	72
7.10	Withdrawal of Infringement Notices	73

8	CAT ACT 2011 DELEGATIONS	74
8.1	Cat Registrations.....	74
8.2	Cat Control Notices	76
8.3	Approval to Breed Cats.....	77
8.4	Recovery of Costs – Destruction of Cats.....	78 77
8.5	Application to Keep Additional Cats	79
9	DOG ACT 1974 DELEGATIONS	80
9.1	Refuse or Cancel Registration.....	80
9.2	Recovery of Moneys Due Under this Act	82
9.3	Dispose of or Sell Dogs Liable to be Destroyed.....	83
9.4	Declare Dangerous Dog	84
9.5	Determine Recoverable Expenses for Dangerous Dog Declaration	85
10	FOOD ACT 2008 DELEGATIONS	86
10.1	Prohibition Orders.....	86
10.2	Food Business Registrations	87
10.3	Appoint Authorised Officers and Designated Officers	88
11	GRAFFITI VANDALISM ACT 2016 DELEGATIONS	90
11.1	Give Notice Requiring Obliteration of Graffiti.....	90
11.2	Notices – Deal with Objections and Give Effect to Notices	91
11.3	Powers of Entry	92
12	PUBLIC HEALTH ACT 2016 DELEGATIONS	93
12.1	Appoint Authorised Officer or Approved Officer.....	93
12.2	Enforcement Agency Reports to the Chief Health Officer	95
12.3	Designate Authorised Officers	96
12.4	Commence Proceedings.....	98
13	PLANNING AND DEVELOPMENT ACT 2005 DELEGATIONS	99
13.1	Illegal/Unauthorised Development	99
14	HEALTH ACT 1911 DELEGATIONS	101
14.1	Appointment of Deputy	101
15	DELEGATIONS IN A STATE OF EMERGENCY	102
15.1	Renewal or Extension of Contracts during a State of Emergency	102
15.2	Procurement of Goods or Services required to address a State of Emergency	104

Introduction

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision-making and is consistent with the Shire's Strategic Community Plan and commitment to a strong customer service focus.

The Council (and the Chief Executive Officer in the case of most sub delegations) delegate matters where the relevant employees have the appropriate skills and expertise to implement the delegation or sub delegation within the Shire's decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority is subject to complying with relevant policies of the Shire, which are referenced within each Instrument.

An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation, or actually making the relevant decision on a particular issue.

Definitions

The terms used throughout this register are defined below:

Delegate the person (named by position title or office) or entity 'appointed' by the delegator, to act in place of the delegator for the purpose of exercising an express power or duty.

Delegation the process, prescribed in legislation, for assigning authority to exercise an express power or duty from the delegate to another person (named by position title or office) or an entity (the Delegate).

Delegator the person (named by position title or office) or entity in which the written law vests an Express Power or Duty whom delegates that Express Power or Duty.

Express Power or Duty a power or duty written (expressly) in legislation.

Express Power to Delegate a power (procedure) written (expressly) in legislation that enables the devolution of an Express Power or Duty from a Delegator to a Delegate.

Head of Power the legislation, which contains an express power to delegate and/or an express power or duty.

Instrument of Delegation the written form of a delegation. Legislation requires delegation be provided in writing. The instrument of delegation communicates the delegation from the Delegator to the Delegate.

Sub-delegate the person (named by position or title or office) or entity to which a Delegate has sub-delegated a power or duty, which has been delegated to that Delegate by the Delegator.

Local Government Act 1995

The majority of delegations and sub delegations described in this Register originate under the *Local Government Act 1995*, which permits a local government (by absolute majority decision under Section 5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in Section 5.43.

The delegation powers under the *Local Government Act 1995* relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

The *Local Government Act 1995* allows the Chief Executive Officer to delegate any of the powers delegated to the Office of Chief Executive Officer to another employee (Section 5.44(1)), in writing (Section 5.44(2)) and may include conditions (Section 5.44(4)).

Review of Delegations

The *Local Government Act 1995* requires that a review of the Delegations Register occurs at least once every financial year. Delegations under other Acts may have different requirements. Where there is no statutory requirement for review, the provisions of the

Local Government Act 1995 shall be applied to ensure uniformity. The review will include the Chief Executive Officer reviewing all sub-delegations and authorisations.

Standard Conditions of Delegations

In accordance with Section 5.71 of the *Local Government Act 1995* and the Shire of Dowerin's Code of Conduct, if an employee has been delegated a power or duty relating to a matter in which the employee has an interest, that employee must not exercise the power or discharge the duty and must, in the case of the CEO, disclose to the Shire President the nature of the interest, and in the case of any other employee, must disclose to the CEO the nature of the interest. The *Local Government Act 1995* contains severe penalties for failure to comply.

In accordance with Sections 5.75 and 5.76 of the *Local Government Act 1995*, the delegation of a power or duty to an employee triggers the requirement to make disclosures in primary and annual returns. The *Local Government Act 1995* contains severe penalties for failure to comply. It is the responsibility of each individual employee to ensure compliance.

Any delegation exercised shall comply with any laws and regulations in force, and the requirements of any Shire of Dowerin Local Laws, Council Policies and resolutions of Council.

In accordance with Section 5.46(3) of the *Local Government Act 1995*, a person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty. Regulation 19 of the *Local Government (Administration) Regulations 1996* requires the person to whom the power or duty has been delegated to keep a written record of:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the person or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Record of Actions and Decisions

If a person is exercising a power or duty that has been delegated (including sub delegated), the *Local Government Act 1995* requires that records be kept whenever the delegated authority is utilised (Section 5.46 (3)). Regulation 19 of the *Local Government (Administration) Regulations 1996* prescribes the information required to be recorded:

1. how the person exercised the power or discharged the duty;
2. when the person exercised the power or discharged the duty; and
3. the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty.

Officers responsible for a delegated function, power or duty are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required.

Primary and Annual Returns

An employee to whom a duty or power is delegated under the *Local Government Act 1995* is considered a 'designated employee' under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

Matters which cannot be Delegated

The following are decisions that cannot be delegated by Council to the Chief Executive Officer as per Section 5.43 of the Act:

1. Any power or duty that requires a decision of an absolute majority or special (75%) majority of the local government;
2. Accepting a tender which exceeds an amount determined by the local government;
3. Appointing an auditor;
4. Acquiring or disposing of any property valued at an amount determined by the local government;
5. Any of the local government's powers under Sections 5.98, 5.98A, 5.99A, 5.99 and 5.100 of the Act;
6. Borrowing money on behalf of the local government;
7. Hearing or determining an objection of a kind referred to in Section 9.5;
8. The power under Section 9.49(4) to authorize a person to sign documents on behalf of the local government;
9. Any power of duty that requires the approval of the Minister or Governor; or
10. Such other duties or powers that may be prescribed by the Act.

Furthermore, the following regulations prescribe powers and duties which cannot be delegated to the CEO:

1. Regulation 18G of the *Local Government (Administration) Regulations 1996* prohibits the delegation to a CEO of the powers and duties under Sections 7.12(a), 7.12A(3)(a) and 7.12A(4) of the *Local Government Act 1995* (relating to meetings with auditors);
2. Regulations 18C and 18D (relating to the selection and appointment of CEO's and reviews of their performance); and
3. Regulation 6 of the *Local Government (Financial Management) Regulations 1996* prohibits the delegation of the duty to conduct an internal audit to an employee (including a CEO) who has been delegated the duty of maintaining the local government's day to day accounts or financial management operations.

Delegation by the Chief Executive Officer to an Employee

Section 5.44(1) of the *Local Government Act 1995* allows for the Chief Executive Officer to delegate any of the powers to another employee other than the power of delegation. This must be done in writing as per Section 5.44(2). The Act also allows for the Chief Executive Officer to place conditions on any delegations if desired under Section 5.44(4).

A register of delegations relevant to the Chief Executive Officer and other employees is to be kept and reviewed at least once every financial year as per Section 5.46(1) and (2) of the Act. If a person is exercising a power or duty that they have been delegated, the Act requires that records be kept whenever the delegated authority is exercised as per Section 5.46(3) of the Act.

The record is to contain the following information:

1. How the person exercised the power or discharged the duty;
2. When the person exercised the power or discharged the duty; and
3. The persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty under Regulation 19 of *Local Government (Administration) Regulations 1996*.

Officers responsible for a work process are to ensure that data is captured and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

A person to whom a power is delegated under the Act is considered to be a "designated employee" under Section 5.74(1) of the Act and is required to complete a primary and annual return each year.

There is no power for a person other than the CEO to delegate a power as stated in Section 5.44(1) of the Act.

Officers must refer to relevant legislation prior to making any decisions under delegated authority.

Acting through another person

The *Local Government Act 1995* recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. Section 5.45(2) of the Act states:

“Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing –

- (a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or*
- (b) a Chief Executive Officer from performing any of his or her functions by acting through another person.”*

The key difference between a delegation and “acting through” is that a delegate exercises the delegated decision making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to “act through” another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the “acting through” concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

Using delegation to make decisions

Before using a delegated authority a delegate must familiarise themselves with the legislative framework that informs the decisions they will make under the Delegation.

Care should be taken to understand the legislative process, conditions and limitations relevant to the statutory power or duty. The delegate must also consider and apply policy, procedures or standards that are relevant to the decisions they are empowered to make and also ensure that they comprehensively understand the legal framework that informs their decision making.

Conflicts of Interest

A conflict of interest arises where a personal interest is in conflict with the public interest. Delegates must disclose any conflict of interest, which may require them to be removed from the decision making process. A Delegate may also refer the decision making back to the Delegator where they consider there is a risk or sensitivity which makes it more appropriate for the Delegator to make that decision.

The Shire’s Code of Conduct requires that employees immediately disclose interests that could be in conflict, or could be perceived to be in conflict, with the performance of their public duties.

1 Council to Committees of Council

1.1 Audit & Risk Committee

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> a. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Dowerin; and b. + ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Dowerin's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	This delegation is not to be used where a Management Letter or Audit Report raises significant issues. In that instance the Local Government's meeting with the Auditor must be conducted with Council.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.
Compliance Links:	Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees Audit and Risk Committee Terms of Reference
Record Keeping:	Audit and Risk Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19. Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2 Law & Order

2.1 Powers of Entry

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the local government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	Delegated authority under s.3.34(1) and (3) may only be used where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u> Ranger Building Surveyor Environmental Health Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons – refer also s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.2 Declare Vehicle is Abandoned Vehicle Wreck

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 2.4 Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All documentation relating to the disposal of a declared abandoned vehicle wreck is to be recorded in SharePoint/Compliance/Ranger/Abandoned Vehicles accordance with the Shire of Dowerin Record Keeping Plan ..
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

2.3 Confiscated or Uncollected Goods

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or s.3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. The period after which goods may be sold or otherwise disposed of under subsection (2b) is: <ol style="list-style-type: none"> a. for perishable goods – 3 days; b. for animals – 7 days; b. for prescribed non-perishable goods – one month; c. for other non-perishable goods – 2 months.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. b. The Delegation can only be used where the Delegate's reasonable efforts to identify and contract an owner have failed. c. If the market value is less than \$500, then the uncollected goods/abandoned vehicles are to be disposed of via a Private Treaty.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All documentation relating to the disposal of confiscated or uncollected goods is to be recorded in accordance with the

Reporting Requirements:	Shire of Dowerin Record Keeping Plan/SharePoint/Compliance/Ranger.
	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

GUIDANCE NOTE:

Section 3.47 specifies that Section 3.58 applies to disposal of goods under Section 3.47. Note however that the Section 3.57 tender requirements do not apply to either the disposal of confiscated or uncollected goods OR the Disposal of Property under Section 3.58. (Section 3.57 applies only to “contracts... under which another person is to supply goods or service).

2.4 Disposal of Sick or Injured Animals

Delegator:	Local Government
Express Power to Delegate:	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Part 3, Division 3, Subdivision 3 s.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3 Works & Engineering

3.1 Close Thoroughfares to Vehicles

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Where the closure is required for the conduct of an event, the requirements of the <i>Road Traffic (Events on Roads) Regulations 1991</i> will be applied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Road Traffic (Events on Roads) Regulations 1991

Record Keeping:	<p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Activities on-in Thoroughfares and Public Places and Trading Local Law</p> <p>Local Government Property Local Law</p>
	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

3.2 Obstruction of Footpaths and Thoroughfares

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left – Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance.

	<p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p><u>Manager Works & Assets Deputy Chief Executive Officer</u></p>
<p>CEO Conditions on this Sub-Delegation:</p>	<p>Conditions on the original delegation also apply to the sub-delegation.</p>
<p>Compliance Links:</p>	<p><u>Local Government (Uniform Local Provisions) Regulations 1996</u> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <u>Local Government Act 1995</u> <u>Road Traffic (Events on Roads) Regulations 1991</u> Activities on-in <u>Thoroughfares and Public Places and Trading</u> Local Law Local Government Property Local Law</p>
<p>Record Keeping</p>	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available <u>Here</u>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
<p>Reporting Requirements:</p>	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

3.3 Public Thoroughfare – Dangerous Excavations

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures

	Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.4 Crossings – Construction, Repair and Removal

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Maintenance and upkeep of the crossing to a safe and useable standard is the responsibility of the property owner.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works & Assets Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995</p> <p>Activities in Thoroughfares and Public Places and Trading Local Law</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.5 Performing Particular Things on Land which is not the Local Government's Property

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.27 Particular things local governments can do on land that is not local government property Sch.3.2 Particular things local governments can do on land even though it is not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to carry out things as follows: <ol style="list-style-type: none"> 1. Carry out works for the drainage of land [Sch.3.2(1)]; 2. Do earthworks or other works on land for preventing or reducing flooding [Sch.3.2(2)]; 3. Take from land any native growing or dead timber, earth, stone, sand or gravel that, in its opinion, the local government requires for making or repairing a thoroughfare, bridge, culvert, fence or gate [Sch.3.2(3)]; 4. Deposit and leave on land adjoining a thoroughfare any timber, earth, stone, sand, gravel, and other material that persons engaged in making or repairing a thoroughfare, bridge, culvert, fence or gate do not, in the opinion of the local government, require [Sch.3.2(4)]; 5. Make a temporary thoroughfare through land for use by the public as a detour while work is being done on a public thoroughfare [Sch.3.2(5)]; 6. Place on land signs to indicate the names of public thoroughfares [Sch.3.2(6)]; and 7. Make safe a tree that presents serious and immediate danger, without having to give the owner the notice otherwise required by regulations [Sch.3.2(7)].
Council Conditions on this Delegation:	An effort must have been made to notify the owner(s) and seek approval prior to works being carried out.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Asset and Works Coordinator</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.6 Notices Requiring Things to be done by Owner or Occupier of Land and Additional Powers when Notice is Given

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.25 Notices requiring certain things to be done by owner or occupier of land Sch.3.1 Powers under notices to owners or occupiers of land Sch.3.2 Particular things local governments can do on land even though it is not local government property <i>Local Government (Uniform Local Provisions) Regulations 1995</i> r.11 Dangerous excavation in or near public thoroughfare - Sch. 9.1 cl. 6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to exercise the powers and duties of the local government in relation to notices requiring certain things to be done by owner or occupier of land and additional powers when notice is given.
Council Conditions on this Delegation:	Must comply with relevant Council Policies.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Asset and Works Coordinator</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996 Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.7 Restricted Access Vehicle Network Requests

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53 Control of certain unvested facilities
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to approve or reject applications to use RAV Network 2, 3 & 4 combinations on all local roads considered suitable for use by that combination.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. All applications must be made in writing and will be subject to assessment against criteria and conditions stipulated in Council Policy 4.3 – Restricted Access Vehicle Policy. b. All applications for Network 5 and above are to be presented to Council for determination.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Asset and Works Coordinator</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Council Policy 4.3 – Restricted Access Vehicle Policy Road Traffic Act 1974 MRWA Guidelines
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.8 Reserves Under Control of Local Government

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the Parks and Reserves Act 1895 [s.3.54(1)]
Council Conditions on this Delegation:	Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works & Assets Asset and Works Coordinator
CEO Conditions on this Sub-Delegation:	a. Conditions on the original delegation also apply to the sub-delegation b. Must comply with relevant Council Policies
Compliance Links:	Local Government Act 1995 : Part 3, Division 3, Subdivision 3 Parks and Reserves Act 1895
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

3.9 Give Notice to Prevent Damage to Local Government Property and other Land from Wind Erosion and Sand Drift

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl. 12 (1) (2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to an owner/occupier of land if it is considered that clearing the owner/occupier's land might cause local government land having a common boundary to be adversely affected by wind erosion or sand drift [ULP r.21(1)] 2. Authority to give notice to owner/occupier of land to prevent or to minimise sand drifts that is likely to adversely affect other land
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Asset and Works Coordinator</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government Act 1995 Local Government (Uniform Local Provisions) Regulations 1996
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4 Administration

4.1 Expressions of Interest for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer r.24 Person expressing interest to be notified of outcome
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23 & r24].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works & Assets Deputy Chief Executive Officer Manager Corporate & Community Services
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government (Functions and General) Regulations 1996 - prescribe applicable statutory procedures WALGA Subscription Service - Procurement Toolkit Council Policy 3.11 - Purchasing Policy Council Policy 3.15 - Regional Price Preference Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Details to be recorded in the Tender Register.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.2 Tenders for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$150,000<u>250,000</u> or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$150,000<u>250,000</u> detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation and within the \$10,000 detailed as a condition on this Delegation, and to then negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].

	<p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ul style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10%. ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<ul style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> i. proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, ii. current supply contract expiry is imminent, iii. value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and iv. The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established where the total consideration under the resulting contract is \$150,000<u>250,000</u> or less and the expense is included in the adopted Annual Budget.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>
<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p><u>Manager Works & Assets Deputy Chief Executive Officer</u> <u>Manager Corporate & Community Services</u></p>
<p>CEO Conditions on this Sub-Delegation:</p>	<p>Conditions on the original delegation also apply to the sub-delegation</p>

Compliance Links:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996 - prescribe applicable statutory procedures WALGA Subscription Service - Procurement Toolkit Council Policy 3.11 - Purchasing Policy Council Policy 3.15 - Regional Price Preference Policy Council Policy 3.17 - Contract Variations Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i> . Documentation to be recorded <u>in accordance with the Shire of Dowerin Record Keeping Plan</u> to the relevant Tender file.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.3 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. In accordance with s.5.43, panels of pre-qualified suppliers may only be established, where the total consideration under the resulting contract is \$150,000 <u>\$250,000</u> or less and the expense is included in the adopted Annual Budget.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u> <u>Manager Corporate & Community Services</u>

CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Local Government (Functions and General) Regulations 1996 - prescribe applicable statutory procedures</p> <p>WALGA Subscription Service - Procurement Toolkit</p> <p>Council Policy 3.11 - Purchasing Policy</p> <p>Council Policy 3.15 - Regional Price Preference Policy</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>. Documentation to be recorded in accordance with the Shire of Dowerin Record Keeping Plan to the relevant docset in SharePoint. Original tender documentation to be kept in the strong room.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.4 Application of Regional Price Preference Policy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996::</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	<u>Manager Works & Assets Deputy Chief Executive Officer</u> <u>Manager Corporate & Community Services</u>
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Local Government (Functions & General) Regulations 1996 Council Policy 3.11 - Purchasing Policy Council Policy 3.15 - Regional Price Preference Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . The decision on whether a regional price preference is to be applied to a particular tender is to be included in the tender specifications for that tender.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.5 Disposing of Property

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with Section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$75,000 or less. c. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> ◦ Reserve price has been set by independent valuation. ◦ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> ◦ Negotiate the sale of the property up to a -10% variance on the valuation; and ◦ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property

	<p>is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</p> <p>e. Where the disposal relates to a lease or sub-lease of a Reserve vested in the Shire, the Power to Lease must be included as a condition on the Management Order with the State.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Local Government Act 1995 - s.3.58 Disposal of Property</p> <p>Local Government (Functions and General) Regulations 1995 - r.30 Dispositions of property excluded from Act s. 3.58</p> <p>Council Policy 3.3 - Disposal of Property Policy</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All documentation relating to the disposal of property is to be recorded in accordance with the Shire of Dowerin Record Keeping PlanSharePoint/Technical/Asset Management/Asset Acquisition & Disposal.</p> <p>Executed leases, tenancy agreements etc are to be retained in SharePoint/Legal Services/Agreements.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

4.6 Legal Matters & Representation

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.9.29
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to appoint an employee to represent the local government in legal proceedings either generally or in a particular case and to obtain legal advice and opinions as are deemed necessary in the exercise and management of the local government. [s.9.29(2)(b)].
Council Conditions on this Delegation:	<p>a. The CEO may only appoint the following officers to represent Council in legal proceedings or authorise them to obtain legal advice:</p> <ol style="list-style-type: none"> i. Deputy Chief Executive Officer Manager Corporate & Community Services ii. Asset & Works Coordinator Manager Works & Assets iii. Ranger iv. Building Surveyor v. Environmental Health Officer <p>b. Legal proceedings may only be initiated with the prior approval of Council subject to adequate provision in the Budget.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.
Note:	The above delegation is in addition to, and not in derogation of, the provisions under Section 358 of the Health Act 1911 which states that an environmental health officer of a local government may, by virtue of his/her office, and without receiving express authority from such local government, institute and carry on proceedings against any person for an alleged offence under this Act or any local law or regulation made thereunder, and he/she shall be reimbursed out of the funds of the local government all costs and expenses which he/she may incur or be put to in or about such proceedings.

5 Finance

5.1 Payments from the Municipal or Trust Funds

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> Authority to make payments is subject to annual budget limitations. Procedures are to be systematically documented, retained and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit & Risk Committee at least once each financial year. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer Manager Works & Assets Executive & Governance Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. Payments by cheque, <u>BPay</u> and EFT transactions must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, Manager Corporate & Community Services or Manager Works & Assets DCEO or EGO). The verification of incurring the liability via the purchase order, invoice and evidence of goods/service received must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, Manager Corporate & Community Services or Manager Works & Assets DCEO or EGO). Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996

Record Keeping:	<p>Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 - Use of Corporate Credit Cards</p> <p>Department of Local Government, Sport and Cultural Industries: Accounting Manual</p> <p>Council Policy 3.11 - Purchasing Policy</p>
	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p> <p>The List of Payments is to be presented as an Attachment to the Agenda to Council each month.</p>

5.2 Defer, Grant Discounts, Waive or Write Off Debts

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Dowerin [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Dowerin [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Dowerin [s.6.12(1)(c)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A debt, other than a debt relating to a rate or service charge, may only be waived where the dollar amount does not exceed \$200 300 per individual debt. b. A debt relating to a rate or service charge may only be written off where the dollar value does not exceed \$100 per individual debt. c. A discount on venue hire fees as listed in the Schedule of Fees & Charges (excluding the Short Stay Accommodation) may only be granted where the dollar amount does not exceed \$200 300. d. A discount on the accommodation rate for the Short Stay Accommodation as listed in the Schedule of Fees & Charges relating to the Short Stay Accommodation promotions may only be granted where the dollar amount does not exceed \$500 600. e. A debt may only be written off where all necessary measures have been taken to locate/contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Dowerin, or where the value of the debt makes recovery attempts uneconomical. f. Write off of debts greater than these values must be referred to Council for a decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation except that the dollar amount per rates notice cannot exceed \$5 for rates, sewerage and other charges, and \$2 for ESL.
Compliance Links:	<p>Local Government Act 1995</p> <p>Local Government (Financial Management) Regulations 1996</p> <p>Collection of Rates Debts - refer Delegations:</p> <p>Delegation 5.5 - Agreement as to Payment of Rates and Service Charges</p> <p>Delegation 5.7 - Recovery of Rates or Service Charges</p> <p>Delegation 5.8 - Recovery of Rates Debts - Require Lessee to Pay Rent</p>

Record Keeping:

Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available [Here](#)) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.

Where the write off relates to rates, relevant notes are to be kept on the property file within Synergyssoft and the hard copy file in the Compactus.

In accordance with Regulation 42 of the *Local Government (Financial Management) Regulations 1996*, the total amount of money written off is to be reported in the Annual Report.

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.3 Power to Invest and Manage Investments

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 3.2 - Investment Policy. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 3 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> 1. A decision to invest must be jointly confirmed by two Delegates. 2. Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p>Local Government Act 1995</p> <p>Trustees Act 1962</p> <p>Banking Act 1959</p> <p>Local Government (Financial Management) Regulations 1996 - refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))</p> <p>Council Policy 3.2 - Investment Policy</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

A report detailing the investment portfolio is to be presented to Council each month.

5.4 Rate Record Amendment

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record s.6.40 Effect of amendment of rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.5 Agreement as to Payment of Rates and Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Council Policy - Financial Hardship Policy for Water Services Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Documentation is to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint at Rates & Valuations/Payment Arrangements. Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. The full details of the arrangements made under this delegation is to be recorded in the rate record.

5.6 Determine Due Date for Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the date on which rates or service charges become due and payable to the Shire of Dowerin [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. The full details of the arrangements made under this delegation is to be recorded in the rate record.

5.7 Recovery of Rates or Service Charges

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation. b. The sub-delegation does not include the authority to lodge and withdraw caveats.
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferments) Act 1995 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Documentation to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint at Rates & Valuations/Debt Recovery. Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. The full details of the decision and actions taken under this delegation is to be recorded in the rate record.

5.8 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Dowerin [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Corporate & Community Services Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p>Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p>Rates & Charges (Rebates & Deferments) Act 1995</p> <p>Valuation of Land Act 1978</p> <p>Fire & Emergency Services Act 1998</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint at Rates & Valuations/Debt Recovery.</p> <p>Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.9 Rate Record - Objections

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995 Rates & Charges (Rebates & Deferments) Act 1992 Valuation of Land Act 1978 Fire & Emergency Services Act 1998 Notes - Decisions under this delegation may be referred for review by the State Administrative Tribunal
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Documentation to be recorded in SharePoint at Rates & Valuations/ Enquiries and Complaints.</p> <p>Relevant notes to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

5.10 Community Funding

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.7(2) Municipal Fund <i>Local Government (Financial Management) Regulations 1996</i> r.12(1)(a) Payment from municipal or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to approve community funding requests including the waiver of hire fees or cash donations to a maximum of \$300 <u>600</u> per application.
Council Conditions on this Delegation:	<p>a. The total of all cash donations made under this delegation shall not exceed the amount provided for that purpose in Council's Budget without a resolution of Council.</p> <p>b. Applications for community funding above \$300 <u>600</u> are to be referred to Council for determination.</p>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report. All donations made under this delegation are to be reported to Council monthly in the List of Accounts Paid and in the Information Report under Community Donations.

6 Building Act 2011 Delegations

6.1 Grant a Building Permit

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<i>Building Act 2011</i> s.119 Building and demolition permits - application for review by SAT

	<p>s.23 Time for deciding application for building or demolition permit</p> <p>s.17 Uncertified application to be considered by building surveyor</p> <p><u>Building Regulations 2012</u> - r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) - reviewable by SAT</i></p> <p><u>Building Services (Registration Act) 2011</u> - Section 7</p> <p><u>Home Building Contracts Act 1991</u> - Part 3A, Division 2 - Part 7, Division 2</p> <p><u>Building and Construction Industry Training Levy Act 1990</u></p> <p><u>Heritage of Western Australia Act 1990</u></p> <p><u>Caravan & Camping Grounds Act 1995</u></p> <p><u>Caravan & Camping Grounds Regulations 1997</u></p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available <u>Here</u>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint/Compliance/Development & Building/Building Applications and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

6.2 Demolition Permits

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit Building Regulations 2012 r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	The granting of a permit excludes those properties contained in the Shire of Dowerin Municipal Heritage Inventory.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation b. The CEO is to be advised of the intention to issue a demolition licence prior to the final licence being issued.
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT

	<p>s.23 Time for deciding application for building or demolition permit</p> <p><i>Building Services (Complaint Resolution and Administration) Act 2011</i> - Part 7, Division 2</p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage of Western Australia Act 1990</i></p>
<p>Record Keeping:</p>	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint/Compliance/Development & Building/Demolition Applications and a copy kept on the property file in the Compactus.</p>
<p>Reporting Requirements:</p>	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

6.3 Occupancy Permits or Building Approval Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p>Building Act 2011 s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT</p> <p>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</p> <p>Building and Construction Industry Training Levy Act 1990</p> <p>Heritage of Western Australia Act 1990</p> <p>Caravan & Camping Grounds Act 1995</p> <p>Caravan & Camping Grounds Regulations 1997</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available

Reporting Requirements:

[Here](#)) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.

Applications, plans and permits are to be recorded in accordance with the [Shire of Dowerin Record Keeping Plan](#) [SharePoint/Compliance/Development & Building/Building Applications](#) and a copy kept on the property file in the Compactus.

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.4 Designate Employees as Authorised Persons

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	Decisions under this delegated authority should be in accordance with r.5 of the <i>Building Regulations 2012</i> .
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p><i>Building Act 2011:</i></p> <p>s.97 requires each person designated as an authorised person must have an identity card.</p> <p>r.5A Authorised persons (s.3) – definition</p> <p>Building Regulations 2012</p> <p>Authorised Persons Identity Card and Certificate of Authorisation</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.5 Building Orders

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work; or b. Demolition work; or c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	Sub-delegation does not include the: <ol style="list-style-type: none"> 1. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything

Compliance Links:	<p>in regard to non-compliance with a building order [s.118(3)]; and</p> <p>2. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.</p>
	<p><u>Building Act 2011:</u></p> <ul style="list-style-type: none"> Section 111 Notice of proposed building order other than building order (emergency) Section 112 Content of building order Section 113 Limitation on effect of building order Section 114 Service of building order Part 9 Review - s.122 Building orders - application for review by SAT
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint/Compliance/Development & Building/Compliance and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

6.6 Inspection and Copies of Building Records

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Building Act 2011 - s.146 Confidentiality Code of Conduct Freedom of Information Act 1992 State Records Act 2000
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.7 Referrals and Issuing Certificates

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Dowerin's District [s.145A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Building Act 2011 Building Regulations 2012
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint/Compliance/Development & Building/Compliance and a copy kept on the property file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

6.8 Private Pool Barrier - Alternative and Performance Solutions

Delegator:	Permit Authority (Local Government)
Express Power to Delegate:	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor Environmental Health Officer
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation b. Any variation requested is to be discussed with the CEO prior to approval
Compliance Links:	Building Act 2011 Building Regulations 2012 Swimming Pool Provisions - AS1926.1 Standards (as amended)
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint/Compliance/Development & Building/Swimming Pools and a copy kept on the property file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7 Bush Fires Act 1954 Delegations

7.1 Make Request to FES Commissioner – Control of Fire

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to request on behalf of the Shire of Dowerin that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Work Health and Safety Act 2020 Council Policy 2.2 – Risk Management Policy Council Policy 7.9 – Work Health Safety and Environment Policy Council Policy 7.20 -Management of Bushfire Volunteers Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.2 Prohibited Burning Times - Vary

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Shire President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Council Policy 2.2 – Risk Management Policy Shire of Dowerin Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.3 Prohibited Burning Times – Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions during a Prohibited Burning Time to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvesters during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Dowerin or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Decisions under s.17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954

Record Keeping:	Bush Fires Regulations 1954
	Council Policy 2.2 – Risk Management Policy Shire of Dowerin Fire Order
	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.4 Restricted Burning Times - Vary and Control Activities

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B]. 7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters

	<p>necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvesters, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Dowerin or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<p>Bush Fires Act 1954</p> <p>Bush Fires Regulations 1954</p> <p>Council Policy 2.2 - Risk Management Policy</p> <p>Shire of Dowerin Fire Order</p>
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.5 Control of Operations Likely to Create Bush Fire Danger

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Council Policy 2.2 - Risk Management Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.6 Firebreaks

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Dowerin: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)]. 3. Authority to consider and determine a written request to vary the requirements of a Notice issued in accordance with s.33.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire's Annual Fire Break Notice Council Policy 2.2 - Risk Management Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Firebreak notices are to be included with the annual rates notice, published on the Shire's website and a copy recorded in accordance with the Shire of Dowerin Record Keeping Plan SharePoint at Compliance/Ranger/Bushfire Notices .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.7 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the <i>Bush Fires Act 1954</i>; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Dowerin [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Shire's Fire Break Notice Fire Break advertising of Officers - Gazettal and Despatch
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>A record of each Appointment is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.8 Recovery of Expenses Incurred through Contraventions of this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover expenses incurred as a result of an offence against the <i>Bush Fires Act 1954</i> , being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Dowerin or those on behalf of the Shire of Dowerin to do [s.58].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954 Bush Fires Regulations 1954 Council Policy 2.2 - Risk Management Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Where the contravention relates to a property relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.9 Prosecution of Offences and Infringement Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure - infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	<p><u>Bush Fires Act 1954:</u> s.65 Proof of certain matters s.66 Proof of ownership or occupancy</p> <p><u>Bush Fires Regulations 1954</u> List of First Schedule penalties Form 2 - Withdrawal of Bush Fire Infringement Notice Council Policy 2.2 - Risk Management <u>Shire of Dowerin Fire Order</u></p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available <u>Here</u>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

7.10 Withdrawal of Infringement Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59A(5) Alternative procedure - infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to withdraw an infringement notice for an offence against this Act [s.59A(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.48(3)
Compliance Links:	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy Bush Fires Regulations 1954 List of First Schedule penalties Form 2 - Withdrawal of Bush Fire Infringement Notice Council Policy 2.2 - Risk Management Policy Shire of Dowerin Fire Order
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Relevant notes are to be kept on the property file within Synergysoft and the hard copy file in the Compactus.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8 Cat Act 2011 Delegations

8.1 Cat Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Dowerin's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Conditions on the original delegation also apply to the sub-delegation. b. The sub-delegation does not contain the authority to reduce or waive a registration or approval to breed fee.
Compliance Links:	<p>Cat Act 2011</p> <p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights - refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>

Record Keeping:

Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available [Here](#)) in accordance with r.19 of the *Local Government (Administration) Regulations 1996*.

Registrations and amendments to Registrations are to be recorded in SharePoint/Compliance/Ranger/Animal Registrations/Cat.

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.2 Cat Control Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Dowerin's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Cat Act 2011 Cat Regulations 2012 - r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . Notices and relevant documentation are to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.3 Approval to Breed Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Cat Act 2011</p> <p>Cat Regulations 2012:</p> <ul style="list-style-type: none"> r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Notices and relevant documentation are to be recorded in SharePoint/Compliance/Ranger/Animal Control.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.4 Recovery of Costs – Destruction of Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Ranger
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	Cat Act 2011 Cat Regulations 2012 Cat (Uniform Local Provisions) Regulations 2013
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

8.5 Application to Keep Additional Cats

Delegator:	Local Government
Express Power to Delegate:	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. b. Where a complaint is made relating to an application to keep additional cats the matter is to be referred to Council for determination.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Cat Act 2011 Cat Regulations 2012
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

9 Dog Act ~~1974-1976~~ Delegations

9.1 Refuse or Cancel Registration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.14 Register of dogs s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Dowerin's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where

	delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p>Dog Act 1976 s.17A If no application for registration made - procedure for giving notice of decision under s.16(3)</p> <p>Dogs Local Law</p> <p>Note - Decisions under this delegation may be referred for review by the State Administration Tribunal - s.16A, s.17(4) and (6)</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

9.2 Recovery of Moneys Due Under this Act

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dog Act 1976 Dogs Local Law Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

9.3 Dispose of or Sell Dogs Liable to be Destroyed

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dogs Local Law
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

9.4 Declare Dangerous Dog

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Dogs Local Law Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

9.5 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator:	Local Government
Express Power to Delegate:	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE - sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Dogs Act 1976 Dog Regulations 2013 Dogs Local Law Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Ranger/Animal Control.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

10 Food Act 2008 Delegations

10.1 Prohibition Orders

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the <i>Food Act 2008</i> [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 Guide to Regulatory Guideline Number 1: Introduction of Regulatory Auditing in Western Australia Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Health/Health Orders.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

10.2 Food Business Registrations

Delegator:	Local Government
Express Power to Delegate:	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 - Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	Food Act 2008 Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . All relevant documentation is to be recorded in SharePoint/Compliance/Health/Food Premises.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

10.3 Appoint Authorised Officers and Designated Officers

Delegator:	Local Government
Express Power to Delegate:	<p><i>Food Act 2008:</i></p> <p>s.118 Functions of enforcement agencies and delegation</p> <p>(2)(b) Enforcement agency may delegate a function conferred on it</p> <p>(3) Delegation subject to conditions [s.119] and guidelines adopted [s.120]</p> <p>(4) Sub-delegation permissible only if expressly provided in regulations</p>
Express Power or Duty Delegated:	<p><i>Food Act 2008:</i></p> <p>s.122(1) Appointment of authorised officers</p> <p>s.126(6), (7) and (13) Infringement Officers</p>
Delegate:	Chief Executive Officer
<p>Function:</p> <p><i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to appoint persons to undertake the functions of an enforcement agency under this Act. [s.118(1)]. 2. Authority to appoint a person to be an authorised officer for the purposes of the <i>Food Act 2008</i> [s.122(2)]. 3. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 4. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<p>In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors; • Appointment of Authorised Officers; • Appointment of Authorised Officers - Designated Officers only; and • Appointment of Authorised Officers - Appointment of persons to assist with the discharge of duties of an Authorised Officer.
Express Power to Sub-Delegate:	Nil. <i>Food Regulations 2009</i> do not provide for sub-delegation.
Compliance Links:	<p>Food Act 2008</p> <p>s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers</p> <p>s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p>

**Reporting
Requirements:**

A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

11 Graffiti Vandalism Act 2016 Delegations

11.1 Give Notice Requiring Obliteration of Graffiti

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Manager Works & Assets Deputy Chief Executive Officer Ranger
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. Sub-delegation excludes the authority to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)]. b. Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	Graffiti Vandalism Act 2016 Note - Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

11.2 Notices – Deal with Objections and Give Effect to Notices

Delegator:	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Graffiti Vandalism Act 2016 Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

11.3 Powers of Entry

Delegator: <i>Power / Duty assigned in</i>	Local Government
Express Power to Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Graffiti Vandalism Act 2016
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

12 Public Health Act 2016 Delegations

12.1 Appoint Authorised Officer or Approved Officer

Delegator:	Local Government
Express Power to Delegate:	<p><i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices</p>
Express Power or Duty Delegated:	<p><i>Public Health Act 2016:</i> s.24(1) and (3) Designation of authorised officers</p> <p><i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices</p> <p>Shire of Dowerin Town Planning Scheme No. 2</p>
Delegate:	Chief Executive Officer
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purpose of: <ol style="list-style-type: none"> a. The <i>Public Health Act 2016</i> or other specified Act; b. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act; c. Provisions of the <i>Public Health Act 2016</i> or other specified Act, other than the specified provisions of that Act; Including: <ol style="list-style-type: none"> a. An environmental health officer or environmental health officers as a class; or b. A person who is not an environmental health officer or a class of persons who are not environmental health officers; or c. A mixture of the two. [s24(3)] 2. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Persons to be appointed as authorised environmental health officers must satisfy the criteria published in Government Gazette No 22 of 24 January 2017 - Public Health Act 2016 - Guidelines on the Designation of Authorised Officer. b. A register (list) of authorised officers is to be maintained in accordance with s27. c. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil. The <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.
Compliance Links:	<p>Public Health Act 2016</p> <p>Health (Asbestos) Regulations 1992</p> <p>Authorisation certificate</p> <p><i>Criminal Investigation Act 2006, Parts 6 and 13 - refer s245 of the Public Health Act 2016</i></p>

Record Keeping:	<p><i>The Criminal Code, Chapter XXVI - refer s252 of the Public Health Act 2016</i></p> <p><i>Criminal Procedure Act 2004 - Part 2</i></p>
	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

12.2 Enforcement Agency Reports to the Chief Health Officer

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Dowerin [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>All relevant documentation is to be recorded in SharePoint/Compliance/Health/Reporting.</p>
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

12.3 Designate Authorised Officers

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> i. The <i>Public Health Act 2016</i> or other specified Act ii. Specified provisions of the <i>Public Health Act 2016</i> or other specified Act iii. Provisions of the <i>Public Health Act 2016</i> or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	<p>Public Health Act 2016</p> <ul style="list-style-type: none"> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <p>Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p>

Record Keeping:	<i>The Criminal Code, Chapter XXVI - refer s.252 of the Public Health Act 2016</i>
	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p> <p>Copies of Instruments or Certificates of Authorisation are to be retained on the Authorised Person's personnel file.</p> <p>A record of each Authorisation is to be retained in the Authorised Persons Register, retained as a Local Government Record.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

12.4 Commence Proceedings

Delegator:	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate:	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil, unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].
Compliance Links:	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

13 Planning and Development Act 2005 Delegations

13.1 Illegal/Unauthorised Development

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Building Surveyor
CEO Conditions on this Sub-Delegation:	<ol style="list-style-type: none"> a. A certificate of authority as an authorised officer must be issued [s.30] b. All prosecutions are to be authorised by the Chief Executive Officer
Compliance Links:	Part 13 of the Planning and Development Act 2005 Shire of Dowerin Town Planning Scheme No. 2
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .

**Reporting
Requirements:**

The full details of any decisions and actions taken under this delegation is to be recorded on the property file within Synergysoft and the hard copy file in the Compactus.

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

14 Health Act 1911 Delegations

14.1 Appointment of Deputy

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Health Act 1911</i> Section 26
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is appointed as deputy in accordance with Section 26 of the <i>Health Act 1911</i> and in that capacity delegated authority to perform any or all of the powers/duties of the local government contained within the <i>Health Act 1911</i> and its subsidiary legislation.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Health Act 1911
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

15 Delegations in a State of Emergency

15.1 Renewal or Extension of Contracts during a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: 1. contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250,000, and 2. contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies: i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy. e. This authority may only be exercised where the total consideration under the resulting contract is \$350,000 or less. f. The CEO cannot sub-delegate this authority.

Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service - Procurement Toolkit Council Policy 3.11 - Purchasing Policy Council Policy 3.15 - Regional Price Preference Policy Council Policy 3.17 - Contract Variation Policy
Record Keeping:	Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

15.2 Procurement of Goods or Services required to address a State of Emergency

Delegator:	Local Government
Express Power to Delegate:	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none">1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none">a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with the Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e. before the expense is incurred) in accordance with LGA s.6.8.d. The CEO is to inform Council after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.e. The CEO cannot sub-delegate this authority.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Nil
CEO Conditions on this Sub-Delegation:	Nil

Compliance Links:	<p>Local Government (Functions and General) Regulations 1996</p> <p>WALGA Subscription Service - Procurement Toolkit</p> <p>Council Policy 3.11 - Purchasing Policy</p> <p>Council Policy 3.15 - Regional Price Preference Policy</p> <p>Council Policy 3.17 - Contract Variation Policy</p>
Record Keeping:	<p>Each instance of this delegation being exercised is to be recorded in the Sharepoint Delegations Register (available Here) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i>.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>



Best Practice Governance Review

Background Paper

Contents

Item	Section	Page
1	Background, Approach and Timeline	<u>3</u>
2	Jurisdictional Analysis	<u>6</u>
3	Comparator Organisations	<u>9</u>
4	Governance Principles	<u>17</u>

Best Practice Governance Review

1. Background, Approach and Timeline

Background and Approach

Background and approach that led to the development of the governance principles for the Best Practice Governance Review.

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members. Other drivers for the review included:

- Misalignment between key governance documents; Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – stemming from varying amendments.
- State Council's 3 September 2021 resolution requesting amendment to the Constitution to "*deal with matters related to State Councillors' Candidature for State and Federal elections*".
- Proposed legislative reforms to remove WALGA from being constituted under the *Local Government Act 1995 (WA)*.
- Constitutional requirements for WALGA to become a registered organisation under the *Industrial Relations Act 1979 (WA)*, which would enable WALGA to make applications in its own right to the Western Australian Industrial Relations Commission

In March 2022 State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had its first meeting on 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. Steering Committee meetings 2 to 5 had a focus on the development of governance model principles.

This document

This document presents the key insights from the jurisdictional and comparator organisation analysis that supported the development of the governance principles. The final section presents the endorsed governance principles.

Jurisdictional Analysis – This section compares WALGA to equivalent jurisdictional associations (e.g. LGASA). This provides key insights into the size and election processes of WALGA compared to equivalent associations.

Comparator Organisations – This section compares WALGA's governance arrangements to five comparator organisations that were agreed at the BPGR Steering Committee meeting 1. This provides key insights into the size, election processes and recent governance changes of these five comparator organisations.

Governance Model Principles – The governance model principles were developed through BPGR Steering Committee meetings 2 to 5. This provides a structure for understanding how the current governance model of WALGA and any future governance model aligns to these principles.

The following slide outlines the timeline of key events and meetings that formed part of the BPGR.



Timeline

Timeline of key events with a focus on the BPGR Steering Committee meetings throughout May to August 2022

WALGA Corporate Strategy 2020-25

In 2019, a five-year Corporate Strategy was developed and identified that a governance model was key to delivery of the strategy. 19 interviews and 2 workshops covering 20 Local and State Government leaders informed the strategy.

Stakeholder Engagement Project, GRA Partners, 2021

45 responses received from Federal and State Government and Opposition.

WALGA Stakeholder Engagement Project, Marketforce 2021

105 survey responses and 42 interviews were facilitated across 95 Local Governments.

State Council Performance Assessment, 2020

17 survey responses and comments received from State Councillors.

Commissioning of Best Practice Governance Review

In March 2022, WALGA commissioned PwC to support the BPGR Project.

First BPGR Steering Committee meeting held

On 22 May 2022, the first meeting of the BPGR Steering Committee identified five comparator organisations for the Review.

Third BPGR Steering Committee meeting held

On 28 June 2022, an options paper was reviewed.

Second BPGR Steering Committee meeting held

On 8 June 2022, the initial draft of comparator organisations was presented and assessment criteria was identified.

Fourth BPGR Steering Committee meeting held

On 18 July 2022, core principles were decided to guide the BPGR.

Fifth BPGR Steering Committee meeting held

On 10 August 2022, core principles for the BPGR were finalised.

State Council updated

On 3 August 2022, an update on the BPGR was provided to State Council.

Principles shared

In September 2022 agreement on the next steps for sharing the principles with Local Government members.



Best Practice Governance Review

2. Jurisdictional Analysis

Analysis: Jurisdictional equivalents to WALGA

Jurisdictional equivalents of WALGA have been analysed according to their size and election methods.

Background

Prior to the BPGR Project commencing in March 2022, work was undertaken to understand governance arrangements in other jurisdictions. The focus of this work was on associations from other Australian states, as well as New Zealand.

The full list of associations are:

- Local Government NSW (LGNSW)
- Municipal Association Victoria (MAV)
- Local Government Association of Tasmania (LGAT)
- Local Government Association of South Australia (LGASA)
- Local Government Association of Queensland (LGAQ)
- Local Government Association of Northern Territory (LGANT)
- Local Government Association of New Zealand (LGNZ)

The assessment of these associations focused on providing insights into the following domains:

- **Size of Board:** How many board members are there in comparison to the 25 WALGA board members?
- **Method of Election of President:** How is the President elected to the board?
- **Method of Election of Board Members:** How are board members elected?

Key Insights

Key insights following the comparison of WALGA to equivalent associations are outlined below:

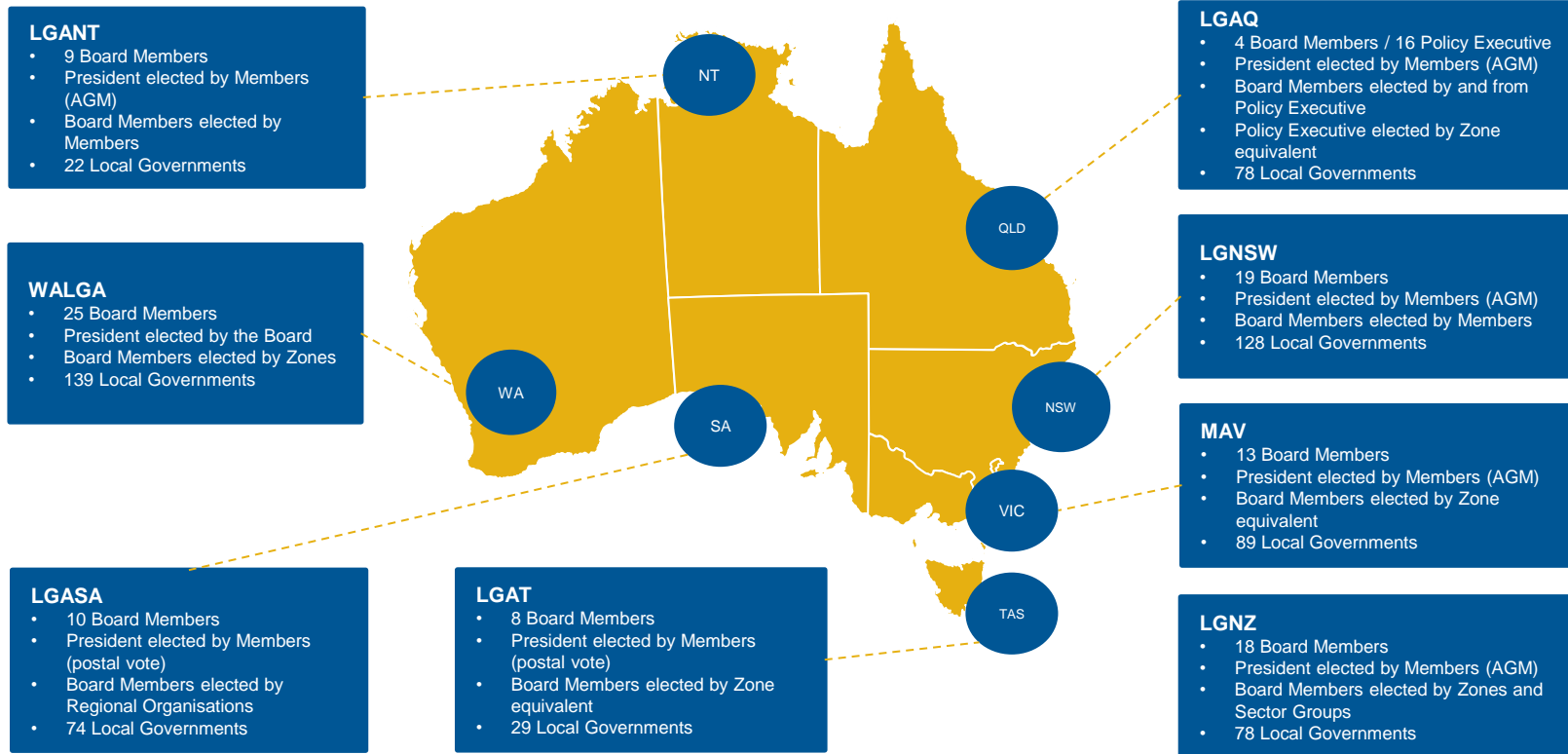
- **Size of Board** – while WALGA's board (State Council) contains the largest number of representatives, it can be seen that boards of Local Government Associations tend to be relatively large. The average board size (using Queensland's policy executive, not board) is 15.4.
- **Method of Election of President** – WALGA is an outlier: all other Presidents are elected directly by the membership. Perhaps this is a reflection of the prevalence of Council elected Mayors and Presidents in WA.
- **Method of Election of Board Members** – The majority of associations use regional groupings (equivalent to our Zones) to elect board members. The New Zealand hybrid model of electing representatives from geographic zones and sector groups (metro, provincial, rural, regional) is of interest.

The following slide presents this information for each of the seven associations.



Summary: Jurisdictional equivalents to WALGA

Summary of jurisdictional analysis of WALGA equivalents in relation to their Board membership, election methods and number of Local Governments.



Best Practice Governance Review

3. Comparator Organisations

Comparator organisations

Comparison of WALGA's governance model to the governance models of five comparator organisations.

Background

The BPGR Steering Committee had its first meeting on the 5 May 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change.

At the meeting, five comparator organisations were identified to be used in a governance model comparative analysis. The organisations were selected on the basis of their similarity to WALGA as WA member-based peak industry organisations.

The selected organisations were: Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and Pharmacy Guild (PG) WA Branch.

Process

WALGA supplied a range of background documents to assist in undertaking the initial desktop comparison. This included the Constitution, Corporate Governance Charter, Corporate Strategy 2020-2025, Standing Orders, Elected Member Prospectus, Flow Chart – WALGA Zone and State Council Process, Final Report – State Councils and Zone Structure and Process Working Group.

The documentation used for the comparator organisations were typically the:

- Constitution – which serves as the instrument for establishment of the association;
- Annual reports – which contains information about an association's performance over a 12-month period; and
- Organisational website – which may outline the structure and current composition of the board, council and the leadership team of the organisations.

Interviews were successfully arranged with three of the five organisations. They were AMA WA, CCI WA and CME WA. The document analysis and interviews provided insights into the size, election methods and recent changes within these organisations.

Key insights

Key insights through the comparison of WALGA to the five comparator organisations are outlined below:

- **Size of Board** – WALGA's board (State Council) was larger than all other comparator organisation's boards.
- **Election methods** – election methods varied across the comparator organisations but many involved election through the membership.
- **Change** – three of the five organisations had recently undergone changes or reviews of their governance structures. There were a range of drivers for this change including: to increase the decision making ability of the board; to use specific working groups to focus on specific topics of interest and to increase representativeness of specific groups (e.g. Aboriginal and Torres Strait Islanders).

The following slide presents summary information on the size and election methods of the five comparator organisations. This is then followed by more detailed background into each organisation, their governance structure and any outcomes from conversations with these organisations.



Summary: Governance structure analysis

WALGA's governance structure was analysed in comparison to five comparator organisations

Organisational Comparisons	Number of Board Members	President Elected by	Board Members elected by
WA Local Government Association (WALGA)	25	The Board	Zones
Australian Medical Association (AMA)	9	AMA WA Members	Members of the Association
Chamber of Commerce and Industry WA (CCIWA)	7 to 10	The Board	<ul style="list-style-type: none"> • Up to 12 elected by Members • Up to 8 appointed by the Board • Up to 8 appointed by the Council
Chamber of Minerals and Energy (CME)	6 to 11	Ordinary Members	Executive Councillors
Australian Hotels Association (AHA) WA	17	The Branch Committee of Management	The Branch Committee of Management
Pharmacy Guild (PG) – WA branch	16 to 22	The Branch	Financial Members from the same region as the Branch

Note: The Council, Branch, or Board chosen from the organisations above were chosen for how appropriate their structure is as a comparison to the WALGA State Council.



Organisational Analysis: Australian Medical Association (AMA) WA

With over 5,000 members, the AMA (WA) is the largest independent professional organisation for medical practitioners and medical students in the State. Total revenue and other income for AMA nationally in 2020 was reported as \$21,928,000.

Organisational Information

The AMA (WA) Board was created in 2017 and is comprised of the President, Immediate Past President, two Vice Presidents and five members of Council who are elected to sit on the Board (9 in total).

The AMA (WA) Council consists of four office bearers (President, Immediate Past President, two Vice Presidents). Additionally, there are the Specialty Group Representatives (e.g. General practice, surgery); Practice Group Representatives (e.g. rural doctors, public hospital doctors); Ordinary Council Members; and, Co-opted Council Members. Majority of the representatives and members represent their speciality (e.g. anaesthetics) or group of representative (e.g. medical student society).

The AMA Federal Council meets quarterly and is the AMA's main policy-making body. It is a forum to identify and debate emerging issues of relevance to the membership. The Federal Council's primary role is to: Form the policy of the AMA; Propose changes to existing policy; and Elect representatives to roles and committees. There is one State and one Area nominee from WA on the Federal Council.

The Leadership team consists of seven staff. CEO, CFO, COO, General Manager Training and Recruitment, Operations Manager, General Manager Financial Services and an HR manager.

Governance Structure*

The Board comprises of approximately 9 members.

The Board may increase or decrease the number of Advisory Council members as needed. However, it currently has 4 members.

The Board and Council is also supported by Specialty Group Representatives, Practice Group Representatives, Ordinary Council Members, and Co-Opted Council Members.

The Board focuses on governance, managing the Association's conduct and business, and ensuring conformity with the constitution.

The General Council focuses on advocacy, policy making, and representation of the association.

Outcomes of Organisation Discussion

- **Governance Review:** The 2020 annual report mentions that an organisation-wide review was undertaken with the transformation in the process of being implemented until March 2020 (COVID).
- **Representation:** It is more important to restrict the number of Board members than Councillors. Board members are involved in making policy and governance decisions, requiring a greater decision-making capability; Councillors are more involved in stakeholder engagement and solving specific issues through working groups, therefore Council size has less impact to efficiency and effectiveness of the model.
- **Engagement:** The president is the spokesperson when it comes to policy issues. Councillors represent the views of Specialty Groups, Practice Groups, and the medical profession as a whole.
- **Feedback on the current model:** Board members have previously taken the role because they are passionate, but do not necessarily have the right expertise, resulting in poor governance. Board members who have leadership and governance experience have proven to be effective in the updated model. The Board would benefit from an independent audit partner and increased diversity in speciality, a simplified purpose of the Board and Council Advisory, and a reduced number of meetings each year.

**The AMA WA Constitution does not specify the number of Board or Council members. Member numbers are indicative and have been taken from the current Board & Council.*



Organisational Analysis: Chamber of Commerce and Industry (CCI) WA

CCIWA is a not-for-profit member organisation providing information, professional services and support for businesses in Western Australia, with over 2,000 WA members. Total revenue and other income for 2021 was reported as \$34,270,130.

Organisational Information

The CCIWA operates as a company limited by guarantee. This came into effect on 11 January 2019. The change in status means that CCIWA is now incorporated under the *Corporations Act 2001* (Cth) rather than the State legislation covering incorporated associations.

Based on the constitution, the number of board members can be between 9-12 (including President & Vice President). The current board has only 6 members including the President and Vice President.

There is a General Council. The constitution states that Councillors can be up to certain numbers depending on who they were elected by. The resulting effect is a council that does not have consistent numbers of members and does not need to fill all positions. This is unlike WALGA's governance model where representatives are elected by zones.

The Board is responsible for the sound governance of the organisation, whereas the General Council provides input to the organisations policy; provides advice to the Board; acts as a point of interface; elects and appoints Council Elected Directors; and passes resolutions relating to specific handling of assets and raising and borrowing funds.

Governance Structure

The Board comprises of 9 – 12 members.

The Board focuses on strategic priorities, financial performance and compliance issues.

The General Council consists of up to 28 Councillors.

The General Council focuses on developing and being spokespersons on public policy frameworks and positions.

The governance structure is supported by bespoke working groups, formed from Councillors as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CCIWA conducted a review of their 2018 Constitution, resulting in changes contained in the 2021 Constitution, including: The governance model was revised to increase the decision-making capability of the board; The structure of the General Council was determined to be too generic causing low Councillor attendance. After the review, Councillors were split into bespoke working groups for specific policy issues for the upcoming 12-month period. This resulted in higher councillor attendance, than the previous governance model.
- **Representation:** In the new revision of the constitution, two new types of Councillors were included to increase representation for their respective groups. Future Leader Councillors, from members of University business schools; and First Nations Business Councillors, elected from First Nations Members.
- **Feedback on the current model:** In the current governance model, when a board member leaves, a temporary team member is appointed since board members can only be elected in general meetings.



Organisational Analysis: The Chamber of Minerals and Energy (CME) WA

CME WA is the peak resources sector representative body in Western Australia whose member companies generate 95% of all mineral and energy production and employ 80% of the sector's workforce in the State.

Organisational Information

The Corporate Governance Charter (Charter) provides guidance on the respective roles, responsibilities and authorities of members of the Executive Council (Executive Councillors) and members of the Advisory Board (Advisory Board Members) in setting the direction, management and control.

The number of Vice Presidents is determined by the Executive Council, the constitution contains no limit on the number of Vice Presidents and so the number of Vice Presidents is excluded from the diagram to the right.

Executive Councillors are elected by Ordinary Members, and there can be no less than 10.

The Role of the Advisory Board is to act as a traditional board providing strategic oversight on behalf of the Chamber. Key interface with the Executive Management Team on organisational matters, including strategy, operating accounts, governance and risk.

Governance Structure

Advisory Board comprises of 5-10 members.

The Advisory Board provides strategic oversight and acts as the key interface with the Executive Management team on strategy, operating accounts, governance and risk.

Executive Council (10+ members).

The Executive Council most senior interface to guide and prioritise the agenda of the Chamber and its respective committees and holds final decision-making authority re: annual financial reports/statements.

The governance structure is supported by committees including bespoke working groups, appointed by Executive Council as relevant for specific strategic and policy issues.

Outcomes of Organisation Discussion

- **Governance Review:** CME recently engaged in a governance review. In April 2020, CME put in place a governance charter. This codified processes and structures, clarified lines of accountability and included a director's code of conduct.
- **Representation:** Members who express an interest, get a seat at the table for the Executive Council. There are approximately 60 ordinary members with 16-20 regularly attending council meetings. This group is intended to provide a litmus check that the broader membership needs are being met.
- **Engagement:** Although the board is strongly engaged in the work and responsibilities it holds, there is the varying engagement of the executive council – this is broadly because due to the large array of issues it covers – the organisation would love to see stronger engagement in this area.
- **Feedback on the current model:** Based on the age of the organisation, the current pyramid structure works. This is successful largely due to the governance charter which provides clarity in role and structure for the organisation.



Organisational Analysis: Australian Hotels Association (WA)

The Australian Hotels Association (AHA) represents more than 5,000 members across Australia serviced by a network of branches based in every state and territory, plus a Canberra-based National Office. Total revenue and other income for AMA nationally in 2020 was reported as \$2,257,963.

Organisational Information

AHA was founded in 1892 and now represents more than 80% of the Western Australian hotel and hospitality industry.

The organisation has a branch in each state and territory, including a division in each branch known as the National Accommodation Hotels Division. The organisation and each of its branches have their own set of rules by which they are governed. However, ultimate authority is deferred to the National Board of the organisation.

All issues and opportunities are addressed by The Branch Committee of Management (The Branch). Consisting of six ordinary members, elected by members of the branch, and the president from each of the Territorial and Non-Territorial Divisions of the Branch. This includes a President, Senior Vice President, Vice President, Treasurer, Accommodation President and Country Representative. The President, Senior Vice President (SVP) and Vice President (VP) are elected by The Branch.

AHA developed a subsidiary known as 'Tourism Accommodation Australia (TAA)'. TAA publicly represents and lobbies specifically for accommodation hotels separately from the AHA's general hospitality members. However, membership to both AHA and TAA is granted to accommodation properties. There are 11 Divisional Presidents – 7 represent different Areas/Regions and 4 represent different membership groups.

Governance Structure*

Branch Committee of Management has 6 Ordinary members & the president of each Territory/Non-Territory Division (11).

Focuses on staff remuneration/conditions, branch transactions, disbursements, funds and resolves delegated Commonwealth industrial disputes.

There is no council or other governing entity to provide support to the Branch Committee of Management.

Relevance to WALGA BPR

AHA was contacted to schedule an interview; however, there was no response following multiple requests. The following insights have been made by research on their publicly available governance information and documentation.

- **Composition:** Similar to WALGA's State Council, the AHA Governance structure only has one governing entity, The Branch Committee of Management. The number of branch members (17) is smaller than WALGA (25).
- **Responsibilities:** The AHA Branch Committee of Management is responsible for financial activities; however, the Rules document does not mention that they are responsible for activities that other comparator organisations governing entities are, such as policy creation or ensuring compliance.
- **Lack of compliance with constitution:** The Rules of the AHA WA Branch document acts as the Association's constitution. However, there are many conflicts between the governance structure in the Branch Rules document, and the governance structure depicted on AHA WA's website. For example, in the document the supreme governing body of the Branch is the Branch Committee of Management, whereas on the website it is the Executive Management team. Additionally, there is no mention of a board in the Rules document, but there is a Board of Management on the website.

**The governance structure has been taken from the Rules of the AHA WA Branch document instead of the current governance structure depicted on the website, due to conflicting information.*



Organisational Analysis: Pharmacy Guild (WA Branch Focus)

Pharmacy Guild supports over 5,800 pharmacies across Australia. It is broken up into Territory Branches with more than 600 pharmacies as members in WA (est. 2017).

Organisational Information

The Pharmacy Guild's WA Branch's Annual Report can only be viewed by Members of the Organisation.

The Branch consists of the Branch Executive, and the Branch Committee. Where the Branch Executive consists of the Branch President, Branch Vice President(s) and the National Councillor(s). Additionally, in the Branch Executive, the position of Branch President and Vice President can also be held by a National Councillor, resulting in different numbers of Branch Executives between states.

The National council has the power to determine and direct policy, settle disputes, control the national fund, appoint an auditor and other activities relating to being the supreme governing entity.

The constitution does not specify who exactly elects the Branch President, or the Branch Vice Presidents, only that they are elected from the Branch. Whereas Branch Committee Members are elected by financial members in that region.

The Branch and the National Council shall appoint their own auditor. Resulting in potential conflicts of interest, as hypothetically the Branch and the National Council can appoint an auditor who audits in their favour.

Governance Structure*

Branch Executive consists of 2 – 6 Executive Members.

All powers and functions of the Branch Committee between meetings of the Branch Committee.

Branch Committee consists of 7 - 14 committee members (excluding the Branch executive).

Control the Branch fund, decide the agenda for and attend special meetings.

There is only one governing entity in WA for Pharmacy Guild, however the WA Branch consists of National Councillors, from the National Council which is the supreme governing body for the Pharmacy Guild. However, the Branch Committee can create subcommittees to carry out particular functions.

Relevance to WALGA BPGR

Pharmacy Guild WA was contacted to schedule an interview; however, they responded that they do not have time to discuss their governance model. The following insights have been made by research on their publicly available governance information and documentation.

- **Representation:** The interests of members are represented by the Branch Committee Members who are elected by the financial members of the same regions. Additionally, the interests of the National Council are represented in Branches by the National Councillors appointed in each Branch.
- **Composition:** The governance structure of the Branches of the Pharmacy Guild is adaptable to the needs of the Branch. Since the Branch Committee members can decide the number of Committee members needed in their branch, they can do so based on the needs of the Branch at any point in time, making the composition and size of the Branch adaptable to emerging needs. Also, the creation of additional branches and amalgamations of current branches is up to the decision of the National Council, enabling the National Council to alter the composition of the governance model nation-wide as needed. Branches can also create subcommittees as needed.

*Since the number of members in governance entities is mentioned in the Constitution, the numbers have been estimated based on the current membership as per the Guild's website.



Best Practice Governance Review

4. Governance Principles

Development of Governance Principles

BPGR Steering Committee (SC) meetings and how they lead to the development of the proposed governance principles.

BPGR Steering Committee meetings

The BPGR Steering Committee (SC) was established by State Council to guide the review. SC Meetings 2 through to 5 acted as key inputs into the development of the Governance Model principles. The focus of SC Meetings two through to five led to the development of the governance principles.

SC Meeting 2 - On 8 June 2022, the initial draft of the comparator organisations and their governance structures was presented. The SC identified four assessment criteria for the purposes of assessing potential governance models. The assessment criteria were: (1) representation, (2) efficiency, (3) contemporary, and (4) sustainable. An Options Paper was then developed, using the assessment criteria against two governance model options.

SC Meeting 3 - On 28 June 2022, a discussion of the DRAFT Options Paper took place. The SC decided that a workshop was required to take a step back and develop the core governance principles (rather than assessment criteria) that needed to underpin any future governance model for WALGA.

SC Meeting 4 - On 18 July 2022, the SC discussed the principles and identified four principles that should guide WALGA's governance. They were Representative, Responsive, Results Oriented and Renewal. Renewal was the principle that some SC members deemed as optional and is not included as a separate principle. Some elements of renewal are incorporated into the other three principles.

SC Meeting 5 - On 10 August 2022, the SC discussed and finalised the proposed principles. Discussion focused on the principle components and their likely governance implications. Several activities also occurred around this SC meeting. This include an update to State Council at the Information Forum on 3 August 2022, finalisation of principles on 17 August 2022 to inform AGM Item and finalisation of Agenda Item for 2022 AGM, including approval by State Council.

Key outcomes

The SC agreed on the proposed governance model principles, their component parts and the implications of these principles. Specifically:

- **Principle definition** – the definition of each of the three principles.
- **Principle component** – the key component parts of each principle.
- **Principle component description** – a description of each principle component.
- **Governance implications** – the governance implications of each of the principle components.

The following slide presents the principles, their components and a description and their governance implications.



Endorsed Governance Principles

The principles for assessing WALGA's governance model options and governance implications

Principle	Principle component	Component description	Governance implications
Representative	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
Responsive	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
Results Oriented	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.



Best Practice Governance Review

Consultation Paper – Model Options

Contents

Item	Section	Page
1	Introduction	3
2	Governance Principles	5
3	Options and Current Model	7
4	Alignment to Principles	14
5	Consultation Process and Next Steps	20

Best Practice Governance Review

1. Introduction

Introduction

Background

The Western Australian Local Government Association (WALGA) developed its Corporate Strategy 2020-25, and in doing so identified a key strategic priority, to undertake a Best Practice Governance Review. The objective of the review is to ensure WALGA's governance and engagement models are contemporary, agile, and maximise engagement with members.

Other drivers for the review included: misalignment between key governance documents; constitution amendments for State Councillors' Candidature for State and Federal elections; and legislative reforms for the *Local Government Act 1995*, and for the *Industrial Relations Act 1979*.

In March 2022, State Council commissioned the Best Practice Governance Review (BPGR) and established a Steering Committee to guide the Review.

The BPGR Steering Committee had five meetings between 5 May 2022 and 10 August 2022. There was wide-ranging discussion on WALGA's current governance model, the need to engage broadly with the membership, and opportunities for change. Key outputs from the BPGR Steering Committee meetings included:

- Agreement on five comparator organisations – Australian Medical Association (AMA) WA, Chamber of Commerce and Industry (CCI) WA, Chamber of Minerals and Energy (CME), Australian Hotels Association (AHA) WA and the Pharmacy Guild (PG).
- Review of governance models of Local Government Associations in other Australian States and Territories, and New Zealand.
- Drafting of governance principles that will underpin future governance models.
- Finalisation of governance principles and principle components across the domains of: **Representative, Responsive and Results Oriented**.

These activities are outlined in more detail in the Background Paper.

This document

This document outlines:

Principles: The governance model principles and principle components across the domains of: Representative, Responsive and Results Oriented. The principles were endorsed at the WALGA AGM on 3 October 2022.

Governance model options: Presents four potential governance model options and the structure and roles associated with each option. The four options are:

- **Option 1:** Two tier model, existing zones
- **Option 2:** Board, regional bodies
- **Option 3:** Board, amalgamated zones
- **Option 4:** Member elected board, regional groups
- **Option 5:** Current model

Alignment to principles: Each of these options are then assessed as to whether they align with the principles and their components. The assessment considers the option and whether it meets, partially meets or does not meet the principle component. Alongside this assessment are some discussion points. An example of this relates to diversity.

Diversity is a component of the governance model being representative. Diversity here may include consideration of whether the governance model comprises an appropriate diversity of skills and experience. It also provides opportunity to consider whether the governance model provides opportunity for members of diverse backgrounds e.g. people of Aboriginal and Torres Strait Islander descent, people with Culturally and Linguistically Diverse backgrounds.

Within all the model options, direct relationship with WALGA and regional / subregional collaboration would continue to be encouraged.

Best Practice Governance Review

2. Governance Principles

Governance Principles

The following Governance Principles were endorsed by members at the 2022 AGM

Representative

Responsive

Results Oriented
















Principle	Principle component	Component description	Governance implications
WALGA unites and represents the entire local government sector in WA and understands the diverse nature and needs of members, regional communities and economies.	Composition	The composition of WALGA's governance model represents Local Government members from metropolitan and country councils.	The governing body will maintain equal country and metropolitan local government representation.
	Size	An appropriate number of members/representatives oversees WALGA's governance.	Potential reduction in the size of the overarching governing body.
	Diversity	WALGA's governance reflects the diversity and experience of its Local Government members.	Potential for the introduction of a mechanism to ensure the governance model comprises an appropriate diversity of skills and experience.
	Election Process	Considers the processes by which WALGA's governance positions are elected and appointed.	Consideration of alternative election and appointment arrangements, with the President to be elected by and from the governing body.
WALGA is an agile association which acts quickly to respond to the needs of Local Government members and stakeholders.	Timely Decision Making	WALGA's governance supports timely decision making.	WALGA's governance model facilitates responsive decision making.
	Engaged Decision Making	WALGA's Local Government members are engaged in decision making processes.	WALGA's governance model facilitates clear and accessible processes for Local Government members to influence policy and advocacy with consideration to alternatives to the existing zone structure.
	Agility	Considers the flexibility of WALGA's governance to adapt to changing circumstances.	WALGA's governance model is agile and future proofed for external changes.
WALGA dedicates resources and efforts to secure the best outcomes for Local Government members and supports the delivery of high-quality projects, programs and services.	Focus	Considers the clarity and separation of responsibilities and accountabilities of WALGA's governance.	Governance bodies have clearly defined responsibilities and accountabilities, with the capacity to prioritise and focus on strategic issues.
	Value Added Decision Making	Facilitates opportunities for value to be added to decision making.	Adoption of best practice board processes, and introduction of governance structures that are empowered to inform decisions.
	Continuous Improvement	Considers regular review processes for components of the governance model, their purpose and achieved outcomes.	WALGA's governance is regularly reviewed every 3 to 5 years to ensure the best outcomes are achieved for Local Government members.

Best Practice Governance Review

3. Options and Current Model

Options and Current Model




Five options, including the Current Model, with details of each of their key governance bodies

Option 1 – Two tier model, existing Zones	Option 2 – Board, Regional Bodies	Option 3 – Board, Amalgamated Zones	Option 4 – Member elected Board, Regional Groups	Option 5 – Current Model
 <p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>	 <p>Board (11 members) 8 elected from Regional Bodies, incl. Board elected President Up to 3 independents</p>	 <p>Board (15 members) 12 elected from Zones, incl. Board elected President Up to 2 independents</p>	 <p>Board (11 members) 8 elected via direct election, incl. Board elected President Up to 3 independents</p>	 <p>State Council (25 members) 24 State Councillors 1 President</p>
 <p>Policy Council (25 members) 24 members plus President</p>	 <p>Regional Bodies (4 metro, 4 country)</p>	 <p>Zones (6 metro, 6 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Zones (5 metro, 12 country)</p>
 <p>Zones (5 metro, 12 country)</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Policy Teams / Forums / Committees</p>	 <p>Regional Groups</p>	 <p>Policy Teams / Forums / Committees</p>



Option 1 – Two Tier Model, Existing Zones




A description of the governance body structure and role for Option 1

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Policy Council (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year. Responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Council	24 members plus President. Members elected by and from the Zones (12 from 5 Metro Zones, 12 from 12 Country Zones).	Meet at least 2 times per year to contribute to policy positions and advocacy for input into Board, and to liaise with Zones on policy and advocacy. The Policy Council can form Policy Teams, Policy Forums and Committees, which would have responsibility for specific functions, such as policy development.
 Zones	5 Metro, 12 Country.	Meet at least 2 times per year to raise policy issues, elect representatives to the Policy Council, and undertake regional advocacy and projects as directed by the Zone.



Option 2 – Board, Regional Bodies




A description of the governance body structure and role for Option 2

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected from and by the Regional Bodies (4 Metro, 4 Country). The Board then elect the President from the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year responsible for governance of WALGA including strategy, financial oversight, policy development, advocacy priorities, employment of CEO, etc.
 Regional Bodies	Metro: North, South, East and Central. Country: Mining & Pastoral, Agricultural, Peel/South West/Great Southern, Regional Capitals. <i>Note: Local Governments can nominate their preferred regional body, with membership of the regional bodies to be determined by the board.</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members (1 from each of the Metro Regional Bodies and 1 from each of the Country Regional Bodies).
 Policy Teams / Forums / Committees	Membership drawn from the Board and Regional Bodies with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.






Option 3 – Board, Amalgamated Zones

A description of the governance body structure and role for Option 3

Governance Body	Structure	Role
 Board	15 members: 12 elected from the Zones (6 from Metro/Peel, 6 from Country). President to be elected by the Board. The Board will appoint up to 2 independent, skills or constituency directors.	Meet 6 times per year. Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Zones	Metro/Peel: <ul style="list-style-type: none">• Central Metropolitan• East Metropolitan• North Metropolitan• South Metropolitan• South East Metropolitan• Peel Country*: <ul style="list-style-type: none">• Wheatbelt South• Wheatbelt North• Mid West / Murchison / Gascoyne• Pilbara / Kimberley• South West / Great Southern• Goldfields / Esperance <i>*indicative, re-drawing required</i>	Meet at least 2 times per year to contribute to policy development and advocacy, and to elect Board members.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Responsible for specific functions – such as policy development – as determined by the Board.




Option 4 – Member Elected Board, Regional Groups

A description of the governance body structure and role for Option 4

Governance Body	Structure	Role
 Board	11 members: 8 representative members elected via direct election, with each member Local Government to vote (4 elected by and from Metropolitan Local Governments, 4 elected by and from Country Local Governments). President elected by the Board from among the representative members. The Board will appoint up to 3 independent, skills or constituency directors.	Meet 6 times per year and responsible for governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy priorities, employment of CEO, etc.
 Policy Teams / Forums / Committees	Membership drawn from Board with some independent members.	Meet at least 2 times per year. Responsible for specific functions – such as contributing to policy development – as determined by the Board.
 Regional Groups	Determined by members to suit needs. E.g. Regional Capitals, GAPP, VROCs, CEO Group, existing Zones.	Feed into policy development processes and undertake advocacy and projects as determined by the groups.

Option 5 – Current Model

A description of the governance body structure and roles for the Current Model

Governance Body	Structure	Role
 State Council	24 members plus the President. Members elected by and from the Zones (12 from 5 Metropolitan Zones, 12 from 12 Country Zones).	Responsible for the governance of WALGA including strategy, financial oversight, policy development and endorsement, advocacy, employment of CEO, etc.
 Zones	5 Metro, 12 Country.	Consider the State Council Agenda, elect State Councillors, and undertake regional advocacy / projects as directed by the Zone.
 Policy Teams / Forums / Committees	Membership drawn from State Council with some independent members.	Responsible for specific functions – such as contributing to policy development, financial oversight etc. – as determined by State Council.



Best Practice Governance Review

4. Alignment to Principles

Option 1 – Two Tier Model, Existing Zones

Option 1 and its alignment to the principles

Option 1 – Two tier model, existing Zones


	<p>Board (11 members) 8 elected from Policy Council, incl. Board elected President Up to 3 independents</p>
	<p>Policy Council (25 members) 24 members plus President</p>
	<p>Zones (5 metro, 12 country)</p>

Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership
Size	Meets	<ul style="list-style-type: none"> Board is smaller
Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
Election Process	Meets	<ul style="list-style-type: none"> Board to be elected from Policy Council
Responsive Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on other governing body meetings
Agility	Partial	<ul style="list-style-type: none"> Board is future-proofed from external changes Zone structures still underpin Council
Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
Results Oriented Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governance body roles in consultation with members


Option 2 – Board, Regional Bodies

Option 2 and its alignment to the principles


Option 2 – Board, Regional Bodies



Board
(11 members)
8 elected from
Regional Bodies, incl.
Board elected
President
Up to 3 independents



Regional Bodies
(4 metro,
4 country)




Policy Teams / Forums / Committees

	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership How to establish regional body membership is a consideration
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Number of regional bodies is a consideration
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from regional bodies
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on regional body meetings
	Agility	Meets	<ul style="list-style-type: none"> Board and regional bodies are future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> There may be challenges defining accountabilities and responsibilities of regional bodies
Results Oriented	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board will be responsible for ongoing reviews of governing body roles in consultation with members


Option 3 – Board, Amalgamated Zones

Option 3 and its alignment to the principles


Option 3 – Board, Amalgamated Zones



Board
(15 members)
12 elected from Zones, incl. Board elected President
Up to 2 independents



Zones
(6 metro, 6 country)



Policy Teams / Forums / Committees


	Principle & component	Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership There may be composition challenges for amalgamated zones
	Size	Partial	<ul style="list-style-type: none"> Board is smaller Amalgamation of zones to 12 in total
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from zones
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are aligned to zone meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may be a challenge
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> The Board would be responsible for ongoing reviews of governance body roles in consultation with members




Option 4 – Member Elected Board, Regional Groups

Option 4 and its alignment to the principles


**Option 4 –
Member elected Board,
Regional Groups**



Board
(11 members)
8 elected via direct election, incl. Board elected President
Up to 3 independents



Policy Teams / Forums / Committees




Regional Groups

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Partial	<ul style="list-style-type: none"> Board will have equal metropolitan and country membership Membership of regional groups dynamic and ad hoc
	Size	Partial	<ul style="list-style-type: none"> Board is smaller
	Diversity	Meets	<ul style="list-style-type: none"> Consideration of appointment processes for independent members
	Election Process	Meets	<ul style="list-style-type: none"> Board election from a general meeting
Responsive	Timely Decision Making	Meets	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> Board meetings are not dependent on policy teams / regional group meetings
	Agility	Meets	<ul style="list-style-type: none"> Board is future-proofed from external changes
Results Oriented	Focus	Partial	<ul style="list-style-type: none"> Policy teams / Regional Group meetings to influence priorities
	Value Added Decision Making	Meets	<ul style="list-style-type: none"> Best practice board approaches will be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> Board would be responsible for ongoing reviews of governing body roles in consultation with members


Option 5 – Current Model

Current model and its alignment to the principles


Option 5 – Current Model



State Council
(25 members)
24 State Councillors
1 President



Zones
(5 metro,
12 country)



Policy Teams
/ Forums /
Committees

Principle & component		Principle alignment (Meets, partial, does not meet)	Discussion points
Representative	Composition	Meets	<ul style="list-style-type: none"> State Council has equal metropolitan and country membership
	Size	Partial	<ul style="list-style-type: none"> State Council will retain 25 members
	Diversity	Partial	<ul style="list-style-type: none"> No control of diversity of State Council
	Election Process	Meets	<ul style="list-style-type: none"> State Council election from zones
Responsive	Timely Decision Making	Partial	<ul style="list-style-type: none"> Meeting frequency aligned to governing body roles
	Engaged Decision Making	Meets	<ul style="list-style-type: none"> State Council meetings are aligned to zone meetings
	Agility	Partial	<ul style="list-style-type: none"> State Council is not future proofed from external changes
	Focus	Partial	<ul style="list-style-type: none"> Prioritisation and focus may remain a challenge
Results Oriented	Value Added Decision Making	Partial	<ul style="list-style-type: none"> Best practice board approaches will not be adopted
	Continuous Improvement	Meets	<ul style="list-style-type: none"> State Council would continue to be responsible for ongoing reviews of governance body roles in consultation with members

Best Practice Governance Review

5. Consultation Process and Next Steps

WALGA Best Practice Governance Review

Consultation Process and Next Steps

Consultation Process

Council Position

Member Local Governments are asked to consider this paper and the governance model options put forward and provide a Council endorsed position to WALGA.

It is suggested that Councils endorse a preferred model (which could be the Current Model) and provide a ranking in terms of an order of preference.

Submissions to WALGA are sought by **23 December 2022**.

Supplementary Market Research

An independent market research company has been engaged to ascertain insights from Elected Members and Chief Executive Officers about WALGA's governance model. Qualitative interviews and a quantitative survey will be undertaken to supplement Council positions.

Workshops and Forums

Requests for presentations on the work undertaken by the Steering Committee and the model options, as well as facilitation of workshops and discussions will be accommodated where practicable.

Next Steps

Timetable

- Consultation and engagement with Members on this paper and governance model options will be undertaken from October 2022 until 23 December 2022.
- The Steering Committee will consider the outcomes of the consultation process during January 2023.
- A Final Report with a recommended direction will be the subject of a State Council Agenda item for the March 2023 State Council meeting.

Thank you

For more information, visit our [website](#) or contact Tim Lane, Manager Association and Corporate Governance, at tlane@walga.asn.au or 9213 2029.