



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 20 February 2024
Commencing 2.00pm





NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 20 February 2024 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

2.00pm	Council Meeting
Followed by	Council Workshop

David Singe
Chief Executive Officer
15 February 2024

DISCLAIMER

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

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

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

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16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 20 February 2024



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr D Singe	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Mr B Forbes	Asset & Works Coordinator
Ms K Rose	Executive & Governance Officer

Members of the Public:

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 19 December 2023

[Attachment 7.1A](#)

7.2 Special Council Meeting held on 9 January 2024

[Attachment 7.2A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 7

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 19 December 2023, as presented in Attachment 7.1A, and the minutes of the Special Council Meeting held on 9 January 2024, as presented in Attachment 7.2A, be confirmed as a true and correct record of proceedings.

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

Nil

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	15 February 2024	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	<u>Attachment 11.1A - December</u> <u>Attachment 11.1B - January</u>	

Purpose of Report

Executive Decision
 Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period December 2023 and January 2024.

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

David Singe, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Megan Shirt, Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements




Simple Majority



Absolute Majority

Officer's Recommendation - 11.1

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period December 2023, and January 2024 as presented in Attachment 11.1A and Attachment 11.1B.

11.2 List of Accounts Paid	
Corporate & Community Services	
 SHIRE OF DOWERIN TIN DOG TERRITORY	
Date:	15 February 2024
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 and Credit Cards
Disclosure of Interest:	Nil
Attachments:	<u>Attachment 11.2A - December</u> <u>Attachment 11.2B - January</u>

Purpose of Report

Executive Decision Legislative Requirement

Summary

This Item presents the List of Accounts Paid, paid under delegated authority, for December 2023, and January 2024.

Background

Nil

Comment

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

Consultation

David Singe, Chief Executive Officer
 Aaron Wooldridge, Deputy Chief Executive Officer
 Susan Dew, Finance Officer
 Rhonda Ratcliffe, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with the Council's adopted 2023/2024 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.2

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

List of Accounts Paid – December 2023	
EFT 11682 to EFT 11775	\$502,900.58
Direct Debit: Synergy	\$12,807.63
Direct Debit: National Australia Bank Fees	\$443.14
Direct Debit: Water Corporation	\$3,489.23
Direct Debit: Telstra	\$762.56
Direct Debit: Australian Taxation Office	\$123,338.00
Direct Debit: Department of Transport	\$7,272.70
Direct Debit: Xenex Systems Pty Ltd	\$458.10
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Resonline	\$242.00
Direct Debit: Visa Payments	\$3,238.21
Direct Debit: Superannuation	\$13,346.38
PPE December 2023 - Wages	\$50,024.58
PPE December 2023 - Wages	\$46,101.76
TOTAL	\$764,984.87

List of Accounts Paid – January 2024	
EFT 11776 to EFT 11873	\$284,864.27
Direct Debit: Synergy	\$3,114.78
Direct Debit: Water Corporation	\$16,048.04
Direct Debit: Telstra	\$1,040.21
Direct Debit: Wesfarmers Kleenheat Gas	\$450.45
Direct Debit: Western Australian Treasury Corporation	\$4,036.61
Direct Debit: Gull Motorcharge Limited	\$278.24
Direct Debit: Xenex Systems Pty Ltd	\$452.71
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Visa Payments	\$5,072.92
Direct Debit: Resonline	\$242.00
Direct Debit: National Pump and Energy Pty Ltd	\$1,116.50
PPE January 2024 - Wages	\$43,989.00
PPE January 2024 - Wages	\$50,937.08
PPE January 2024 - Wages	\$48,489.53
TOTAL	\$460,692.34

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Shire of Dowerin Delegations Register Review

<h2 style="color: red;">Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	12 February 2024	
Location:	Not applicable	
Responsible Officer:	David Singe, Chief Executive Officer	
Author:	Kahli Rose, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
SharePoint Reference:	Organisation/Governance/Delegations	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A	

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 December 2022 Meeting (CMRef 0714).

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

David Singe, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Kahli Rose, Executive & Governance Officer
Council Workshop 19 December 2023

Policy Implications

These amendments bring delegations into alignment with current Council 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

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

Officer’s Recommendation - 12.1

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 12.1A.

Consultation

David Singe, Chief Executive Officer
 Ben Forbes, Asset & Works Coordinator

Policy Implications

Asset Management Policy – Infrastructure is applicable.

Statutory Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* empowers a Council to review and amend its annual budget.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure
 Objective: We have functional infrastructure that meets the needs of the community
 Outcome: 3.2
 Reference: 3.2.1

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.

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Time
Risk Description	\$5,001 - \$50,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	RRG 5 Year Plan AMP and LTFP
Action (Treatment)	Roads to Recovery
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation - 13.1

That, in accordance with Regulation 33A of the *Local Government (Financial Management) Regulations 1996*, Council reallocates \$9,029.69 of the 2023/24 Roads to Recovery Funding for McHugh Road to the Moonijin East Road Program.

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

15. Elected Members' Motions

16. Matters Behind Closed Doors

17. Closure



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 19 December 2023

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au



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13	Officer's Reports – Asset & Works
13.1	RoadWise Council
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	Confidential Item – Staff – Chief Executive Officer KPI Determination
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 19 December 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 2.00pm.

In opening the meeting, the Council, CEO and Management acknowledges the passing of Ian Rackham, James Ward, Geoff Webb and Arthur Borgward with a minutes silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

Mr D Singe	Chief Executive Officer
Mr A Wooldridge	Deputy Chief Executive Officer
Ms K Rose	Executive and Governance Officer

Members of the Public:

Apologies:

Approved Leave of Absence: Nil

3. Public Question Time

4. Disclosure of Interest

- Cr Metcalf
- Proximity Interest - item 12.1

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 21 November 2023.

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved: Cr Metcalf

Seconded: Cr Allsopp

0895 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Ordinary Council Meeting held 21 November 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

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

8.1 Australia Day Honours Committee Meeting held on 7 December 2023

Attachment 8.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 8

Moved: Cr McMorran

Seconded: Cr Ward

0896 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Australia Day Honours Committee Meeting held on 7 December 2023, as presented in Attachment 8.1A, be received by Council, with the amendment to be made to Shelley Matthews to be noted as an apology.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

9. Recommendations from Committee Meetings for Council Consideration

9.1 Australia Day Honours Committee Recommendation(s)

9.1.1 Award Nominations – Community Citizen of the Year

Refer to Australia Day Honours Committee Meeting Minutes dated 7 December 2023

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation 9.1.1

Moved Cr Ward

Seconded: Cr Hudson

0897 That the Australia Day Honours Committee recommends to Council that * be awarded the 2024 Citizen of the Year Award, to be announced and presented on Friday 26 January 2024 at the Australia Day Breakfast.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

9.1.2 Award Nominations – Senior Community Citizen of the Year (65 years and over)

Refer to Australia Day Honours Committee Meeting Minutes dated 7 December 2023

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation 9.1.2

Moved Cr Ward

Seconded: Cr Hudson

0898 That the Australia Day Honours Committee recommends to Council that * be awarded the 2024 Senior Community Citizen of the Year Award, to be announced and presented on Friday 26 January 2024 at the Australia Day Breakfast.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

9.1.3 Award Nominations – Active Citizen of the Year (community group or event)

Refer to Australia Day Honours Committee Meeting Minutes dated 7 December 2023

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation 9.1.3

Moved: Cr Ward

Seconded: Cr Hudson

0899 That the Australia Day Honours Committee recommends to Council that * be awarded the 2024 Active Citizen of the Year Award, to be announced and presented on Friday 26 January 2024 at the Australia Day Breakfast.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

10. Announcements by the President Without Discussion

Attended WALGA Presidents/Mayors training session 6 December 2023

- Discussion regarding the avenues of contact to staff/councillors.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services



Date:	14 December 2023
Location:	Not Applicable
Responsible Officer:	Aaron Wooldridge, Deputy Chief Executive Officer
Author:	As above
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2023-2024 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 11.1A

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 - Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

Note 4 - Other Current Assets

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

Note 5 - Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 - Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 - Borrowings

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

Note 10 - Cash Backed Reserves

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

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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

David Singe, 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 Hudson

Seconded: Cr Ward


0900 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 2023, as presented in Attachment 11.1A

CARRIED 7/0

For: Cr Trepp, Cr McMorrان, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

UNCONFERMED

11.2 List of Accounts Paid

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

Purpose of Report

Executive Decision Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

- David Singe, Chief Executive Officer
- Aaron Wooldridge, Deputy Chief Executive Officer
- Susan Dew, Finance Officer
- Rhonda Ratcliffe, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with the Council's adopted 2023/2024 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.2

Moved: Cr Hudson

Seconded: Cr Allsopp

0901

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 2023	
EFT 11553 to EFT 11681	\$527,408.34
Direct Debit: Synergy	\$6,495.44
Direct Debit: National Australia Bank Fees	\$514.68
Direct Debit: Water Corporation	\$14,756.30
Direct Debit: Telstra	\$1,472.53
Direct Debit: Wesfarmers Kleenheat Gas	\$127.03
Direct Debit: Western Australian Treasury Corporation	\$20,716.27
Direct Debit: Gull Motorcharge Limited	\$242.47
Direct Debit: Xenex Systems Pty Ltd	\$455.02
Direct Debit: Exetel Pty Ltd	\$560.00
Direct Debit: Visa Payments	\$5,926.70
Direct Debit: Superannuation	\$13,408.58
PPE November 2023 - Wages	\$52,222.69
PPE November 2023 - Wages	\$46,989.58
TOTAL	\$691,295.63

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

Cr Metcalf exited the chambers at 2:40pm

12.1 Development Application - 46 Stacy Street, DOWERIN

Governance & Compliance



Date:	10 December 2023
Location:	46 Stacy Street, DOWERIN 6461
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Laura Pikoss, HBP Services WA
Legislation:	<i>Planning & Development Act 2005</i>
SharePoint Reference:	N/A
Disclosure of Interest:	Cr Metcalf - Proximity Interest
Attachments:	N/A

Purpose of Report

Executive Decision

Legislative Requirement

Summary

The Council is in receipt of a planning application, seeking council approval to temporary store a Sea Container at 46 Stacy Street Dowerin, for 12-month period to store personal belongings whilst the applicant demolishes the existing shed and applies and constructs a new shed.

An application for the new shed has not been received and is not assessed as part of this application.

These temporary works to store a shipping container to be used as storage facility are permissible under Schedule 2, Part 7, Clause 61 (1(17)) and (2(f)) of the Planning and Development (Local Planning Schemes) Regulations 2015. Under the regulations the use must cease after 12 months.

Description of Proposal

The applicant is proposing to place a temporary Sea Container to be used for personal storage until a new shed has been placed the proposed concept for the temporary storage works, under Schedule 2, Part 7, Clause 61 (1(17)) and (2(f)) of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows a local government to consider any proposed works and use as temporary. Under the Regulations this clause can only be applied for a period not exceeding 12 months and is subject to endorsement from the local government.

The development is located at 46 Stacy Street, DOWERIN 6461, and is currently zoned 'Residential' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

The objectives are:

- To provide for predominantly residential development with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes of Western Australia.
- Non-residential uses shall be compatible in character, scale, and operation with the predominant residential use.

- A non-residential use shall only be permitted if the use does not detract from the amenity of the area.



FIGURE 1 & 2 - SITE LOCATION

Consultation

Laura Pikoss, HBP Services WA
Kahli Rose, Executive & Governance Officer

Policy Implications

Sea containers and Similar Storage Containers, Shire of Dowerin [Local Planning Policies.pdf](#)
(dowerin.wa.gov.au)

Policy

1. All sea containers and other similar structures proposed to be located within the Shire require a Development Application to be submitted for assessment and approval by Council prior to locating a sea container on-site with the exception of sea containers located on General Industry and Rural zones.
2. This policy is based on sea containers up to 6 metres (20 feet) in length for Residential, Townsite, Commercial, Light Industry and Rural Residential zones and up to 12 metres (40 feet) in length for General Industry and Rural zones. Container(s) larger than this may need to satisfy additional requirements.
3. Sea containers and other similar structures used for temporary storage during the conduct of building works will be exempt from these requirements, provided that the following criteria are achieved:
 - a. The structure is only being used for the secure storage of materials, plant, machinery or building equipment on a building site;
 - b. The building site has a current Development Approval and/or Building Permit;
 - c. Construction works are actively being undertaken on the site and do not lapse for any period greater than 60 days;
 - d. The structure does not impact on pedestrian or vehicle movements in any way or obstruct vehicle sight lines;
 - e. The structure may not be permitted on the building site for a period longer than 6 months, unless the special approval of Council is obtained; and
 - f. The structure is removed from the building site immediately following the completion of the building works.

Strategic Implications

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Schedule 2, Part 7, Clause 61 (1(17)) and (2(f)) of the *Planning and Development (Local Planning Schemes) Regulations 2015* allows a local government to consider any proposed works and use as temporary. Under the Regulations this clause can only be applied for a period not exceeding 12 months and is subject to endorsement from the local government.

Risk Implications

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

Financial Implications

There are no budgetary considerations and implications applicable to this proposal

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.1

Moved: Cr Allsopp

Seconded: Cr Ward

0902 That Council grant Planning Approval as the proposal is for a 12-month period. The sea container to be fully removed thereafter.

CONDITIONS

1. Sea Container to be placed inside the lot boundary, behind the dwelling.
2. An outbuilding development application to be submitted to council within 60 days of granting the temporary development application for the Sea container as per Sea Container Policy.
3. All infrastructure the subject of this temporary approval shall cease to be used at the end of the temporary approval term, shall be removed from the land in its entirety within 28 days of expiry of the approval term including reinstatement of the land to its pre-development condition as far as possible.

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 6/0

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

Cr Metcalf re-entered the Chambers at 2:42pm

12.2 Development Application – 325 Hesford Road, HINDMARSH

Governance & Compliance



Date:	10 December 2023
Location:	Lot 11204 (325) Hesford Road, HINDMARSH
Responsible Officer:	David Singe, Chief Executive Officer
Author:	Laura Pikoss, HBP Services WA
Legislation:	<i>Planning & Development Act 2005</i>
SharePoint Reference:	N/A
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

The Council has received a planning application for the demolition of the current cottage and the construction of a new 4-bedroom, 2-bathroom dwelling, in accordance with the Shire of Dowerin Town Planning Scheme 2.

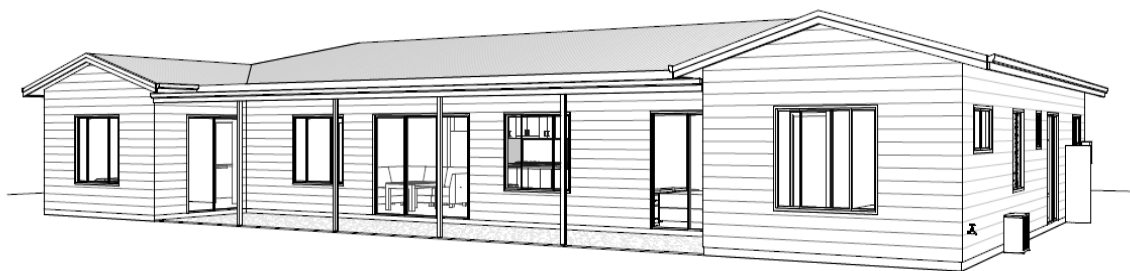
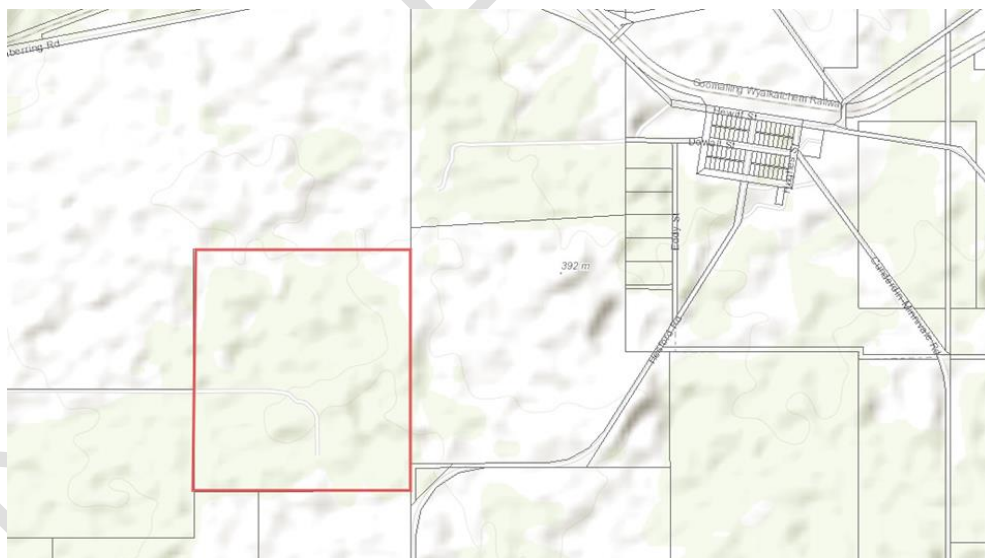
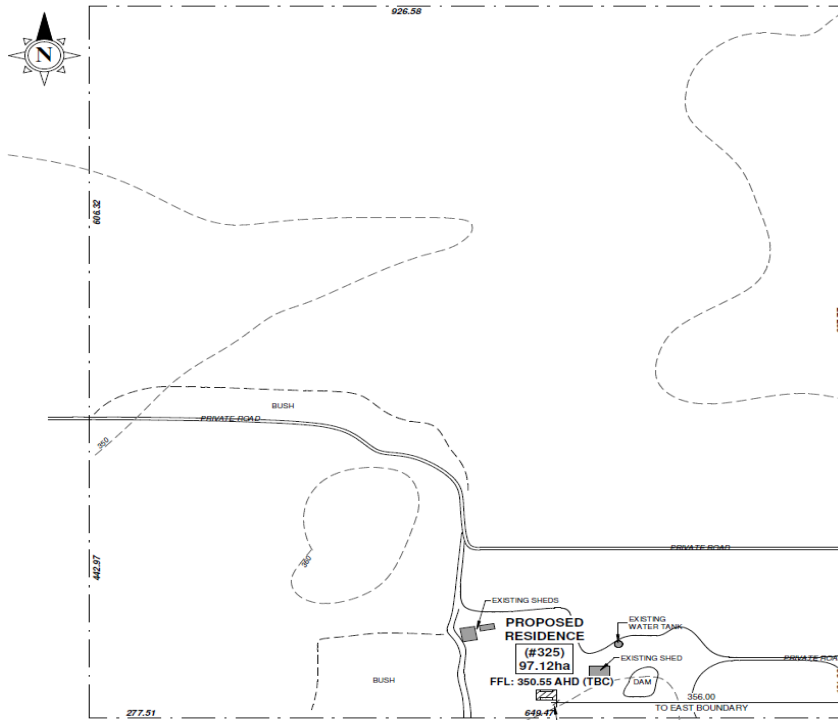
The council will thoroughly evaluate the proposal's environmental impact and its adherence to regulations. The decision made will be aligned with community interests and aimed at fostering sustainable agricultural growth in the region.

Description of Proposal

The demolition of the current cottage and its replacement with a four-bedroom, two-bathroom dwelling are proposed for a lot that includes sheds and other outbuilding structures. A recent bushfire planning report has identified a Bush Fire Attack Level of 12.5, in accordance with State Planning Policy 3.7. This pertains to Lot 11204 (#325) Hesford Road, HINDMARSH, which is presently zoned as 'Rural' under the Local Planning Scheme, specifically 'Shire of Dowerin Scheme No 2.' The objectives of the Rural Zone 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 diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.

Site and Location



Consultation

Laura Pikoss, HBP Services WA
 Kahli Rose, Executive & Governance Officer

Policy Implications

There are no policy implications associated with this application.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

Objective: *Diverse and appropriate housing*
Reliable Telecommunications
Community infrastructure

Outcome: 3

Reference: 3.4

Asset Management Plan

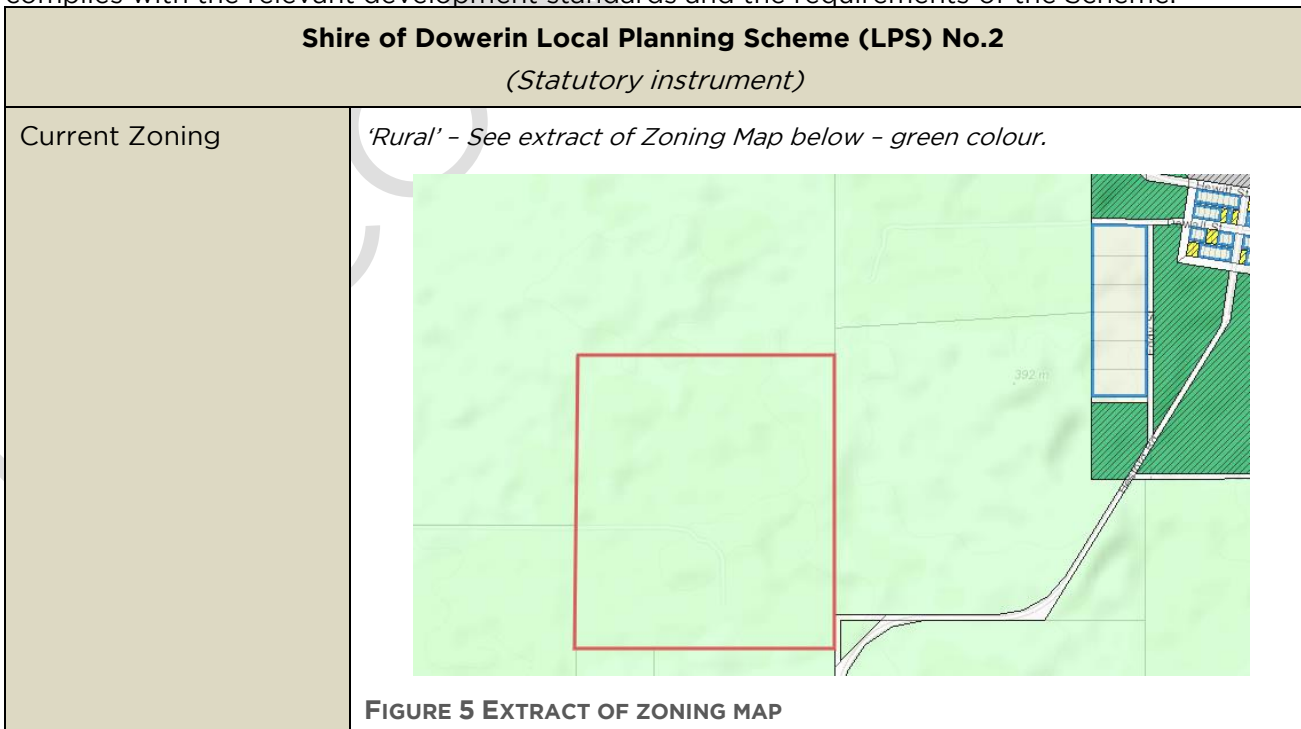
Nil

Long Term Financial Plan

Nil

Statutory Implications

The subject land is in the Rural Zone and the Zoning Table in the Planning Scheme designates dwelling Single house as 'P' means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme.



<p>Permissibility (Table 1 – Zoning Table)</p>	<p><i>Table 1 – Zoning Table of LPS 2 qualifies on the subject land is located in the Rural Zone and the Zoning Table in the Planning Scheme designates</i></p> <p><i>Single house as ‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;</i></p> <table border="1" data-bbox="603 416 1374 1077"> <thead> <tr> <th rowspan="2">USE CLASSES</th> <th colspan="7">ZONES</th> </tr> <tr> <th>RESIDENTIAL</th> <th>COMMERCIAL</th> <th>LIGHT INDUSTRY</th> <th>GENERAL INDUSTRY</th> <th>TOWNSITE</th> <th>RURAL RESIDENTIAL</th> <th>RURAL</th> </tr> </thead> <tbody> <tr> <td colspan="8">RESIDENTIAL USES</td> </tr> <tr> <td>Aged or Dependent Persons Dwelling</td> <td>D</td> <td>X</td> <td>X</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Caretaker’s Dwelling</td> <td>X</td> <td>D</td> <td>D</td> <td>D</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr> <td>Grouped Dwelling</td> <td>P</td> <td>D</td> <td>X</td> <td>X</td> <td>D</td> <td>X</td> <td>X</td> </tr> <tr> <td>Home Business</td> <td>D</td> <td>D</td> <td>X</td> <td>X</td> <td>D</td> <td>D</td> <td>D</td> </tr> <tr> <td>Home Occupation</td> <td>D</td> <td>D</td> <td>X</td> <td>X</td> <td>D</td> <td>D</td> <td>D</td> </tr> <tr> <td>Home Office</td> <td>D</td> <td>D</td> <td>X</td> <td>X</td> <td>D</td> <td>D</td> <td>D</td> </tr> <tr> <td>Home Store</td> <td>A</td> <td>D</td> <td>X</td> <td>X</td> <td>A</td> <td>D</td> <td>A</td> </tr> <tr> <td>Lodging House</td> <td>A</td> <td>D</td> <td>X</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Park Home Park</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Residential Building</td> <td>A</td> <td>X</td> <td>X</td> <td>X</td> <td>A</td> <td>X</td> <td>X</td> </tr> <tr> <td>Rural Home Business</td> <td colspan="7" style="text-align: center;"><i>Deleted by AMD 1 GG 01/08/17</i></td> </tr> <tr> <td>Single House</td> <td>P</td> <td>A</td> <td>X</td> <td>X</td> <td>P</td> <td>P</td> <td style="background-color: yellow;">P</td> </tr> </tbody> </table>	USE CLASSES	ZONES							RESIDENTIAL	COMMERCIAL	LIGHT INDUSTRY	GENERAL INDUSTRY	TOWNSITE	RURAL RESIDENTIAL	RURAL	RESIDENTIAL USES								Aged or Dependent Persons Dwelling	D	X	X	X	A	X	X	Caretaker’s Dwelling	X	D	D	D	X	X	X	Grouped Dwelling	P	D	X	X	D	X	X	Home Business	D	D	X	X	D	D	D	Home Occupation	D	D	X	X	D	D	D	Home Office	D	D	X	X	D	D	D	Home Store	A	D	X	X	A	D	A	Lodging House	A	D	X	X	A	X	X	Park Home Park	X	A	X	X	A	X	X	Residential Building	A	X	X	X	A	X	X	Rural Home Business	<i>Deleted by AMD 1 GG 01/08/17</i>							Single House	P	A	X	X	P	P	P
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<p>Definitions</p>	<p><i>Planning and Development (Local Planning Schemes) Regulations 2015:</i></p> <p><i>Single house as per R code: A dwelling standing wholly on its own on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excluded dwellings on title with areas held in common property.</i></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"> <i>• To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i> <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> <i>• To prevent any development that may affect the viability of a holding.</i> <i>• To encourage small scale, low impact tourist accommodation in rural locations.</i> <i>• To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.</i> 																																																																																																																							
<p>Development Standards</p>	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p>																																																																																																																							

	<p>Notwithstanding the right to develop a single house on an existing lot, residential development in the 'Rural' Zone shall comply with the specific requirements of the Local government, however these shall not be lesser than those specified for the Residential Design Code 'R2'</p> <p>Setbacks as follows:</p> <ul style="list-style-type: none"> • Primary Street: 20m- Complies • Secondary Steet: 10m- Complies • Other/ rear: 10m- compiles • Minimum open space: 80%- Complies
<p>Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<p>State Planning Policy 3.7 - Planning in Bushfire Prone Areas (Statutory instrument - tied to Planning Regulations)</p>	
Generally	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p><i>Section 6.2 of SPP 3.7 a) states:</i></p> <ul style="list-style-type: none"> <i>a) Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i> <i>b) Any strategic planning proposal, subdivision, or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i> <i>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i>
Bushfire Attack Level	<i>Report has been provided by Bushfire Smart (Nathan Peat) on the 27 September 2023. BAL 12.5</i>

Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas

(Guidance document – tied to SPP 3.7)

5. Exemptions

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:

- 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.*

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.2

Moved: Cr Trepp

Seconded: Cr Hudson

0903 That Council grant Planning Approval for the placement of a single house
CONDITIONS

- All Stormwater to be contained on-site.
- BAL 12.5 construction

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.

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 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

13. OFFICER'S REPORTS - WORKS AND ASSETS

D Singe left the meeting at 2:45pm

D Singe and B Forbes entered the meeting at 2:46pm

13.1 RoadWise Council

Asset & Works



Date:	13 December 2023
Location:	N/A
Responsible Officer:	Ben Forbes, Asset & Works Coordinator
Author:	Kahli Rose, Executive & Governance Officer
Legislation:	<i>Nil</i>
SharePoint Reference:	N/A
Disclosure of Interest:	N/A
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item is brought forward for Council to resolve for the Shire of Dowerin to be a RoadWise Council.

Background

The CEO and Asset & Works Coordinator met with Cliff Simpson, Regional RoadWise Coordinator on 5 December 2023, who advised that there is to be a change to the RoadWise Service arrangements and that he was seeking expressions of interest from ten local governments that he will have responsibility for.

In particular, WALGA is allocating only ten local governments to each Road Safety Advisor (there are eight Road Safety Advisors across the State, Mr Simpson has allocated 24 of 138 LGAs) and will allocate a minimum of one full week of his time supporting our Council per quarter, or the equivalent of 20 days across the year.

A RoadWise Council going forward will receive significantly increased support regarding road safety goals. This could be anything from writing proposals, nominations and submissions, road safety management systems, providing advice on best practice road safety, media, policy development and accessing services etc.

As a result of this advice, the Asset & Works Coordinator responded with an expression of interest on the same day advising that the Shire of Dowerin would like to access the revised RoadWise program.

Comment

By becoming a RoadWise Council, the Shire will:

- Demonstrate a commitment to improve road safety outcomes within the community using the resources available;
- Have access to the RoadWise Council logo for use on Shire of Dowerin promotional communications or infrastructure.
- Gain priority access to WALGA's road safety services and products;
- Be eligible for formal recognition for road safety management and actions, including support in benchmarking and monitoring progress of road safety outcomes through the RoadWise Recognised initiative.

The point of contact for the Shire will be the Asset & Works Coordinator.

Consultation

Cliff Simpson, Regional RoadWise Coordinator

David Singe, Chief Executive Officer

Ben Forbes, Asset & Works Coordinator

Policy Implications

Policy 4.3 - Restricted Access Vehicle Policy.

- In essence this policy and its schedules address on what basis RAV can access Shire roads and the requirements to operate in a safe manner.

Statutory Implications

Nil

Strategic Implications

Asset Management Plan

N/A

Long Term Financial Plan

N/A

Risk Implications

Risk Profiling Theme	Safety & Security Practices
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring.
Action (Treatment)	Through the Shire's primary point of contact working closely with the RoadWise Regional Coordinator on appropriate initiatives, this risk is reduced to low/rare.
Risk Rating (after treatment)	Effective

Financial Implications

Nil

Voting Requirements

Simple Majority Absolute Majority

Officers Recommendation/Resolution - 13.1

Officers Recommendation

That, by Absolute Majority, Council accepts the invitation from WALGA to register as a RoadWise Council.

Moved Cr Metcalf **Seconded** Cr Ward

0904 AMENDED MOTION

That, by Absolute Majority, Council accepts the invitation from WALGA to register as a RoadWise Council, subject to the removal of policy implications as stated in the agenda.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

16.1 Confidential Item 16.1- Staff - Chief Executive Officer KPI Determination

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation - 16

Moved: Cr Metcalf **Seconded:** Cr McMorran

0905 That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

2 55pm - Council went Behind Closed Doors.

A Wooldridge, B Forbes, K Rose left the Chambers to not return at 2:55pm

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution 16

Moved: Cr Metcalf **Seconded:** Cr McMorran

0906 That, in accordance with Section 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

3.34pm - Council came out from Behind Closed Doors

16.1 The matter of the Confidential Item - Confidential Item - Staff - Chief Executive Officer KPI Determination.

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation - 16.1

Moved: Cr Metcalf **Seconded:** Cr McMorran

0907 That, in accordance with Sections 5.10, 5.38, 5.39(3)(b) of the Local Government Act 1995 and Regulation 18D of the Local Government (Administration Regulations) 1996, Council endorses Performance Indicators for 2023/24, as presented in Attachment 16.1A, with a minor amendment to KPI #8, to reword to: "unqualified financial audit"

CARRIED 7/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Metcalf, Cr Sewell, Cr Ward

17. Closure

The President thanked those in attendance and declared the meeting closed at 3:35pm.



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 9 January 2024

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au



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Shire of Dowerin
Special Council Meeting
Tuesday 9 January 2024



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 11.00am.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Cr NP McMorran	Deputy President - <i>via remote connection</i>
Cr WG Allsopp	
Cr DP Hudson	
Cr BA Ward	

Staff:

Mr D Singe	Chief Executive Officer - <i>via remote connection</i>
Mr A Wooldridge	Deputy Chief Executive Officer
Ms K Rose	Executive and Governance Officer

Members of the Public:

Apologies:

Cr Jason Sewell
Cr AJ Metcalf

Approved Leave of Absence:

Nil

Request for Attendance via Remote Connection

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Mr D Singe, and Cr NP McMorrان have requested attendance at this Special Council Meeting via remote connection.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr Ward

0908 That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Council:

1. Approves Mr D Singe's attendance at the 9 January 2024 Special Council Meeting via remote connection; and
2. Approves Mr D Singe's home office in Adelaide as a suitable place for Mr D Singe's attendance.
3. Approves Cr NP McMorrان's attendance at the 9 January 2024 Special Council Meeting via remote connection; and
4. Approves Cr McMorrان's accommodation in Turner Street, Augusta as a suitable place for Cr NP McMorrان's attendance.

CARRIED BY ABSOLUTE MAJORITY 4/0

For: Cr Trepp, Cr Allsopp, Cr Hudson, Cr Ward

11.03am Cr NP McMorrان was contacted via Microsoft Teams and joined the meeting.

Standing orders revoked at 11:08am

Standing orders resumed at 11:15am

11.15am Mr D Singe was contacted via Microsoft Teams and joined the meeting.

3. Public Question Time

Nil

4. Disclosure of Interest

Nil

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Audit & Risk Committee Meeting held on 22 December 2023.

[Attachment 7.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7

Moved: Cr Hudson

Seconded: Cr Allsopp

0909 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Audit & Risk Committee Meeting held on 22 December 2023, as presented in Attachment 7.1A, be received by Council.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

8. Recommendations from Committee Meetings for Council Consideration

8.1 Audit & Risk Committee Recommendation(s)

8.1.1 2022/23 Annual Report & Annual Electors Meeting

Refer Audit & Risk Committee Meeting Minutes dated 22 December 2023.

Refer to 2022/23 Annual Report.

[Attachment 8.1.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Committee Recommendation 8.1.1

Moved Cr Ward

Seconded: Cr Allsopp

0910 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. Recommends to Council that it adopts the 2022/23 Annual Report, as presented in Attachment 8.1.1A, for the 2022/23 financial year; and
2. Recommends to Council that it conducts its Annual Electors Meeting on Tuesday 13 February 2024 at the Dowerin Community Club, East Street Dowerin commencing at 6.00pm.

CARRIED 5/0

For: Cr Trepp, Cr McMorran, Cr Allsopp, Cr Hudson, Cr Ward

9. Announcements by the President Without Discussion

Nil

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

Nil

11. Elected Members' Motions

Nil

12. Closure

The President thanked those in attendance and declared the meeting closed at 11:19am

UNCONFIRMED

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023

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

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These Statements are prepared with data available at the time of preparation.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

BY NATURE OR TYPE

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
Note	\$		\$	\$	\$	%			
Revenue from operating activities									
General Rates	6	1,503,992	1,503,992	1,561,417	1,560,360	(1,057)	(0.07%)		Within Variance
Other rates	6	57,425	57,425	0	0	0	0.00%		Within Variance
Grants, subsidies and contributions	12	968,914	968,914	556,518	676,111	119,593	21.49%	😊	Permanent Higher than YTD budget include Financial Assistance grants \$39K, Housing reimbursements \$41K and CRC Grants \$48K. Aged care grants are \$14K lower than YTD budget. These variances will be addressed with the budget review.
Fees and charges		830,409	830,409	555,005	564,891	9,886	1.78%		Within Variance
Interest revenue		146,488	146,488	8,244	47,077	38,833	471.05%	😊	Permanent Interest revenue is higher than YTD budget due to increased investment and higher interest rates. These additional funds will be addressed with the budget review.
Other revenue		78,912	78,912	24,080	31,348	7,268	30.18%		Within Variance
Profit on disposal of assets		35,122	35,122	35,122	11,187	(23,935)	(68.15%)	😞	Permanent Sale of Hino 500 generated a book profit that was not budgeted. Sale of CEO yet to be recognised in the Asset register.
		3,621,262	3,621,262	2,740,386	2,890,974	150,588	(5.50%)		
Expenditure from operating activities									
Employee costs		(1,966,082)	(1,966,082)	(1,003,234)	(905,130)	98,104	9.78%		Within Variance
Materials and contracts		(1,875,967)	(1,875,967)	(1,030,060)	(999,545)	30,515	2.96%		Within Variance
Utility charges		(179,196)	(179,196)	(89,568)	(83,536)	6,032	6.73%		Within Variance
Depreciation		(2,185,601)	(2,185,601)	(1,092,798)	(1,300,809)	(208,011)	(19.03%)	😞	Permanent Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on the Shires funding position.
Finance costs		(30,120)	(30,120)	(15,048)	(14,750)	298	1.98%		Within Variance
Insurance		(185,189)	(185,189)	(92,448)	(38,731)	53,717	58.11%	😊	Timing Insurance premiums are lower than YTD budget. Staff will review postings with the budget review.
Other expenditure		(90,409)	(90,409)	(38,954)	(13,643)	25,311	64.98%	😊	Timing Members sitting fees are yet to be paid.
Loss on disposal of assets		0	0	0	0	0	0.00%		
		(6,512,564)	(6,512,564)	(3,362,110)	(3,356,144)	5,966	0.18%		
Less: Profit on asset disposals		(35,122)	(35,122)	(35,122)	(11,187)	23,935	68.15%	😊	Permanent Sale of Hino 500 generated a book profit that was not budgeted. Sale of CEO yet to be recognised in the Asset register.
Movement in liabilities associated with restricted cash		4,970	4,970	0	0	0	0.00%		Within Variance
Add: Depreciation on assets		2,185,601	2,185,601	1,092,798	1,300,809	208,011	(19.03%)	😞	Permanent Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on the Shires funding position.
Amount attributable to operating activities		(735,853)	(735,853)	435,952	824,452	388,500	(89.12%)		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

BY NATURE OR TYPE

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance	
Note	\$		\$	\$	\$	%				
CONTINUED										
Investing activities										
Inflows and Outflows from investing activities										
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)	(49.15%)	☹️	Timing	Roads and Recreation grants are lower than YTD budget. This is a timing issue with grant funding milestones and delay in RRG Fed Funding.
Proceeds from disposal of assets	7	56,000	56,000	56,000	29,091	(26,909)	(48.05%)	☹️	Timing	Revenue has been received for the Trade of the Hino 500 that was budgeted in FY23. Staff will address with the budget review. CEO vehicle trade to be brought to account.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(273,473)	(133,612)	139,861	51.14%	☺️	Timing	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(1,578,575)	(1,025,693)	552,882	35.02%	☺️	Timing	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	877,506	229,213	(648,293)	73.88%			
Financing Activities										
Inflows from financing activities										
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%			Within Variance
		218,510	218,510	0	0	0	0.00%			
Outflows from financing activities										
Repayment of debentures	9	(106,134)	(106,134)	(42,405)	(42,405)	0	0.00%			Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%			Within Variance
		(504,560)	(504,560)	(42,405)	(42,405)	0				
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0.00%			
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)			
Amount attributable to operating activities		(735,853)	(735,853)	435,952	824,452	388,500	89.12%			
Amount attributable to investing activities		(788,897)	(788,897)	877,506	229,213	(648,293)	(73.88%)			
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0.00%			
Surplus or deficit at the end of the financial year		0	0	3,081,853	2,817,030	(264,823)	8.59%			

KEY INFORMATION

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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2023

REVENUE

RATES

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

Grants, subsidies and contributions

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

Capital grants, subsidies and contributions

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

Fees and charges

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

SERVICE CHARGES

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

Interest revenue

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

Other revenue

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

Profit on disposal of assets

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

Insurance

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

Loss on disposal of assets

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

Depreciation

Depreciation expense raised on all classes of assets.

Finance costs

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

Other expenditure

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

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

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(35,122)	(11,187)
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	1,300,809
Total non-cash items excluded from operating activities		2,155,449	1,289,622

(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.

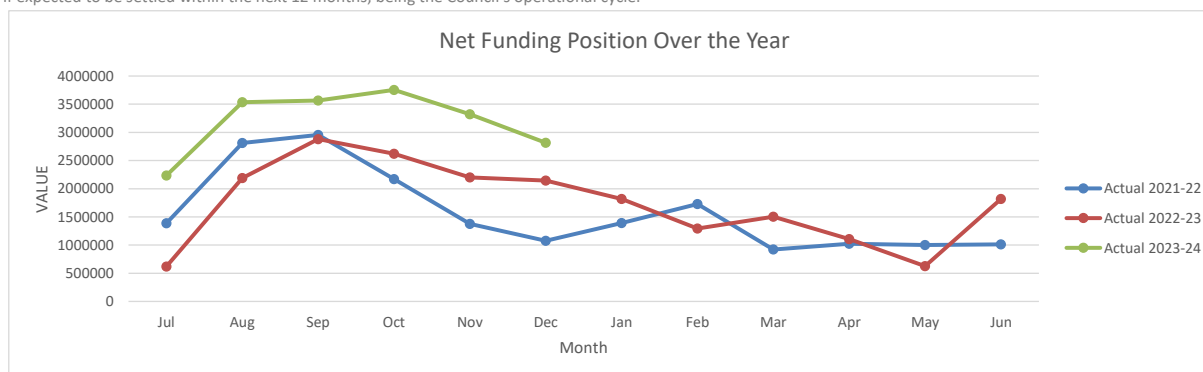
	Notes	Adopted Budget	Last Year Un- Audited Actual 30 June 2023	This Time Last Year 31 December 2022	Year to Date 31 December 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)	(2,984,280)
Add: Borrowings	9	83,711	106,129	104,292	63,724
Add: Provisions funded by Reserve		114,100	114,100	97,883	114,100
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,274,358)	(2,806,456)

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

Current assets					
Cash and cash equivalents	2	4,713,673	4,832,246	5,084,709	5,070,307
Rates receivables	3	160,197	160,197	340,166	335,790
Receivables	3	563,601	476,588	(42,745)	778,160
Stock on Hand	4	23,825	17,171	28,903	74,484
Total Current Assets		5,461,296	5,486,202	5,411,033	6,258,741
Less: Current liabilities					
Payables	5	(346,994)	(340,554)	(46,029)	(101,831)
Borrowings	9	(83,711)	(106,129)	(104,292)	(63,724)
Contract liabilities	11	(231,024)	(231,024)	(650,193)	(231,024)
Provisions	11	(202,298)	(238,675)	(202,298)	(238,675)
Total Current Liabilities		(864,027)	(916,382)	(1,002,812)	(635,254)
		4,597,269	4,569,820	4,408,221	5,623,486
Less: Total adjustments to net current assets	(b)	(2,786,469)	(2,764,051)	(2,274,358)	(2,806,456)
Closing funding surplus / (deficit)		1,810,800	1,805,770	2,133,863	2,817,030

CURRENT AND NON-CURRENT CLASSIFICATION

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



SHIRE OF DOWERIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE	31 December 2023	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	5,070,307	4,832,246
Trade and other receivables	1,113,950	636,785
Inventories	74,484	17,171
TOTAL CURRENT ASSETS	6,258,741	5,486,202
NON-CURRENT ASSETS		
Trade and other receivables	24,594	24,594
Other financial assets	61,117	61,117
Property, plant and equipment	20,402,818	20,660,380
Infrastructure	65,368,769	65,270,616
TOTAL NON-CURRENT ASSETS	85,857,298	86,016,707
TOTAL ASSETS	92,116,039	91,502,909
CURRENT LIABILITIES		
Trade and other payables	101,831	340,554
Other liabilities	231,024	231,024
Borrowings	63,724	106,129
Employee related provisions	238,675	238,675
TOTAL CURRENT LIABILITIES	635,254	916,382
NON-CURRENT LIABILITIES		
Borrowings	1,054,870	1,054,870
Employee related provisions	28,882	28,882
TOTAL NON-CURRENT LIABILITIES	1,083,752	1,083,752
TOTAL LIABILITIES	1,719,006	2,000,134
NET ASSETS	90,397,033	89,502,775
EQUITY		
Retained surplus	35,178,399	34,284,141
Reserve accounts	2,984,280	2,984,280
Revaluation surplus	52,234,354	52,234,354
TOTAL EQUITY	90,397,033	89,502,775

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31 January 2024

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 DECEMBER 2023

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

Supporting Information for Councillor Information

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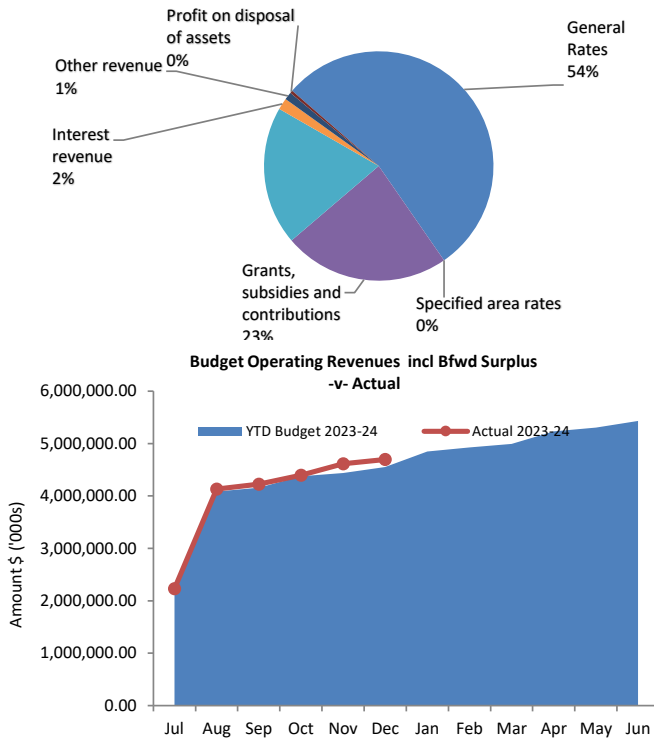
These Statements are prepared with data available at the time of preparation.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 DECEMBER 2023**

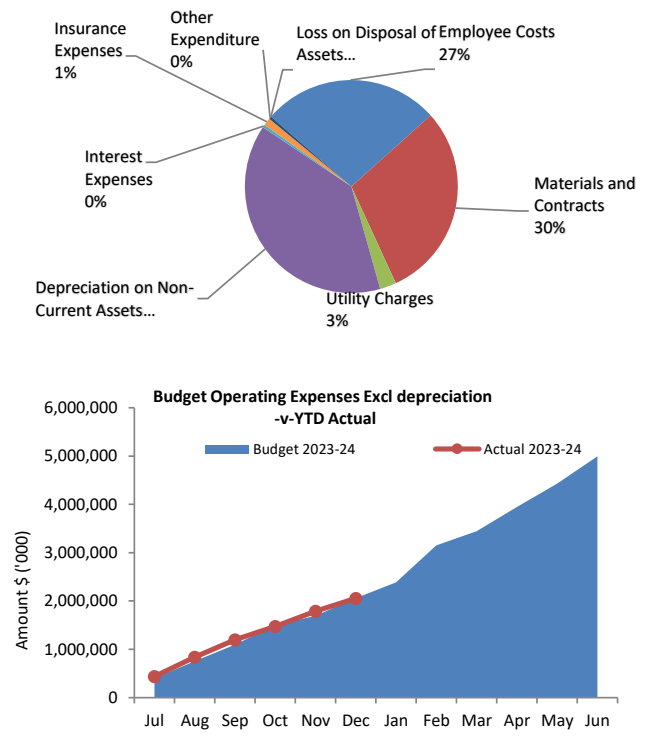
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

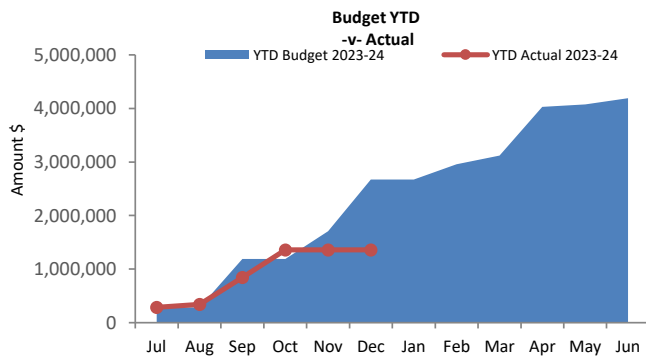


OPERATING EXPENSES

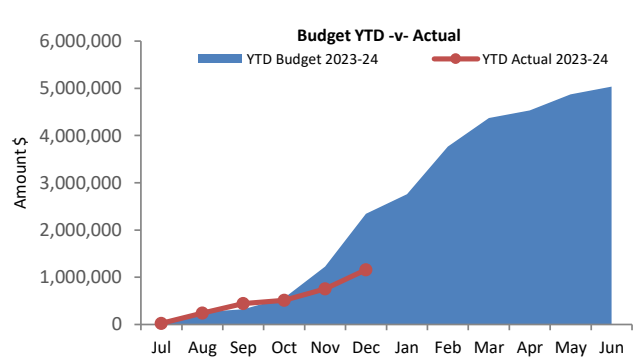


INVESTING ACTIVITIES

Capital grants, subsidies and contributions



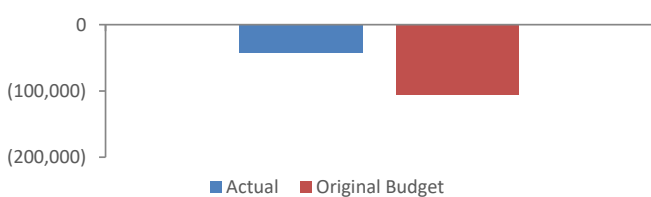
Payments for Capital Works



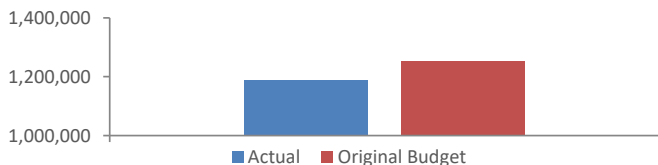
FINANCING ACTIVITIES

BORROWINGS

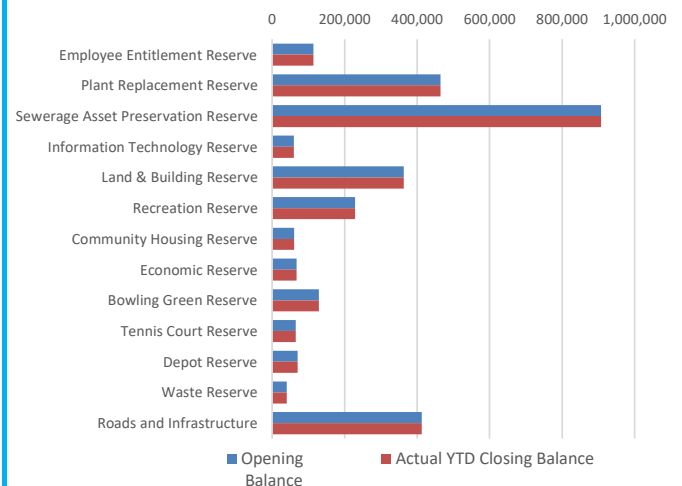
Principal Repayments



Principal Outstanding



RESERVES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 1
BY PROGRAM

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
Note	\$		\$	\$	\$	%		
Revenue from operating activities								
Governance	1,500	1,500	1,500	3,578	2,078	138.53%		Within Variance
General purpose funding	1,741,865	1,741,865	1,571,641	1,647,783	76,142	4.84%		Within Variance
Law, order and public safety	34,716	34,716	17,358	19,219	1,861	10.72%		Within Variance
Health	3,300	3,300	1,650	109	(1,541)	(93.39%)		Within Variance
Education and welfare	652,572	652,572	326,316	306,154	(20,162)	(6.18%)		Within Variance
Housing	161,992	161,992	80,994	101,427	20,433	25.23%	😊	Housing reimbursement revenue is higher than YTD budget. This will be assessed with the budget review.
Community amenities	289,445	289,445	274,277	270,768	(3,509)	(1.28%)		Within Variance
Recreation and culture	50,180	50,180	14,256	19,519	5,263	36.92%		Within Variance
Transport	181,004	181,004	172,502	185,036	12,534	7.27%		Within Variance
Economic services	407,966	407,966	203,970	258,570	54,600	26.77%	😊	CRC Grants and fees and charges are \$69K higher than YTD budget. Standpipe income is \$14K lower than YTD budget.
Other property and services	96,722	96,722	75,922	78,811	2,889	3.81%		Within Variance
	3,621,262	3,621,262	2,740,386	2,890,974	150,588			
Expenditure from operating activities								
Governance	(560,449)	(560,449)	(318,806)	(289,304)	29,502	9.25%		Audit fees are \$32K lower than YTD budget. This is a timing variance with OAG invoicing to be received.
General purpose funding	(197,452)	(197,452)	(95,226)	(101,863)	(6,637)	(6.97%)		Within Variance
Law, order and public safety	(164,240)	(164,240)	(82,194)	(71,771)	10,423	12.68%	😊	ESL - Bush fire brigade expenditure is lower than YTD budget. This is expected to be a timing variance mainly relating to maintenance.
Health	(61,229)	(61,229)	(18,144)	(8,863)	9,281	51.15%		Within Variance
Education and welfare	(590,578)	(590,578)	(285,336)	(353,322)	(67,986)	(23.83%)	😞	Unbudgeted costs of \$70K associated with the installation of rail and pathway for independence in the Aged and Disability Services area. This will be offset with additional revenue and will be addressed with the budget review.
Housing	(269,675)	(269,675)	(141,722)	(119,357)	22,365	15.78%	😊	Other housing operations and maintenance is \$20K lower than YTD budget. This may even out over the year.
Community amenities	(533,678)	(533,678)	(274,136)	(261,083)	13,053	4.76%		Within Variance
Recreation and culture	(1,278,073)	(1,278,073)	(630,349)	(633,686)	(3,337)	(0.53%)		Within Variance
Transport	(2,069,507)	(2,069,507)	(1,035,944)	(983,794)	52,150	5.03%		Within Variance
Economic services	(741,131)	(741,131)	(365,883)	(358,606)	7,277	1.99%		Within Variance
Other property and services	(46,552)	(46,552)	(114,370)	(174,494)	(60,124)	(52.57%)	😞	Admin(\$23K) , Plant(\$109K) and Public works(\$41k) overheads are higher than YTD budget. This variance is a considered a timing issue due to cost recovery being spread evenly over 12 months.
	(6,512,564)	(6,512,564)	(3,362,110)	(3,356,144)	5,966			
Less: Profit on asset disposals	(35,122)	(35,122)	(35,122)	(11,187)	23,935	68.15%	😊	Within Variance
Movement in liabilities associated with restricted cash	4,970	4,970	0	0	0	0.00%		Within Variance
Add: Depreciation on assets	2,185,601	2,185,601	1,092,798	1,300,809	208,011	19.03%	😞	Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on
Amount attributable to operating activities	(735,853)	(735,853)	435,952	824,452	388,500			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023

NOTE 1
BY PROGRAM

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
CONTINUED									
Investing Activities									
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)	(49.15%)	☹️	Roads and Recreation grants are lower than YTD budget. This is a timing issue with grant funding milestones and delay in RRG Fed Funding.
Proceeds from disposal of assets	7	56,000	56,000	56,000	29,091	(26,909)	(48.05%)	☹️	Revenue has been received for the Trade of the Hino 500 that was budgeted in FY23. Staff will address with the budget review. CEO vehicle trade to be brought to account.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(273,473)	(133,612)	139,861	(51.14%)	😊	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(1,578,575)	(1,025,693)	552,882	35.02%	😊	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	877,506	229,213	(648,293)			
Financing Activities									
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%		Within Variance
Repayment of debentures	9	(106,134)	(106,134)	(42,405)	(42,405)	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%		Within Variance
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0			
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)		
Amount attributable to operating activities		(735,853)	(735,853)	435,952	824,452	388,500	0		
Amount attributable to investing activities		(788,897)	(788,897)	877,506	229,213	(648,293)	0		
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0		
Surplus or deficit at the end of the financial year		0	0	3,081,853	2,817,030	(264,823)	(0)		

KEY INFORMATION

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

☹️ Refer to Note d) for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 DECEMBER 2023**

**Note 1 (Cont'd)
REPORTING PROGRAMS**

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

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

OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	500	0	500	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,941,884	0	1,941,884	0	NAB	0.05%	At Call
Term Deposits								
709-6589	Financial assets at amortised cost	0	1,000,217	1,000,217	0	NAB	4.95%	10/01/2024
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	4.22%	7/01/2024
	Financial assets at amortised cost	17,663	984,280	1,001,943		Bendigo	3.60%	1/03/2024
Total		1,960,047	2,984,497	4,944,544	0			
Comprising								
Cash and cash equivalents		1,942,384	0	1,942,384	0			
Financial assets at amortised cost		17,663	2,984,497	3,002,160	0			
		1,960,047	2,984,497	4,944,544	0			

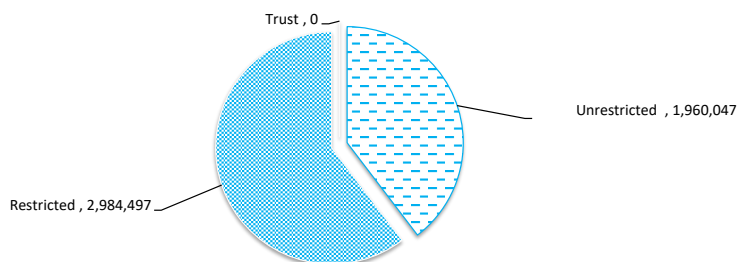
KEY INFORMATION

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

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

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

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



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

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

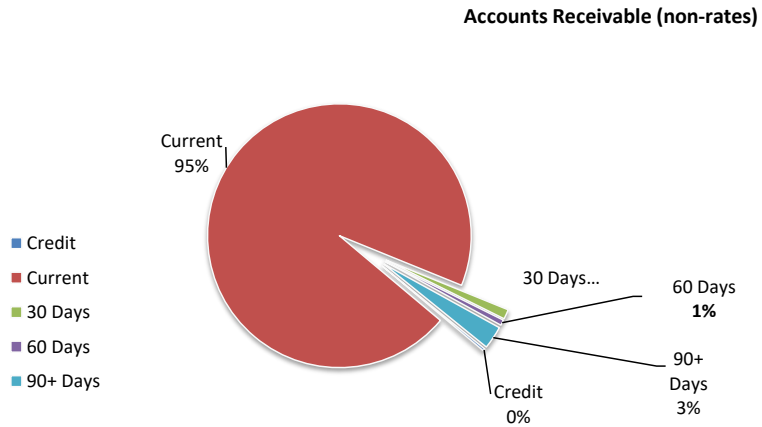
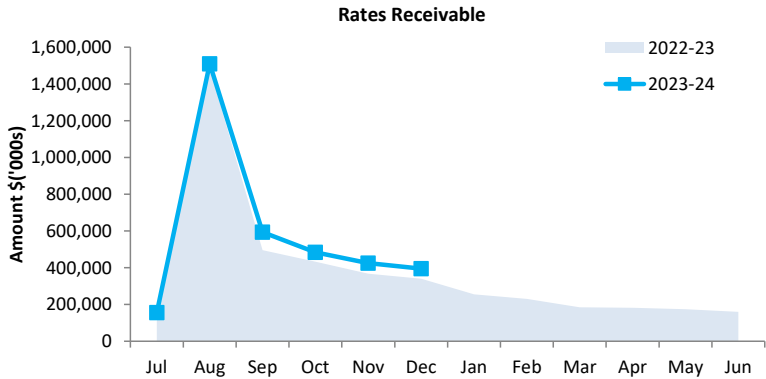
Rates receivable	30 Jun 2023	31 Dec 2023
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,402,771	1,560,360
Less - collections	(1,362,166)	(1,324,985)
Equals current outstanding	160,197	395,572
Less allowance for impairment of receivables		(59,782)
Net rates collectable	160,197	335,790
% Collected	89.5%	77%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,648)	581,204	7,309	4,147	17,251	608,262
Percentage	(0.3%)	95.6%	1.2%	0.7%	2.8%	
Balance per trial balance						
Sundry receivable	(1,648)	581,204	7,309	4,147	17,251	608,262
Accrued Income	0	103,668	0	0	0	103,668
GST receivable	0	41,232	0	0	0	41,232
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Total receivables general outstanding						778,160

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



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

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance	Asset Increase/(Decrease)	Closing Balance
	1 July 2023		31 December 2023
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	17,171	57,313	74,484
Total other current assets	17,171	57,313	74,484
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.

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

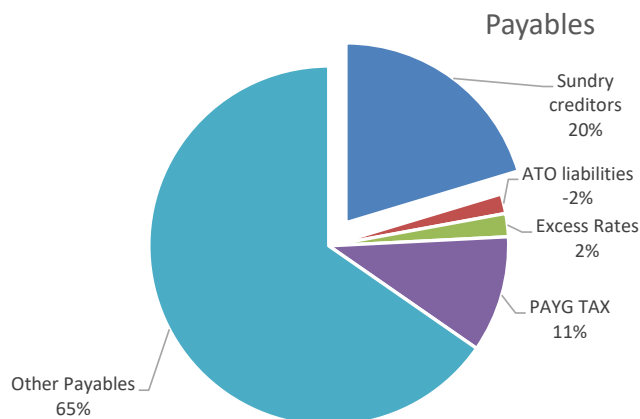
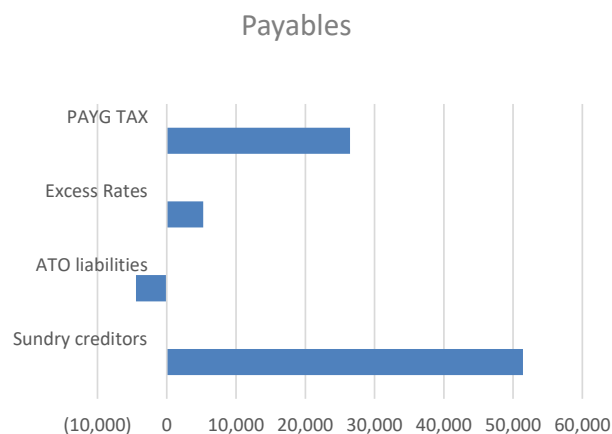
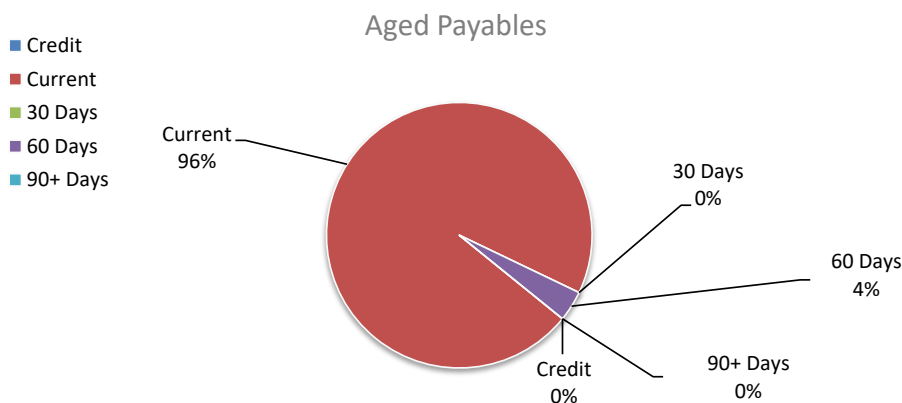
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	62,157	0	2,400	0	64,557
Percentage	0%	96.3%	0%	3.7%	0%	
Balance per trial balance						
Sundry creditors	0	11,766	0	2,400	0	51,440
ATO liabilities	0	(4,459)	0	0	0	(4,459)
Excess Rates	0	5,266	0	0	0	5,266
PAYG TAX	0	26,444	0	0	0	26,444
Other Payables	0	165,209	0	0	0	165,209
Payroll Creditors	0	(15,284)	0	0	0	(15,284)
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - Cl	0	12,045	0	0	0	12,045
Accrued Expenses	0	(190,095)	0	0	0	(190,095)
Total payables general outstanding						101,831

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.

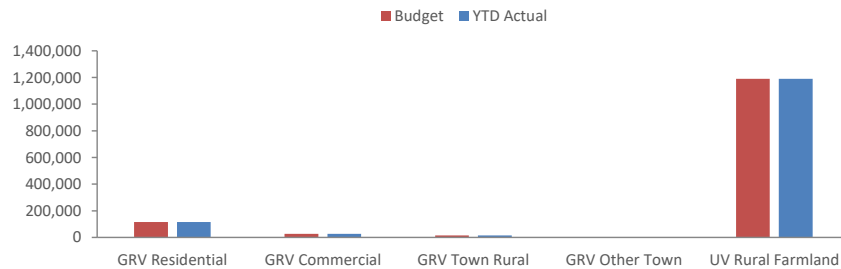


FOR THE PERIOD ENDED 31 DECEMBER 2023

OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10300	113	1,126,451	116,024	0	0	116,024	116,024	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	14,306	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value											
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,190,799	(1,308)	0	1,189,491
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	1,350,985	(1,308)	0	1,349,677
Minimum payment											
Minimum \$											
Gross rental value											
GRV Residential	849	66	445,279	56,034	0	0	56,034	56,034	0	0	56,034
GRV Commercial	849	17	65,470	14,433	0	0	14,433	14,433	0	0	14,433
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	13,584	0	0	13,584
GRV Other Town	248	20	7,974	4,960	0	0	4,960	4,960	0	0	4,960
Unimproved value											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	53,487	0	0	53,487
UV Commercial	849	4	500	3,396	0	0	3,396	3,396	0	0	3,396
UV Town Rural	849	4	137,000	3,396	0	0	3,396	3,396	0	0	3,396
UV Mining	248	16	130,350	3,968	0	0	3,968	3,968	0	0	3,968
Sub-total		206	5,960,558	153,258	0	0	153,258	153,258	0	0	153,258
Amount from general rates							1,503,992	1,504,243	(1,308)	0	1,502,935
Ex-gratia rates							57,425				57,425
Total general rates							1,561,417				1,560,360

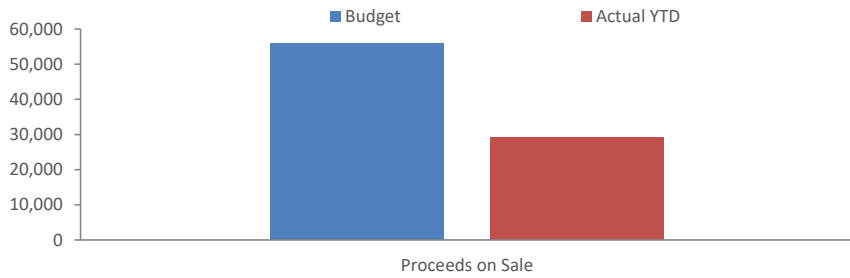
KEY INFORMATION



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

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	56,000	35,122	0	0	0	0	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	0	0	0	0	17,904	29,091	11,187	0
		20,878	56,000	35,122	0	20,878	56,000	35,122	0	17,904	29,091	11,187	0



CEO vehicle has been replaced, Staff to correct asset postings and profit/loss asap.

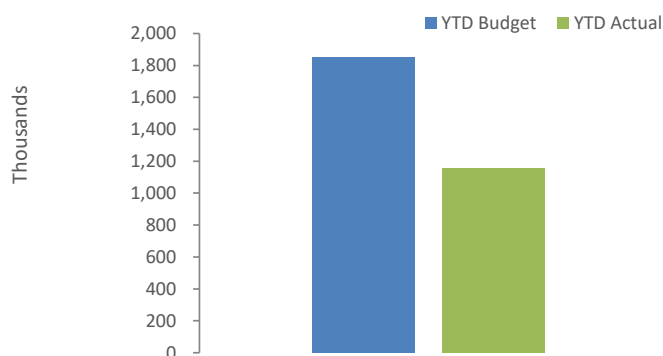
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 DECEMBER 2023**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	180,114	22,409	(157,705)
Furniture and equipment	52,000	52,000	12,000	0	(12,000)
Plant and equipment	172,669	172,669	81,359	111,203	29,844
Infrastructure - roads	4,410,569	4,410,569	1,578,575	1,024,907	(553,668)
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	0	785	785
Payments for Capital Acquisitions	5,036,112	5,036,112	1,852,048	1,159,304	(692,744)
Total Capital Acquisitions	5,036,112	5,036,112	1,852,048	1,159,304	(692,744)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)
Other (disposals & C/Fwd)	56,000	121,000	56,000	29,091	(26,909)
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(877,506)	(229,213)	648,293
Capital funding total	5,036,112	5,036,112	1,852,048	1,159,304	(692,744)

SIGNIFICANT ACCOUNTING POLICIES

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



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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings						
BC044	Sports Recreation Centre - Building (Capital)	24,000	24,000	21,605	2,395	Ceiling repairs complete
BC049	Hockey Pavilion - Building (Capital)	156,114	156,114	805	155,309	In-kind contribution value approx. \$8,000. To be reviewed and changed at mid-year budget review as original budget was based on grant success.
Total		180,114	180,114	22,409	157,705	
Furniture and equipment						
FE001	Council Chambers Audio System	12,000	12,000	0	12,000	Commencing Oct23
FE002	IT Renewal Server	40,000	0	0	0	In progress
Total		52,000	12,000	0	12,000	
Plant and Equipment						
PE203	Single Cab - Light Truck - Maintenance (P009)	81,359	81,359	109,121	(27,762)	2nd Hino S500 Purchased (Budget timing)
PE194	CEO Vehicle (Currently Ford Everest - D0)	61,310	0	2,082	(2,082)	Net Trade-in New Prado. Allocation to be corrected and processed in Asset register
PE100	Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	Commencing Mar/Apr24
Total		172,669	81,359	111,203	(29,844)	
Infrastructure - Roads						
RCR025	Commodity Route - Dowerin - Koorda Road	338,530	0	341,377	(341,377)	In progress
LRC011	Fifty Four Gate Road 0.00-2.65	123,750	0	5,062	(5,062)	Commencing Mar24
LRC013	LRCIP - Berring East Road	190,826	190,826	163,401	27,425	Completed, gravel pit rehabilitation pending.
LRC164	Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000	Road Construction General (Budgeting Only)	60,000	0	5,315	(5,315)	By May24 - as this was budgeted for Rehab. purposes.
R2R003	Koombekine North Road (R2R)	24,413	12,204	2,789	9,415	In progress
R2R015	Hindmarsh Back Road (R2R)	93,145	46,572	9,491	37,081	In progress
R2R011	Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040	Booralaming West Road (R2R)	112,500	112,500	12,990	99,510	In progress
R2R041	Moonijin East Road (R2R)	123,615	0	6,369	(6,369)	Works Commencing Apr24
R2R042	McHugh Road (R2R)	67,327	33,666	58,306	(24,640)	Works Completed
RRG003	Koombekine North Road (RRG)	585,184	0	18,702	(18,702)	Works Commencing Feb24
RRG023	Koorda-Wongan Hills Road (RRG)	116,804	116,804	106,449	10,355	In progress
BS183	Dowerin-Meckering Road (BS)	801,922	30,000	8,355	21,645	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G	WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	784,179	118,493	665,686	In progress
WFN182H	WFN - Dowerin Kalannie Road 0.00-48.77	301,824	251,824	167,809	84,015	In progress
Total		4,410,569	1,578,575	1,024,907	553,668	

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

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0 Grant Application in progress. Works to commence in Feb24.
PC075	Town Site Greening Water Scheme	142,560	0	0	0 Being reviewed at Budget Review Jan24
Total		182,560	0	0	0
Infrastructure - Other					
OC11	Public Art Projects	25,000	0	0	0 To be reviewed at mid-year budget review.
OC018	Dowerin Standpipe Upgrade	13,200	0	0	0 Commencing Mar/Apr24
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	785	(785) Costing to be corrected
Total		38,200	0	785	(785)
TOTALS		5,036,112	1,852,048	1,159,304	692,744

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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2023	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	\$
Housing								
Government Regional Officer Housing	100	227,550	(5,694)	(11,489)	233,244	239,039	0	(8,218)
Recreation and culture								
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
Transport								
Multi Tyre Roller	103	108,846	(19,789)	(21,070)	128,635	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
Economic services								
Short Stay Accommodation	99	564,486	(16,922)	(35,189)	581,408	599,675	0	(17,982)
Total		1,148,163	(42,405)	(106,134)	1,190,568	1,254,297	0	(30,120)
Current borrowings		106,134			63,724			
Non-current borrowings		1,042,029			1,126,844			
		1,148,163			1,190,568			

All debenture repayments were financed by general purpose revenue.

* The DEM Loan to the Shire has been extinguished, via a Donation as agreed.

The Budget did not provide for any new borrowing during the year.

KEY INFORMATION

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

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

**FINANCING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	0	0	0	0	0	119,070	114,100
Plant Replacement Reserve	464,535	20,236	0	0	0	(35,310)	0	449,461	464,535
Sewerage Asset Preservation Reserve	907,424	39,529	0	0	0	(12,000)	0	934,953	907,424
Information Technology Reserve	60,144	2,620	0	0	0	(40,000)	0	22,764	60,144
Land & Building Reserve	363,390	15,830	0	252,426	0	0	0	631,646	363,390
Recreation Reserve	229,175	9,983	0	0	0	(41,200)	0	197,958	229,175
Community Housing Reserve	60,751	2,646	0	0	0	0	0	63,397	60,751
Economic Reserve	67,803	2,954	0	0	0	(30,000)	0	40,757	67,803
Bowling Green Reserve	128,702	5,606	0	10,000	0	0	0	144,308	128,702
Tennis Court Reserve	64,850	2,825	0	6,000	0	0	0	73,675	64,850
Depot Reserve	70,264	3,061	0	0	0	0	0	73,325	70,264
Waste Reserve	40,264	1,754	0	0	0	0	0	42,018	40,264
Roads and Infrastructure	412,878	17,986	0	0	0	(60,000)	0	370,864	412,878
	2,984,280	130,000	0	268,426	0	(218,510)	0	3,164,196	2,984,280

KEY INFORMATION

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

OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 December 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
Total unspent grants, contributions and reimbursements		231,024	0	0	231,024
Provisions					
Annual leave		149,078	0	0	149,078
Long service leave		89,597	0	0	89,597
Total Provisions		238,675	0	0	238,675
Total other current assets		469,699	0	0	469,699
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.

Provider	OPERATING ACTIVITIES			Comments
	NOTE 12			
	OPERATING GRANTS AND CONTRIBUTIONS			
	Operating grants, subsidies and contributions revenue			
	Original Budget Revenue	YTD Budget	YTD Revenue Actual	
	\$	\$	\$	
Operating grants and subsidies, Contributions and reimbursements				
Governance				
MEMBERS - Contributions & Donations	1,500	1,500	364	
OTH GOV - Reimbursements	0	0	3,215	
General purpose funding				
GEN PUR - Financial Assistance Grant - General	0	0	22,158	
GEN PUR - Financial Assistance Grant - Roads	0	0	17,118	
Law, order, public safety				
ESL BFB - Operating Grant	30,000	15,000	11,844	
Education and welfare				
AGED OTHER - Grant Funding - CHSP	226,260	113,130	31,069	
AGED OTHER - Grant Funding - HCP	404,912	202,456	270,597	
WELFARE - Grants	5,400	2,700	0	
Housing				
OTH HOUSE - Rental Reimbursements	0	0	40,665	
Community amenities				
ENVIRON - Reimbursements	504	0	300	
Recreation and culture				
SWIM AREAS - Contributions & Donations	0	0	7,000	
REC - Contributions & Donations	504	252	2,568	
REC - Reimbursements - Other Recreation	504	252	1,677	
REC - Grants	0	0	54	
LIBRARY - Other Grants	5,000	0	0	
OTH CUL - Contributions & Donations - Other Culture	2,400	0	0	
OTH CUL - Grants - Other Culture	13,764	0	545	
Transport				
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621	
ROADM - Street Lighting Subsidy	0	0	(4,262)	C/Note for Prior year.
Economic services				
TOUR - Other Income Relating to Tourism & Area Promotion	396	198	0	
CRC - Grants	100,970	50,484	79,998	
CRC - Grants (excl GST)	5,000	2,496	20,878	
CRC- Contributions and Donations (excl GST)	0	0	123	
Other property and services				
PWO - Other Reimbursements	300	300	0	
POC - Fuel Tax Credits Grant Scheme	7,500	3,750	0	
ADMIN - Reimbursements	0	0	1,579	
	968,914	556,518	676,111	
Operating contributions and reimbursements				
General purpose funding				
Recreation and culture	0	0	0	
Other property and services				

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

INVESTING ACTIVITIES
NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

		Non operating grants, subsidies and contributions revenue				
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varanace
		\$	\$	\$	\$	
Non-operating grants and subsidies						
General purpose funding						
	Gen Pur - Grant Funding (No Gst)	577,376	577,376	577,376	555,658	21,718
Recreation and culture						
	Rec - Grants	237,223	237,223	118,612	8,851	109,761
	Rec - Contributions & Donations	0	0	0	0	0
	Oth Cul - Grants - Other Culture	42,500	42,500	42,500	0	42,500
Transport Funding						
RRG	Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	374,516	277,476	97,040
R2R	Roadc - Roads To Recovery Grant	544,750	544,750	435,800	0	435,800
WSFN	Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	1,124,750	517,441	607,309
TOTALS		4,191,215	4,191,215	2,673,554	1,359,426	1,314,128

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024
LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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These Statements are prepared with data available at the time of preparation.

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

BY NATURE OR TYPE

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance
Note	\$		\$	\$	\$	%			
Revenue from operating activities									
General Rates	6	1,503,992	1,503,992	1,561,417	1,560,360	(1,057)	(0.07%)		Within Variance
Other rates	6	57,425	57,425	0	0	0	0.00%		Within Variance
Grants, subsidies and contributions	12	968,914	968,914	732,801	703,995	(28,806)	(3.93%)		Within Variance
Fees and charges		830,409	830,409	604,237	608,761	4,524	0.75%		Within Variance
Interest revenue		146,488	146,488	74,618	24,241	(50,377)	(67.51%)	☹️ Permanent	Interest revenue is lower than YTD budget due to delay in reserve investment interest recognition. Staff will address interest revenue will the budget review.
Other revenue		78,912	78,912	28,203	35,700	7,497	26.58%		Within Variance
Profit on disposal of assets		35,122	35,122	35,122	44,835	9,713	27.66%		Within Variance
		3,621,262	3,621,262	3,036,398	2,977,892	(58,506)	1.93%		
Expenditure from operating activities									
Employee costs		(1,966,082)	(1,966,082)	(1,178,652)	(1,085,743)	92,909	7.88%		Within Variance
Materials and contracts		(1,875,967)	(1,875,967)	(1,179,299)	(1,140,732)	38,567	3.27%		Within Variance
Utility charges		(179,196)	(179,196)	(104,496)	(104,378)	118	0.11%		Within Variance
Depreciation		(2,185,601)	(2,185,601)	(1,274,931)	(1,518,288)	(243,357)	(19.09%)	☹️ Permanent	Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on the Shires funding position.
Finance costs		(30,120)	(30,120)	(17,556)	(14,750)	2,806	15.98%		Within Variance
Insurance		(185,189)	(185,189)	(107,856)	(39,830)	68,026	63.07%	😊 Timing	Insurance premiums are lower than YTD budget. Staff will review postings with the budget review.
Other expenditure		(90,409)	(90,409)	(42,540)	(23,017)	19,523	45.89%	😊 Timing	Members expenditure is yet to be incurred.
		(6,512,564)	(6,512,564)	(3,905,330)	(3,926,738)	(21,408)	(0.55%)		
Less: Profit on asset disposals		(35,122)	(35,122)	(35,122)	(44,835)	(9,713)	(27.66%)		Within Variance
Movement in liabilities associated with restricted cash		4,970	4,970	0	0	0	0.00%		Within Variance
Add: Depreciation on assets		2,185,601	2,185,601	1,274,931	1,518,288	243,357	(19.09%)	☹️ Permanent	Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on the Shires funding position.
Amount attributable to operating activities		(735,853)	(735,853)	370,877	524,607	153,730	(41.45%)		

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

BY NATURE OR TYPE

Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Reason	Explanation of Variance	
Note	\$		\$	\$	\$	%				
CONTINUED										
Investing activities										
Inflows and Outflows from investing activities										
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)	(49.15%)	☹️	Timing	Roads and Recreation grants are lower than YTD budget. This is a timing issue with grant funding milestones and delay in RRD Fed funding. Refer to Note 13 for details
Proceeds from disposal of assets	7	56,000	56,000	56,000	90,000	34,000	60.71%	😊	Timing	Revenue has been received for the Trade of the Hino 500 that was budgeted in FY23. Staff will address with the budget review. Refer to Note 7 for detail.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(334,783)	(201,960)	132,823	39.67%	😊	Timing	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(1,967,182)	(1,128,636)	838,546	42.63%	😊	Timing	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	427,589	118,829	(308,760)	72.21%			
Financing Activities										
Inflows from financing activities										
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%			Within Variance
		218,510	218,510	0	0	0	0.00%			
Outflows from financing activities										
Repayment of debentures	9	(106,134)	(106,134)	(42,405)	(42,405)	0	0.00%			Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%			Within Variance
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0.00%			
MOVEMENT IN SURPLUS OR DEFICIT										
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)			
Amount attributable to operating activities		(735,853)	(735,853)	370,877	524,607	153,730	41.45%			
Amount attributable to investing activities		(788,897)	(788,897)	427,589	118,829	(308,760)	(72.21%)			
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0.00%			
Surplus or deficit at the end of the financial year		0	0	2,566,861	2,406,801	(160,060)	6.24%			

KEY INFORMATION

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

The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2024

REVENUE

RATES

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

Grants, subsidies and contributions

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

Capital grants, subsidies and contributions

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

Fees and charges

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

SERVICE CHARGES

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

Interest revenue

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

Other revenue

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

Profit on disposal of assets

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

Insurance

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

Loss on disposal of assets

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

Depreciation

Depreciation expense raised on all classes of assets.

Finance costs

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

Other expenditure

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(35,122)	(44,835)
Movement in liabilities associated with restricted cash		4,970	0
Add: Depreciation on assets		2,185,601	1,518,288
Total non-cash items excluded from operating activities		2,155,449	1,473,453

(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.

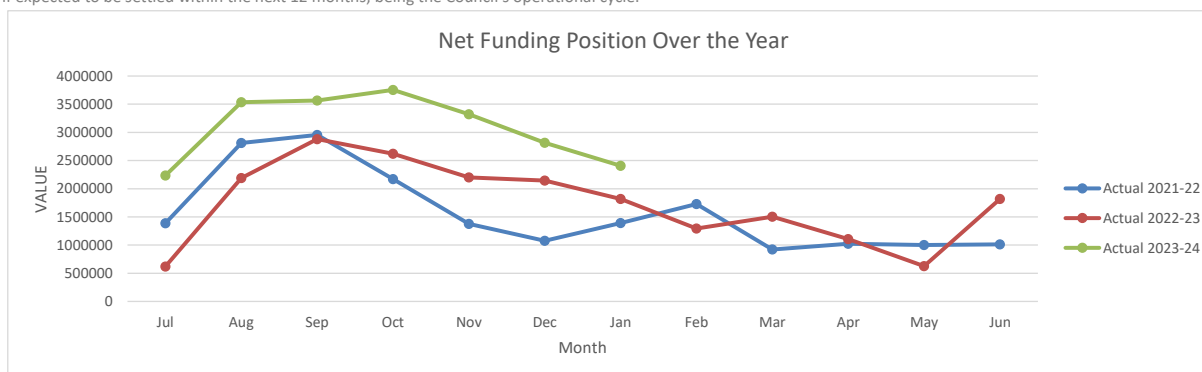
	Notes	Adopted Budget	Last Year Un- Audited Actual 30 June 2023	This Time Last Year 31 January 2023	Year to Date 31 January 2024
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,984,280)	(2,984,280)	(2,476,533)	(2,984,280)
Add: Borrowings	9	83,711	106,129	104,292	63,724
Add: Provisions funded by Reserve		114,100	114,100	97,883	114,100
Total adjustments to net current assets		(2,786,469)	(2,764,051)	(2,274,358)	(2,806,456)

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

Current assets					
Cash and cash equivalents	2	4,713,673	4,832,246	5,048,751	4,992,797
Rates receivables	3	160,197	160,197	255,316	248,575
Receivables	3	563,601	476,588	(55,940)	527,159
Stock on Hand	4	23,825	17,171	21,721	43,429
Total Current Assets		5,461,296	5,486,202	5,269,848	5,811,960
Less: Current liabilities					
Payables	5	(346,994)	(340,554)	(230,044)	(75,942)
Borrowings	9	(83,711)	(106,129)	(104,292)	(63,724)
Contract liabilities	11	(231,024)	(231,024)	(650,193)	(231,024)
Provisions	11	(202,298)	(238,675)	(202,298)	(228,013)
Total Current Liabilities		(864,027)	(916,382)	(1,186,827)	(598,703)
Less: Total adjustments to net current assets	(b)	(2,786,469)	(2,764,051)	(2,274,358)	(2,806,456)
Closing funding surplus / (deficit)		1,810,800	1,805,770	1,808,663	2,406,800

CURRENT AND NON-CURRENT CLASSIFICATION

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



**SHIRE OF DOWERIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JANUARY 2024**

NOTE	31 January 2024	30 June 2023
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,992,797	4,832,246
Trade and other receivables	775,734	636,785
Inventories	43,429	17,171
TOTAL CURRENT ASSETS	5,811,960	5,486,202
NON-CURRENT ASSETS		
Trade and other receivables	24,594	24,594
Other financial assets	61,117	61,117
Property, plant and equipment	20,382,750	20,660,380
Infrastructure	65,315,443	65,270,616
TOTAL NON-CURRENT ASSETS	85,783,904	86,016,707
TOTAL ASSETS	91,595,864	91,502,909
CURRENT LIABILITIES		
Trade and other payables	75,942	340,554
Other liabilities	231,024	231,024
Borrowings	63,724	106,129
Employee related provisions	228,013	238,675
TOTAL CURRENT LIABILITIES	598,703	916,382
NON-CURRENT LIABILITIES		
Borrowings	1,054,870	1,054,870
Employee related provisions	28,882	28,882
TOTAL NON-CURRENT LIABILITIES	1,083,752	1,083,752
TOTAL LIABILITIES	1,682,455	2,000,134
NET ASSETS	89,913,409	89,502,775
EQUITY		
Retained surplus	34,694,775	34,284,141
Reserve accounts	2,984,280	2,984,280
Revaluation surplus	52,234,354	52,234,354
TOTAL EQUITY	89,913,409	89,502,775

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

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 14 February 2024

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

SHIRE OF DOWERIN
MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 JANUARY 2024

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

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These Statements are prepared with data available at the time of preparation.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

SUMMARY INFORMATION

Funding surplus / (deficit) Components				
Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.81 M	\$1.81 M	\$1.81 M	(\$0.01 M)
Closing	\$0.00 M	\$2.57 M	\$2.41 M	(\$0.16 M)
Refer to Statement of Financial Activity				
Cash and cash equivalents		Payables		Receivables
	\$4.94 M	% of total	\$0.08 M	% Outstanding
Unrestricted Cash	\$1.95 M	39.5%	Trade Payables	\$0.01 M
Restricted Cash	\$2.98 M	60.5%	Over 30 Days	10.1%
			Over 90 Days	0%
Refer to Note 2 - Cash and Financial Assets		Refer to Note 5 - Payables		Refer to Note 3 - Receivables
				\$0.53 M
				% Collected
				Rates Receivable
				\$0.25 M
				82.1%
				Trade Receivable
				\$0.53 M
				Over 30 Days
				93.5%
				Over 90 Days
				5.9%
Key Operating Activities				
Amount attributable to operating activities				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$0.74 M)	\$0.37 M	\$0.52 M	\$0.15 M	
Refer to Statement of Financial Activity				
Rates Revenue		Operating Grants and Contributions		Fees and Charges
YTD Actual	\$1.56 M	% Variance	YTD Actual	\$0.70 M
YTD Budget	\$1.56 M	(0.1%)	YTD Budget	\$0.73 M
				% Variance
				(4.0%)
				YTD Actual
				\$0.61 M
				% Variance
				0.7%
Refer to Note 6 - Rate Revenue	Refer to Note 12 - Operating Grants and Contributions		Refer to Statement of Financial Activity	
Key Investing Activities				
Amount attributable to investing activities				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$0.79 M)	\$0.43 M	\$0.12 M	(\$0.31 M)	
Refer to Statement of Financial Activity				
Proceeds on sale		Asset Acquisition		Non-Operating Grants
YTD Actual	\$0.09 M	%	YTD Actual	\$1.33 M
Adopted Budget	\$0.06 M	7.5%	Adopted Budget	\$5.04 M
				% Spent
				(73.6%)
				YTD Actual
				\$1.36 M
				% Received
				(67.6%)
Refer to Note 7 - Disposal of Assets	Refer to Note 8 - Capital Acquisition		Refer to Note 8 - Capital Acquisition	
Key Financing Activities				
Amount attributable to financing activities				
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	
(\$0.29 M)	(\$0.04 M)	(\$0.04 M)	\$0.00 M	
Refer to Statement of Financial Activity				
Borrowings		Reserves		
Principal repayments	\$0.11 M		Reserves balance	\$2.98 M
Interest expense	\$0.03 M	0.0%	Interest earned	\$0.00 M
Principal due	\$1.19 M			
Refer to Note 9 - Borrowings	Refer to Note 10 - Cash Reserves			

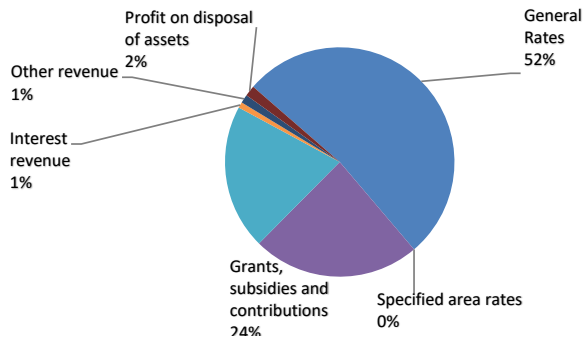
This information is to be read in conjunction with the accompanying Financial Statements and notes.

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 JANUARY 2024**

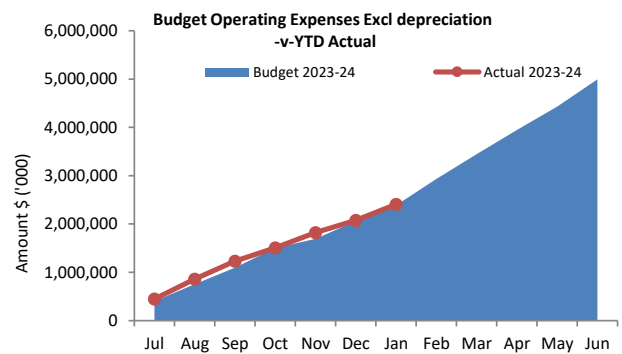
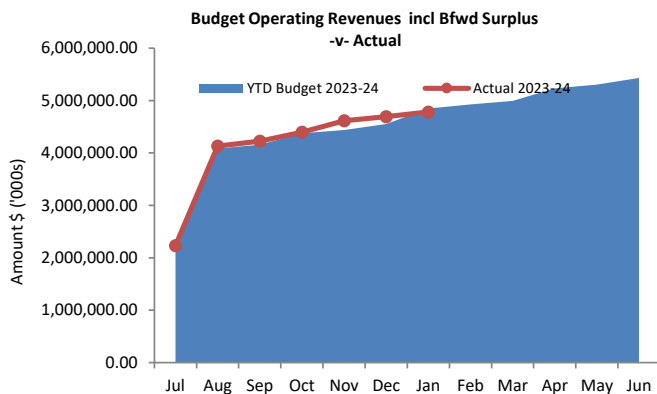
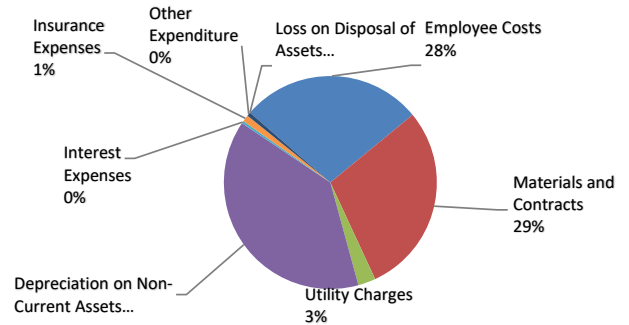
SUMMARY INFORMATION - GRAPHS

OPERATING ACTIVITIES

OPERATING REVENUE

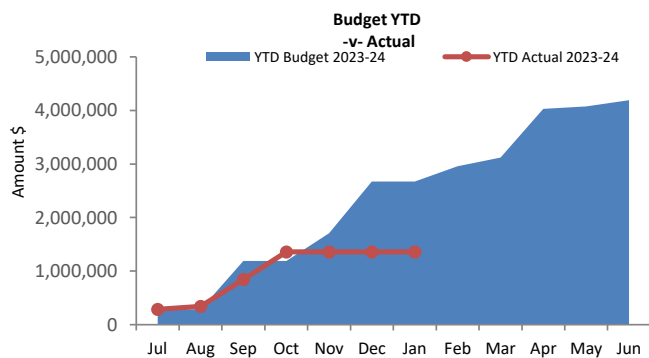


OPERATING EXPENSES

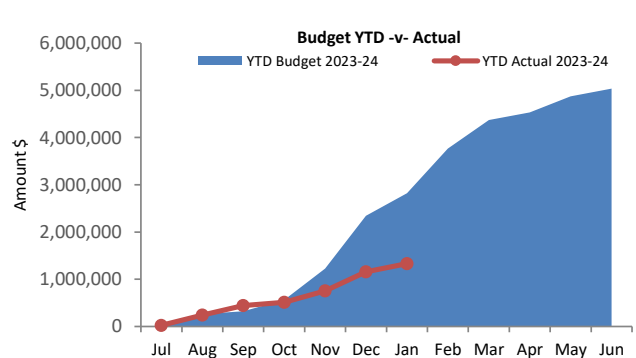


INVESTING ACTIVITIES

Capital grants, subsidies and contributions



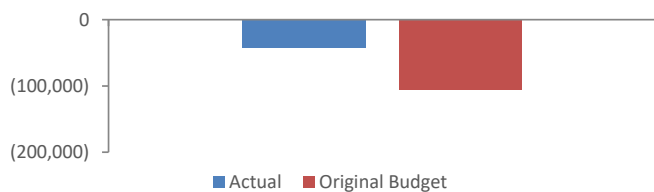
Payments for Capital Works



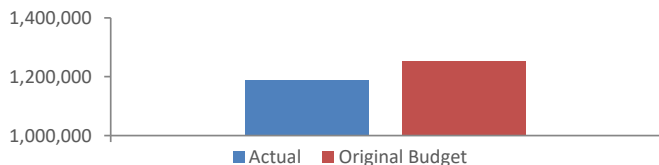
FINANCING ACTIVITIES

BORROWINGS

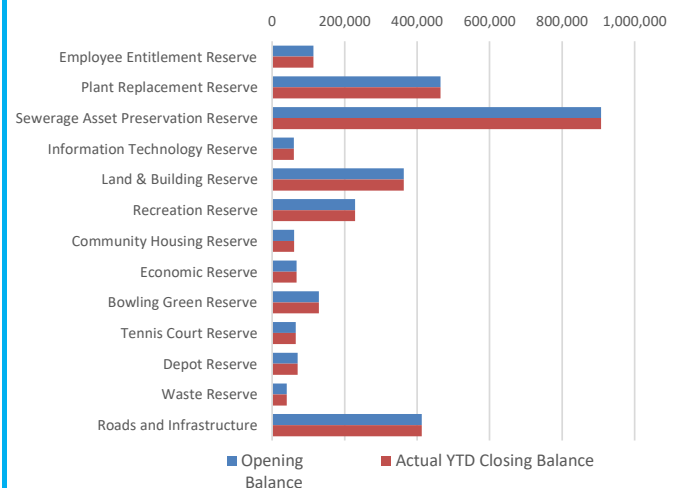
Principal Repayments



Principal Outstanding



RESERVES



STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 1
BY PROGRAM

Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	\$		\$	\$	\$	%		
Revenue from operating activities								
Governance	1,500	1,500	1,500	3,578	2,078	138.53%		Within Variance
General purpose funding	1,741,865	1,741,865	1,638,345	1,625,065	(13,280)	(0.81%)		Within Variance
Law, order and public safety	34,716	34,716	25,251	31,187	5,936	23.51%		Within Variance
Health	3,300	3,300	1,925	109	(1,816)	(94.34%)		Within Variance
Education and welfare	652,572	652,572	485,839	306,381	(179,458)	(36.94%)	☹️	Aged Care grants are \$171K lower than YTD budget. This will be assessed with the budget review.
Housing	161,992	161,992	94,493	130,448	35,955	38.05%	😊	Housing reimbursement and fees revenue is \$32K higher than YTD budget. This will be assessed with the budget review.
Community amenities	289,445	289,445	276,889	270,886	(6,003)	(2.17%)		Within Variance
Recreation and culture	50,180	50,180	17,600	20,712	3,112	17.68%		Within Variance
Transport	181,004	181,004	173,919	187,333	13,414	7.71%		Within Variance
Economic services	407,966	407,966	237,965	280,502	42,537	17.88%	😊	CRC Grants and fees and charges are \$57K higher than YTD budget. Standpipe income is \$16K lower than YTD budget.
Other property and services	96,722	96,722	82,672	121,691	39,019	47.20%	😊	Private Works income is \$35K higher than YTD budget. This will generally be offset by higher expenditure.
	3,621,262	3,621,262	3,036,398	2,977,892	(58,506)			
Expenditure from operating activities								
Governance	(560,449)	(560,449)	(352,784)	(325,933)	26,851	7.61%		Members expenses are \$33K and Governance expenses are \$17K lower than YTD budget, these are expected to even out over the year,
General purpose funding	(197,452)	(197,452)	(110,597)	(126,394)	(15,797)	(14.28%)	☹️	Within Variance
Law, order and public safety	(164,240)	(164,240)	(96,188)	(85,119)	11,069	11.51%	😊	ESL - Bush fire brigade expenditure is \$21K lower than YTD budget. This is expected to be a timing variance mainly relating to maintenance.
Health	(61,229)	(61,229)	(21,568)	(10,048)	11,520	53.41%	😊	Health expenses are \$13K lower than YTD budget. These may even out during the year.
Education and welfare	(590,578)	(590,578)	(331,491)	(392,988)	(61,497)	(18.55%)	☹️	Unbudgeted costs of \$70K associated with the installation of rail and pathway for independence in the Aged and Disability Services area. This will be offset with additional revenue, Welfare events and expenses are \$21K lower than YTD budget. These items will be reviewed with the budget review.
Housing	(269,675)	(269,675)	(162,124)	(135,024)	27,100	16.72%	😊	Housing operations and maintenance is \$30K lower than YTD budget. This may even out over the year.
Community amenities	(533,678)	(533,678)	(318,509)	(307,587)	10,922	3.43%		Within Variance
Recreation and culture	(1,278,073)	(1,278,073)	(757,718)	(741,970)	15,748	2.08%		Within Variance
Transport	(2,069,507)	(2,069,507)	(1,207,643)	(1,158,032)	49,611	4.11%		Within Variance
Economic services	(741,131)	(741,131)	(433,266)	(416,148)	17,118	3.95%		Tourism expenses are \$55K lower than YTD budget. These may even out during the year.
Other property and services	(46,552)	(46,552)	(113,442)	(227,495)	(114,053)	(100.54%)	☹️	Plant Operating costs are under-recovered \$144K due to higher external repairs during the first 6 months of the year. Public works Overheads are over-recovered \$22K - This is likely to even out over the next 6 months.
	(6,512,564)	(6,512,564)	(3,905,330)	(3,926,739)	(21,409)			
Less: Profit on asset disposals	(35,122)	(35,122)	(35,122)	(44,835)	(9,713)	(27.66%)		Within Variance
Movement in liabilities associated with restricted cash	4,970	4,970	0	0	0	0.00%		Within Variance
Add: Depreciation on assets	2,185,601	2,185,601	1,274,931	1,518,288	243,357	19.09%	☹️	Depreciation has now been processed via the Asset register. Staff will review prior year revaluations to ensure depreciation rates are in line. This has no cash impact on
Amount attributable to operating activities	(735,853)	(735,853)	370,877	524,606	153,729			

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

NOTE 1
BY PROGRAM

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	Explanation of Variance
	Note	\$		\$	\$	\$	%		
CONTINUED									
Investing Activities									
Capital grants, subsidies and contributions	13	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)	(49.15%)	☹️	Roads and Recreation grants are lower than YTD budget. This is a timing issue with grant funding milestones and delay in RRD Fed funding. Refer to Note 13 for details
Proceeds from disposal of assets	7	56,000	56,000	56,000	90,000	34,000	60.71%	😊	Revenue has been received for the Trade of the Hino 500 that was budgeted in FY23. Staff will address with the budget review. Refer to Note 7 for detail.
Payments for property, plant and equipment	8	(404,783)	(404,783)	(334,783)	(201,960)	132,823	(39.67%)	😊	Refer to Note 8 for Detail.
Payments for infrastructure	8	(4,631,329)	(4,631,329)	(1,967,182)	(1,128,636)	838,546	42.63%	😊	Refer to Note 8 for Detail.
Amount attributable to investing activities		(788,897)	(788,897)	427,589	118,829	(308,760)			
Financing Activities									
Transfer from reserves	10	218,510	218,510	0	0	0	0.00%		Within Variance
Repayment of debentures	9	(106,134)	(106,134)	(42,405)	(42,405)	0	0.00%		Within Variance
Transfer to reserves	10	(398,426)	(398,426)	0	0	0	0.00%		Within Variance
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0			
Surplus or deficit at the start of the financial year		1,810,800	1,810,800	1,810,800	1,805,770	(5,030)	(0.28%)		
Amount attributable to operating activities		(735,853)	(735,853)	370,877	524,606	153,729	0		
Amount attributable to investing activities		(788,897)	(788,897)	427,589	118,829	(308,760)	0		
Amount attributable to financing activities		(286,050)	(286,050)	(42,405)	(42,405)	0	0		
Surplus or deficit at the end of the financial year		0	0	2,566,861	2,406,800	(160,061)	(0)		

KEY INFORMATION

😊 Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
☹️ Refer to Note d) for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023-24 year is a value of more or less than \$10,000 or 10.00%.
This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 JANUARY 2024**

**Note 1 (Cont'd)
REPORTING PROGRAMS**

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

To provide safe, effective and e3fficient transport services to the community.

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 2
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash on hand							
Floats	Cash and cash equivalents	500	0	500	On-hand		
Cash Deposits							
Municipal Bank Account	Cash and cash equivalents	1,888,271	0	1,888,271	NAB	0.05%	At Call
Term Deposits							
315-8962	Financial assets at amortised cost	62,718	961,063	1,023,781	NAB	4.95%	25/06/2024
27-9675	Financial assets at amortised cost	0	1,021,273	1,021,273	Westpac	4.22%	7/07/2024
	Financial assets at amortised cost	0	1,001,943	1,001,943	Bendigo	3.60%	1/03/2024
Total		1,951,489	2,984,280	4,935,769			
Comprising							
Cash and cash equivalents		1,888,771	0	1,888,771			
Financial assets at amortised cost		62,718	2,984,280	3,046,998			
		1,951,489	2,984,280	4,935,769			

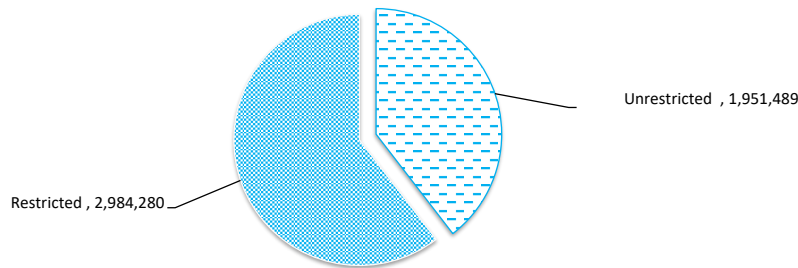
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

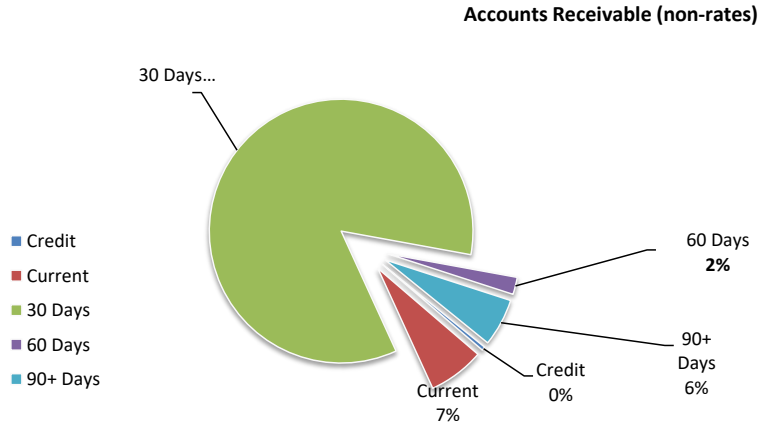
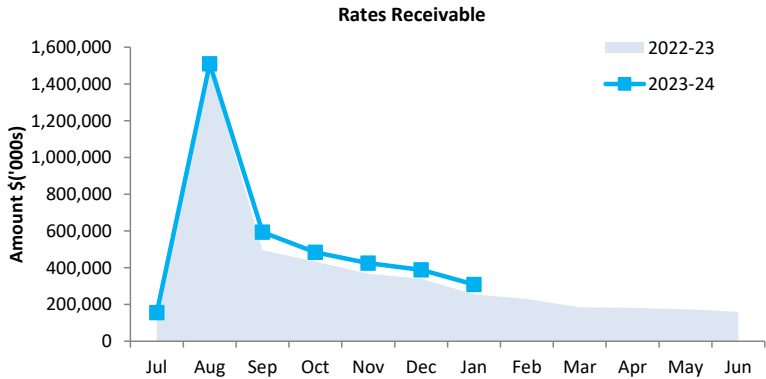
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 June 2023	31 Jan 2024
	\$	\$
Opening arrears previous years	119,592	160,197
Levied - Rates revenue	1,402,771	1,560,360
Less - collections	(1,362,166)	(1,412,200)
Equals current outstanding	160,197	308,357
Less allowance for impairment of receivables		(59,782)
Net rates collectable	160,197	248,575
% Collected	89.5%	82.1%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,567)	23,815	293,245	7,309	20,270	343,071
Percentage	(0.5%)	6.9%	85.5%	2.1%	5.9%	
Balance per trial balance						
Sundry receivable	(1,567)	23,815	293,245	7,309	20,270	343,071
Accrued Income	0	103,668	0	0	0	103,668
GST receivable	0	55,422	0	0	0	55,422
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	25,136	0	0	0	25,136
Total receivables general outstanding						527,159
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectable are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance	Asset Increase/(Decrease)	Closing Balance
	1 July 2023		31 January 2024
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	17,171	26,258	43,429
Total other current assets	17,171	26,258	43,429

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

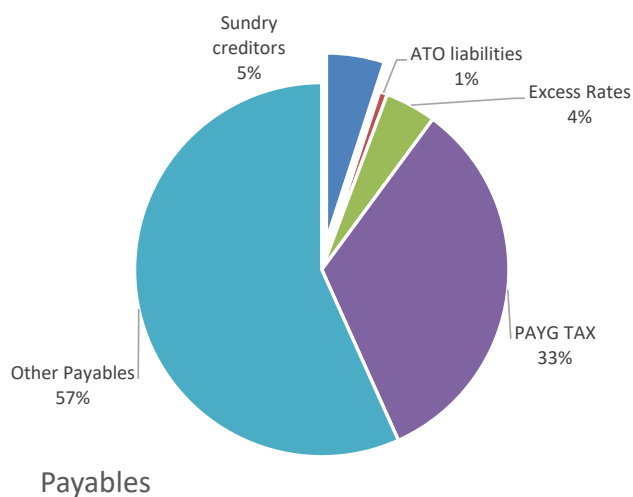
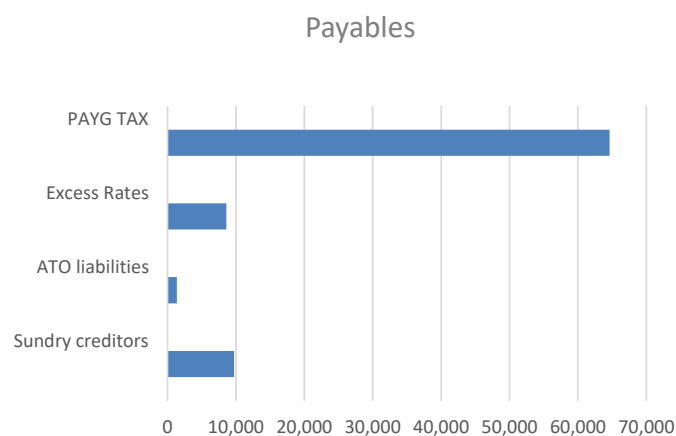
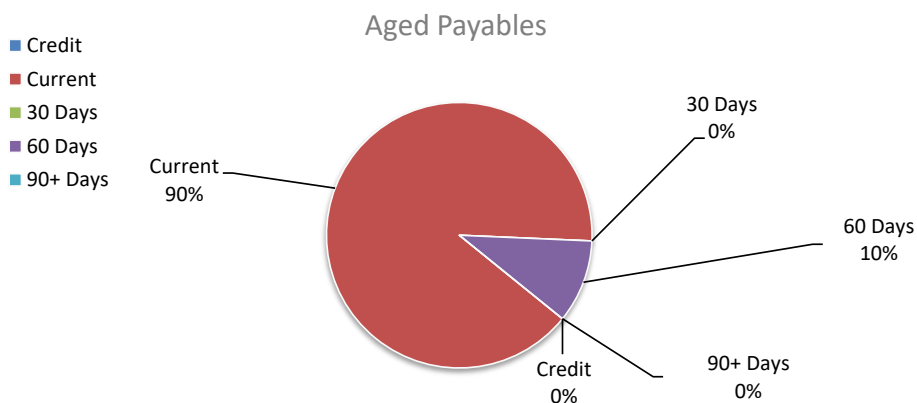
**OPERATING ACTIVITIES
NOTE 5
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	68,242	0	7,700	0	75,942
Percentage	0%	89.9%	0%	10.1%	0%	
Balance per trial balance						
Sundry creditors	0	2,043	0	7,700	0	9,743
ATO liabilities	0	1,350	0	0	0	1,350
Excess Rates	0	8,614	0	0	0	8,614
PAYG TAX	0	64,642	0	0	0	64,642
Other Payables	0	110,522	0	0	0	110,522
Payroll Creditors	0	21,063	0	0	0	21,063
Accrued Loan Interest	0	6,734	0	0	0	6,734
Bonds & Deposits Held - Cl	0	11,025	0	0	0	11,025
Accrued Expenses	0	(202,282)	0	0	0	(202,282)
Total payables general outstanding						75,942

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.

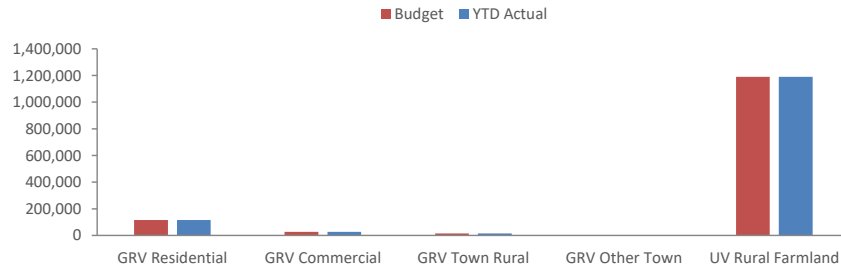


FOR THE PERIOD ENDED 31 JANUARY 2024

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	0.10300	113	1,126,451	116,024	0	0	116,024	116,024	0	0	116,024
GRV Commercial	0.10300	15	256,474	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,892	14,306	0	0	14,306	14,306	0	0	14,306
GRV Other Town	0.10300	8	33,384	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value											
UV Rural Farmland	0.00562	226	211,886,000	1,190,587	(39)	0	1,190,548	1,190,799	(1,308)	0	1,189,491
Sub-Total		374	213,441,201	1,350,773	(39)	0	1,350,734	1,350,985	(1,308)	0	1,349,677
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	849	66	445,279	56,034	0	0	56,034	56,034	0	0	56,034
GRV Commercial	849	17	65,470	14,433	0	0	14,433	14,433	0	0	14,433
GRV Town Rural	849	16	38,685	13,584	0	0	13,584	13,584	0	0	13,584
GRV Other Town	248	20	7,974	4,960	0	0	4,960	4,960	0	0	4,960
Unimproved value											
UV Rural Farmland	849	63	5,135,300	53,487	0	0	53,487	53,487	0	0	53,487
UV Commercial	849	4	500	3,396	0	0	3,396	3,396	0	0	3,396
UV Town Rural	849	4	137,000	3,396	0	0	3,396	3,396	0	0	3,396
UV Mining	248	16	130,350	3,968	0	0	3,968	3,968	0	0	3,968
Sub-total		206	5,960,558	153,258	0	0	153,258	153,258	0	0	153,258
Amount from general rates							1,503,992	1,504,243	(1,308)	0	1,502,935
Ex-gratia rates							57,425				57,425
Total general rates							1,561,417				1,560,360

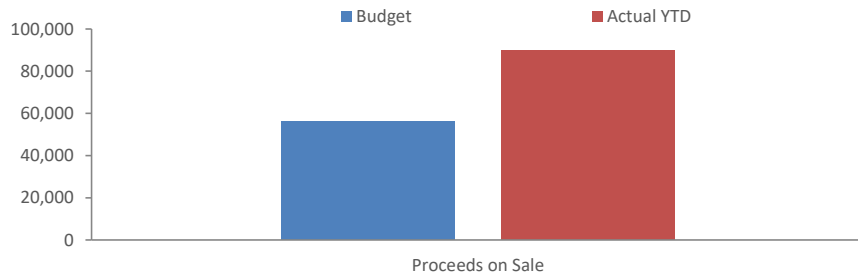
KEY INFORMATION



**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Original Budget				Current Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment												
	Passenger Vehicle; CEO	20,878	56,000	35,122	0	20,878	56,000	35,122	0	27,260	60,909	33,649	0
	Hino D009 - Trade C/Fwd Fy23	0	0	0	0	0	0	0	0	17,904	29,091	11,187	0
		20,878	56,000	35,122	0	20,878	56,000	35,122	0	45,164	90,000	44,835	0



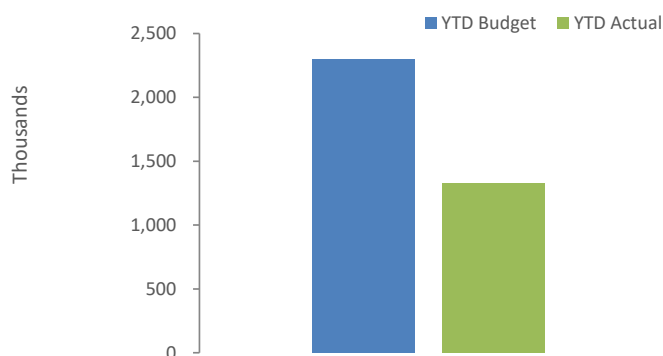
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	180,114	180,114	180,114	23,758	(156,356)
Furniture and equipment	52,000	52,000	12,000	0	(12,000)
Plant and equipment	172,669	172,669	142,669	178,203	35,534
Infrastructure - roads	4,410,569	4,410,569	1,953,982	1,127,720	(826,262)
Infrastructure -Parks And Ovals	182,560	182,560	0	0	0
Infrastructure - other	38,200	38,200	13,200	916	(12,284)
Payments for Capital Acquisitions	5,036,112	5,036,112	2,301,965	1,330,597	(971,368)
Total Capital Acquisitions	5,036,112	5,036,112	2,301,965	1,330,597	(971,368)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	4,191,215	4,191,215	2,673,554	1,359,426	(1,314,128)
Other (disposals & C/Fwd)	56,000	121,000	56,000	90,000	34,000
Cash backed reserves					
Plant Replacement Reserve	35,310	35,310	0	0	0
Sewerage Asset Preservation Reserve	12,000	12,000	0	0	0
Information Technology Reserve	40,000	40,000	0	0	0
Recreation Reserve	41,200	41,200	0	0	0
Economic Reserve	30,000	30,000	0	0	0
Roads and Infrastructure	60,000	60,000	0	0	0
Contribution - operations	570,387	505,387	(427,589)	(118,829)	308,760
Capital funding total	5,036,112	5,036,112	2,301,965	1,330,597	(971,368)

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description	Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings					
BC044 Sports Recreation Centre - Building (Capital)	24,000	24,000	21,605	2,395	Ceiling repairs complete
BC049 Hockey Pavilion - Building (Capital)	156,114	156,114	2,153	153,961	In-kind contribution value approx. \$8,000. To be reviewed and changed at mid-year budget review as original budget was based on grant success.
Total	180,114	180,114	23,758	156,356	
Furniture and equipment					
FE001 Council Chambers Audio System	12,000	12,000	0	12,000	Commencing Oct23
FE002 IT Renewal Server	40,000	0	0	0	In progress
Total	52,000	12,000	0	12,000	
Plant and Equipment					
PE203 Single Cab - Light Truck - Maintenance (P009)	81,359	81,359	109,121	(27,762)	2nd Hino S500 Purchased (Budget timing)
PE194 CEO Vehicle (Currently Ford Everest - D0)	61,310	61,310	69,082	(7,772)	Purchase of new CEO Prado
PE100 Diesel Fuel Bowser - Shire Depot	30,000	0	0	0	Commencing Mar/Apr24
Total	172,669	142,669	178,203	(35,534)	
Infrastructure - Roads					
RCR025 Commodity Route - Dowerin - Koorda Road	338,530	0	341,377	(341,377)	In progress
LRC011 Fifty Four Gate Road 0.00-2.65	123,750	0	5,062	(5,062)	Commencing Mar24
LRC013 LRCIP - Berring East Road	190,826	190,826	163,401	27,425	Completed, gravel pit rehabilitation pending.
LRC164 Manmanning Road 0.00-5.67	262,800	0	0	0	Commencing Mar24
RC000 Road Construction General (Budgeting Only)	60,000	0	5,315	(5,315)	By May24 - as this was budgeted for Rehab. purposes.
R2R003 Koombekine North Road (R2R)	24,413	14,238	2,789	11,449	In progress
R2R015 Hindmarsh Back Road (R2R)	93,145	54,334	9,491	44,843	In progress
R2R011 Fifty Four Gate West Road (R2R)	123,750	0	0	0	To be removed at Budget Review as inadvertently included twice.
R2R040 Booralaming West Road (R2R)	112,500	112,500	12,990	99,510	In progress
R2R041 Moonijin East Road (R2R)	123,615	0	6,369	(6,369)	Works Commencing Apr24
R2R042 McHugh Road (R2R)	67,327	39,277	58,306	(19,029)	Works Complete
RRG003 Koombekine North Road (RRG)	585,184	0	18,702	(18,702)	Works Commencing Feb24
RRG023 Koorda-Wongan Hills Road (RRG)	116,804	116,804	109,956	6,848	In progress
BS183 Dowerin-Meckering Road (BS)	801,922	40,000	11,480	28,520	To be deferred to 24/25 budget however \$40k will be expended in 23/24
WFN182G WFN - Dowerin Kalannie Road 31.02-34.50	1,084,179	1,084,179	214,084	870,095	In progress
WFN182H WFN - Dowerin Kalannie Road 0.00-48.77	301,824	301,824	168,399	133,425	In progress
Total	4,410,569	1,953,982	1,127,720	826,262	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals					
PC071	Dowerin Skate Park Capital Works	40,000	0	0	0 Grant Application in progress. Works to commence in Feb24.
PC075	Town Site Greening Water Scheme	142,560	0	0	0 To be reviewed with the Budget Review.
Total		182,560	0	0	0
Infrastructure - Other					
OC11	Public Art Projects	25,000	0	0	0 To be reviewed at mid-year budget review.
OC018	Dowerin Standpipe Upgrade	13,200	13,200	0	13,200 Commencing Mar/Apr24
OC003	Town Oval Reticulation Upgrade (Inc Dam)	0	0	916	(916) Costing to be corrected
Total		38,200	13,200	916	12,284
TOTALS		5,036,112	2,301,965	1,330,597	971,368

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**FINANCING ACTIVITIES
NOTE 9
BORROWINGS**

Repayments - borrowings

Particulars	Loan No.	1 July 2023	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Original Budget	Actual	Original Budget	Actual	Original Budget
		\$	\$	\$	\$	\$	\$	
Housing								
Government Regional Officer Housing	100	227,550	(5,694)	(11,489)	233,244	239,039	0	(8,218)
Recreation and culture								
Dowerin Swimming Pool	101	133,849	0	(19,795)	133,849	153,644	0	(2,149)
Transport								
Multi Tyre Roller	103	108,846	(19,789)	(21,070)	128,635	129,916	0	(941)
Smooth Drum Tyre Roller	104	113,432	0	(18,591)	113,432	132,023	0	(830)
Economic services								
Short Stay Accommodation	99	564,486	(16,922)	(35,189)	581,408	599,675	0	(17,982)
Total		1,148,163	(42,405)	(106,134)	1,190,568	1,254,297	0	(30,120)
Current borrowings		106,134			63,724			
Non-current borrowings		1,042,029			1,126,844			
		1,148,163			1,190,568			

All debenture repayments were financed by general purpose revenue.

* The DEM Loan to the Shire has been extinguished, via a Donation as agreed.
The Budget did not provide for any new borrowing during the year.

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**FINANCING ACTIVITIES
NOTE 10
CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Original Budget Interest Earned	Actual Interest Earned	Original Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Employee Entitlement Reserve	114,100	4,970	0	0	0	0	0	119,070	114,100
Plant Replacement Reserve	464,535	20,236	0	0	0	(35,310)	0	449,461	464,535
Sewerage Asset Preservation Reserve	907,424	39,529	0	0	0	(12,000)	0	934,953	907,424
Information Technology Reserve	60,144	2,620	0	0	0	(40,000)	0	22,764	60,144
Land & Building Reserve	363,390	15,830	0	252,426	0	0	0	631,646	363,390
Recreation Reserve	229,175	9,983	0	0	0	(41,200)	0	197,958	229,175
Community Housing Reserve	60,751	2,646	0	0	0	0	0	63,397	60,751
Economic Reserve	67,803	2,954	0	0	0	(30,000)	0	40,757	67,803
Bowling Green Reserve	128,702	5,606	0	10,000	0	0	0	144,308	128,702
Tennis Court Reserve	64,850	2,825	0	6,000	0	0	0	73,675	64,850
Depot Reserve	70,264	3,061	0	0	0	0	0	73,325	70,264
Waste Reserve	40,264	1,754	0	0	0	0	0	42,018	40,264
Roads and Infrastructure	412,878	17,986	0	0	0	(60,000)	0	370,864	412,878
	2,984,280	130,000	0	268,426	0	(218,510)	0	3,164,196	2,984,280

KEY INFORMATION

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

**OPERATING ACTIVITIES
NOTE 11
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2023	Liability Increase	Liability Reduction	Closing Balance 31 January 2024
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		231,024	0	0	231,024
Total unspent grants, contributions and reimbursements		231,024	0	0	231,024
Provisions					
Annual leave		149,078	0	0	149,078
Long service leave		89,597	0	0	78,935
Total Provisions		238,675	0	0	228,013
Total other current assets		469,699	0	0	459,037
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.

Provider	OPERATING ACTIVITIES			Comments
	NOTE 12			
	OPERATING GRANTS AND CONTRIBUTIONS			
	Operating grants, subsidies and contributions revenue			
	Original Budget Revenue	YTD Budget	YTD Revenue Actual	
	\$	\$	\$	
Operating grants and subsidies, Contributions and reimbursements				
Governance				
MEMBERS - Contributions & Donations	1,500	1,500	364	
OTH GOV - Reimbursements	0	0	3,215	
General purpose funding				
GEN PUR - Financial Assistance Grant - General	0	0	22,158	
GEN PUR - Financial Assistance Grant - Roads	0	0	17,118	
Law, order, public safety				
ESL BFB - Operating Grant	30,000	22,500	22,991	
Education and welfare				
AGED OTHER - Grant Funding - CHSP	226,260	169,695	31,069	
AGED OTHER - Grant Funding - HCP	404,912	303,684	270,597	
WELFARE - Grants	5,400	3,150	0	
Housing				
OTH HOUSE - Rental Reimbursements	0	0	57,217	
Community amenities				
ENVIRON - Reimbursements	504	168	300	
Recreation and culture				
SWIM AREAS - Contributions & Donations	0	0	7,000	
REC - Contributions & Donations	504	294	2,593	
REC - Reimbursements - Other Recreation	504	294	1,677	
REC - Grants	0	0	54	
LIBRARY - Other Grants	5,000	0	0	
OTH CUL - Contributions & Donations - Other Culture	2,400	800	0	
OTH CUL - Grants - Other Culture	13,764	0	545	
Transport				
ROADM - Direct Road Grant (MRWA)	164,000	164,000	168,621	
ROADM - Street Lighting Subsidy	0	0	(4,262)	C/Note for Prior year.
Economic services				
TOUR - Other Income Relating to Tourism & Area Promotion	396	231	0	
CRC - Grants	100,970	58,898	79,998	
CRC - Grants (excl GST)	5,000	2,912	20,878	
CRC- Contributions and Donations (excl GST)	0	0	125	
Other property and services				
PWO - Other Reimbursements	300	300	0	
POC - Fuel Tax Credits Grant Scheme	7,500	4,375	0	
ADMIN - Reimbursements	0	0	1,579	
	968,914	732,801	703,837	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JANUARY 2024**

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

		Non operating grants, subsidies and contributions revenue				
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Varanace
		\$	\$	\$	\$	
Non-operating grants and subsidies						
General purpose funding						
	Gen Pur - Grant Funding (No Gst)	577,376	577,376	577,376	555,658	21,718
Recreation and culture						
	Rec - Grants	237,223	237,223	118,612	8,851	109,761
	Rec - Contributions & Donations	0	0	0	0	0
	Oth Cul - Grants - Other Culture	42,500	42,500	42,500	0	42,500
Transport Funding						
RRG	Roadc - Regional Road Group Grants (Mrwa)	468,144	468,144	374,516	277,476	97,040
R2R	Roadc - Roads To Recovery Grant	544,750	544,750	435,800	0	435,800
WSFN	Roadc - Other Grants - Roads/Streets	2,321,222	2,321,222	1,124,750	517,441	607,309
TOTALS		4,191,215	4,191,215	2,673,554	1,359,426	1,314,128

**HE STATEMENT OF FINANCIAL ACTIVITY
 RIOD ENDED 31 JANUARY 2024**

Aged & Disabled - Other

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
0806	Aged & Disabled - Other	2	Operating Expenditure	2080600	AGED OTHER - Employee Costs	279,963	163,590	182,062	8,605	190,667
0806	Aged & Disabled - Other	2	Operating Expenditure	2080603	AGED OTHER - Uniforms	2,500	1,000	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080604	AGED OTHER - Training & Development	4,000	2,000	0	409	409
0806	Aged & Disabled - Other	2	Operating Expenditure	2080607	AGED OTHER - Protective Clothing	500	500	812	0	812
0806	Aged & Disabled - Other	2	Operating Expenditure	2080608	AGED OTHER - Other Employee Expenses	1,000	560	110	0	110
0806	Aged & Disabled - Other	2	Operating Expenditure	2080609	AGED OTHER - Travel & Accommodation	5,500	3,150	3,925	0	3,925
0806	Aged & Disabled - Other	2	Operating Expenditure	2080610	AGED OTHER - Motor Vehicle Expenses	9,996	5,831	3,917	0	3,917
0806	Aged & Disabled - Other	2	Operating Expenditure	2080615	AGED OTHER - Printing and Stationery	1,000	560	104	0	104
0806	Aged & Disabled - Other	2	Operating Expenditure	2080616	AGED OTHER - Postage and Freight	100	70	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080621	AGED OTHER - Information Technology	5,000	0	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080640	AGED OTHER - Advertising & Promotion	1,500	840	0	0	0
0806	Aged & Disabled - Other	2	Operating Expenditure	2080641	AGED OTHER - Subscriptions & Memberships	1,000	560	0	1,636	1,636
0806	Aged & Disabled - Other	2	Operating Expenditure	2080660	AGED OTHER - Client Services	97,700	57,092	123,895	63,677	187,572
0806	Aged & Disabled - Other	2	Operating Expenditure	2080686	AGED OTHER - Expensed Minor Asset Purchases	4,000	4,000	0	59	59
0806	Aged & Disabled - Other	2	Operating Expenditure	2080687	AGED OTHER - Other Expenses	30,000	0	473	2,415	2,888
0806	Aged & Disabled - Other	2	Operating Expenditure	2080692	AGED OTHER - Depreciation	4,200	2,450	3,039	0	3,039
0806	Aged & Disabled - Other	2	Operating Expenditure	2080699	AGED OTHER - Administration Allocated	54,834	31,983	39,238	0	39,238
Operating Expenditure Total						502,793	274,186	357,576	76,801	434,378
0806	Aged & Disabled - Other	3	Operating Income	3080601	AGED OTHER - Reimbursements	0	0	(158)	0	(158)
0806	Aged & Disabled - Other	3	Operating Income	3080610	AGED OTHER - Grant Funding - CHSP	(226,260)	(169,695)	(31,069)	0	(31,069)
0806	Aged & Disabled - Other	3	Operating Income	3080615	AGED OTHER - Grant Funding - HCP	(404,912)	(303,684)	(270,597)	0	(270,597)
0806	Aged & Disabled - Other	3	Operating Income	3080620	AGED OTHER - Fees & Charges	(15,000)	(8,750)	(4,001)	0	(4,001)
0806	Aged & Disabled - Other	3	Operating Income	3080635	AGED OTHER - Other Income	(1,000)	(560)	(556)	0	(556)
Operating Income Total						(647,172)	(482,689)	(306,381)	0	(306,381)
Aged & Disabled - Other Total						(144,379)	(208,503)	51,196	76,801	127,997
Grand Total						(144,379)	(208,503)	51,196	76,801	127,997

**HE STATEMENT OF FINANCIAL ACTIVITY
 RIOD ENDED 31 JANUARY 2024**

Community Resource Centre

SP	Sub-Programme Description	Type	Type Description	COA	Description	Original Budget	YTD Budget	YTD Actual	Order Value	Total Actual
1309	Community Resource Centre	2	Operating Expenditure	2130900	CRC - Employee Costs	110,000	64,162	100,472	0	100,472
1309	Community Resource Centre	2	Operating Expenditure	2130903	CRC - Uniforms	1,500	875	0	140	140
1309	Community Resource Centre	2	Operating Expenditure	2130904	CRC - Training & Development	3,000	1,750	2,295	0	2,295
1309	Community Resource Centre	2	Operating Expenditure	2130908	CRC - Other Employee Expenses	1,000	581	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130915	CRC - Printing and Stationery	1,000	581	1,440	454	1,894
1309	Community Resource Centre	2	Operating Expenditure	2130916	CRC - Postage and Freight	100	56	149	0	149
1309	Community Resource Centre	2	Operating Expenditure	2130920	CRC - Communication Expenses	1,500	875	1,818	0	1,818
1309	Community Resource Centre	2	Operating Expenditure	2130921	CRC - Information Systems	5,000	2,912	9,449	0	9,449
1309	Community Resource Centre	2	Operating Expenditure	2130929	CRC - Donations to Community Groups	0	0	170	0	170
1309	Community Resource Centre	2	Operating Expenditure	2130930	CRC - Insurance Expenses (Other Than Buildings)	500	287	70	0	70
1309	Community Resource Centre	2	Operating Expenditure	2130940	CRC - Advertising & Promotion	500	287	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130941	CRC - Subscriptions & Memberships	3,200	1,862	(239)	0	(239)
1309	Community Resource Centre	2	Operating Expenditure	2130950	CRC - Contract Services	2,000	1,162	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130986	CRC - Expensed Minor Asset Purchases	1,000	581	0	0	0
1309	Community Resource Centre	2	Operating Expenditure	2130987	CRC - Other Expenditure	5,500	3,206	2,856	455	3,311
1309	Community Resource Centre	2	Operating Expenditure	2130988	CRC - Building Operations	1,000	581	162	0	162
1309	Community Resource Centre	2	Operating Expenditure	2130989	CRC - Building Maintenance	5,500	3,206	188	0	188
1309	Community Resource Centre	2	Operating Expenditure	2130992	CRC - Depreciation	9,600	5,600	0	0	0
Operating Expenditure Total						151,900	88,564	118,829	1,049	119,877
1309	Community Resource Centre	3	Operating Income	3130902	CRC - Commission	(9,500)	(5,537)	0	0	0
1309	Community Resource Centre	3	Operating Income	3130910	CRC - Grants	(100,970)	(58,898)	(79,998)	0	(79,998)
1309	Community Resource Centre	3	Operating Income	3130911	CRC - Grants (excl GST)	(5,000)	(2,912)	(20,878)	0	(20,878)
1309	Community Resource Centre	3	Operating Income	3130920	CRC - Fees & Charges - Events/Programs	(4,000)	(2,331)	(1,384)	0	(1,384)
1309	Community Resource Centre	3	Operating Income	3130935	CRC - Other Income	(40,000)	(23,331)	(46,433)	0	(46,433)
1309	Community Resource Centre	3	Operating Income	3131000	CRC- Contributions and Donations (excl GST)	0	0	(125)	0	(125)
Operating Income Total						(159,470)	(93,009)	(148,818)	0	(148,818)
Community Resource Centre Total						(7,570)	(4,445)	(29,989)	1,049	(28,940)

SHIRE OF DOWERIN
List of Payments for Period Ending
31st December 2023

Last EFT No: 11681

<u>Chg/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11682	08/12/2023	South Regional Tafe	Chemical handling training for 4 staff members including manuals	\$ 436.19	
EFT11683	08/12/2023	Ampac Debt Recovery WA Pty Ltd	Debt Recovery for Nov 23	\$ 1,149.50	
EFT11684	08/12/2023	Courtney's Cleaning	HCP3C - Domestic Assistance	\$ 656.90	fully funded
EFT11685	08/12/2023	BOC Limited	Container service charges for Nov 23	\$ 50.94	
EFT11686	08/12/2023	Bear Pantry Cafe	COTA Senior Week Funding - Generational Barefoot Bowls - Prizes	\$ 100.00	fully funded
EFT11687	08/12/2023	Bunnings Group Limited	12 x Marquee Black Aluminium and Steel Bistro Chairs for SSA Camp Kitchen	\$ 420.00	
EFT11688	08/12/2023	Bandwidth Holdings Pty Ltd	SSA internet for Dec 23	\$ 121.00	
EFT11689	08/12/2023	C&F Building Approvals	Issue Building permit for 61 Jones Street & Monthly reporting to BSL Nov 23	\$ 660.00	
EFT11690	08/12/2023	Carrington's Traffic Services	Supply 3 person crew for traffic control of verge maintenance on Dowerin Kalannie Road WFN182H	\$ 2,732.13	part funded
EFT11691	08/12/2023	Landgate	Mining Tenements Charges Oct 23	\$ 43.50	
EFT11692	08/12/2023	Department of Mines, Industry Regulation & Safety	Building Service Levy for November 2023	\$ 443.14	
EFT11693	08/12/2023	Eastern Hills Chainsaws & Mowers	Supply 3 sets 4.8mm chainsaw files	\$ 64.80	
EFT11694	08/12/2023	Department Of Fire and Emergency Services	Emergency Service Levy Contribution Q2 2023/24	\$ 17,120.40	
EFT11695	08/12/2023	Holberton Earthmoving	Supply Civil works as per tender 2023-05 for clearing on Dowerin Kalannie Road SLK 31.02-34.50 WFN182H	\$ 39,060.00	part funded
EFT11696	08/12/2023	RE & WK Jones	Supply 2505.60m3 of compacted gravel as per gravel agreement from Ejanding East Road pit for works on Dowerin Koorda Road RCR025	\$ 8,268.48	fully funded
EFT11697	08/12/2023	Lite n' Easy	HCPL3-provision of Lite n' Easy Meals	\$ 526.38	fully funded
EFT11698	08/12/2023	Local Government Professionals	Webinar - introduction of broadcasting and recording of meetings of councils	\$ 50.00	
EFT11699	08/12/2023	Macri Partners	Annual Roads to Recovery Funding Audit 2022/2023	\$ 2,695.00	
EFT11700	08/12/2023	Northam Carpet Court	supply & install FDA smart TX vinyl to back sleepout (rear entry to home)	\$ 3,243.50	fully funded
EFT11701	08/12/2023	Newground Water Services Pty Ltd	Repairs to irrigation	\$ 1,056.00	
EFT11702	08/12/2023	Perth Laundry Equipment	Washing machine & dryer hire 22/11/23 - 21/12/23	\$ 419.46	
EFT11703	08/12/2023	The Rural Movement	Gym induction x 1	\$ 20.00	
EFT11704	08/12/2023	Rural Ranger Services	Ranger Services - 17/11/23 & 22/11/23	\$ 930.60	
EFT11705	08/12/2023	RM Surveys	RM Surveys PRP-1950,the Subdivision - Goldfields Road, Dowerin (Subdivision Application)	\$ 1,826.55	
EFT11706	08/12/2023	Goomalling Medical Surgery	Pre-Employment Medical	\$ 220.00	
EFT11707	08/12/2023	Shred-X Pty Ltd	Paper Shredding for Nov 23	\$ 13.00	
EFT11708	08/12/2023	Team Global Express	Freight from Gnaragara 09/11/23 & 14/11/23	\$ 115.16	

Ordinary Council Meeting
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EFT11709	08/12/2023	WA Local Government Association	WALGA training The Role of Mayors and Presidents 07 December 2023	\$	434.50	
EFT11710	08/12/2023	Goomalling Pharmacy	purchase & supply mollicare prem pads	\$	474.85	fully funded
EFT11711	08/12/2023	Wheatbelt Podiatry	HCPL3 - Podiatry	\$	95.00	fully funded
EFT11712	08/12/2023	Wallis Computer Solutions	Equipment finance rental	\$	1,001.00	
EFT11713	15/12/2023	Linley Dreghorn	Refund for Santa's Lollies	\$	83.96	
EFT11714	15/12/2023	Jesse Booker	Reimburse for clock, batteries, toilet brushes & holders for swimming pool	\$	75.00	
EFT11715	15/12/2023	Paul Douglas Crute	Refund Pool Pass	\$	200.00	Refund
EFT11716	15/12/2023	Susan Dew	Refund National Police Clearance for staff	\$	54.90	
EFT11717	15/12/2023	Faria Binto Mahbub	Refund Pool Pass	\$	80.00	Refund
EFT11718	15/12/2023	C & S Hoddy	Refund Pool Pass	\$	140.00	Refund
EFT11719	15/12/2023	Joel James Hedland	Refund Pool Pass	\$	140.00	Refund
EFT11720	15/12/2023	Amanda Jones	Refund Pool Pass	\$	170.00	Refund
EFT11721	15/12/2023	Kahli Rose	Refund for postage	\$	18.80	
EFT11722	15/12/2023	Peter Charles Hudson	Refund Pool Pass	\$	170.00	Refund
EFT11723	15/12/2023	Kezia Mecalf	Refund Pool Pass	\$	140.00	Refund
EFT11724	15/12/2023	Stabilco Pty Ltd	Supply services as per RFQ 2023-11 for cement stabilisation on Dowerin Koorda Road SLK 11.80-13.30 RCR025	\$	96,713.56	part funded
EFT11725	15/12/2023	Avon Waste	Domestic rubbish collection 21/11/2023	\$	2,834.57	
EFT11726	15/12/2023	Boekeman Machinery	Carry out 70,000km service on Toyota Hilux P028	\$	502.62	
EFT11727	15/12/2023	Courtney's Cleaning	HCP3C - Domestic Assistance - travel	\$	789.20	fully funded
EFT11728	15/12/2023	Bear Pantry Cafe	Catering for Staff Farewell	\$	207.50	
EFT11729	15/12/2023	Bunnings Group Limited	Supply Toilet seat 5140219	\$	68.24	
EFT11730	15/12/2023	BriJarCass Security	In home services	\$	211.75	fully funded
EFT11731	15/12/2023	Competent Solutions Pty Ltd	Supply exchange BBQ gas bottle	\$	42.89	
EFT11732	15/12/2023	Corsign WA	Supply 50 traffic cones as per quote 81180	\$	852.50	
EFT11733	15/12/2023	Dowerin Tyre & Exhaust	2 x Batteries for P003 Mitsubishi Truck	\$	845.00	
EFT11734	15/12/2023	Dowerin Community Club	COTA Senior Week Funding - Barefoot Bowls Catering	\$	265.00	fully funded
EFT11735	15/12/2023	Duff Consulting Group	Chainsaw and Polesaw training course	\$	6,291.60	
EFT11736	15/12/2023	E Fire & Safety	Inspect fire equipment at Shire Admin offices	\$	26.40	
EFT11737	15/12/2023	Holberton Earthmoving	Supply civil services as per Tender 2023-05 for the gravel resheeting on McHugh Road R2R042	\$	59,402.00	
EFT11738	15/12/2023	Intelife Group	Supply services for the verge Maintenance on Dowerin Kalandie Road WFN 182 H as per RFQ 2023-10	\$	60,885.00	part funded
EFT11739	15/12/2023	Joelectrics	Attend power issues at Rec Centre	\$	57.75	
EFT11740	15/12/2023	Marda Property Care	Gardening Service Koorda	\$	1,202.50	fully funded
EFT11741	15/12/2023	Fulton Hogan Industries Pty Ltd	Supply services as per Tender 2023-02 for C170 14mm/7mm 2 coat seal on Koorda Wongan Hills Road RRG023	\$	23,437.19	part funded
EFT11742	15/12/2023	Petchell Mechanical	Carry out valve adjustment and complete 8000hr service	\$	7,483.11	
EFT11743	15/12/2023	Rural Ranger Services	Ranger services 29/11/2023 & 04/12/2023	\$	951.61	
EFT11744	15/12/2023	Sunny Industrial Brushware	Carry out refurbishment of Dulevo Sweeper brushes	\$	673.75	
EFT11745	15/12/2023	Team Global Express	Freight from Dowerin 30/11/2023, Freight from Gngalara 04/12/2023 & Freight from Nedlands 05/12/2023	\$	149.13	
EFT11746	15/12/2023	Tough Jobs Done	Provision of a garden home maintenance service	\$	154.00	fully funded
EFT11747	15/12/2023	MD Windsor	Repairs to garage door at 18 O'Loghlen St	\$	326.70	
EFT11748	15/12/2023	Wheatbelt Signs	Supply 100 Shire of Dowerin "stickers"	\$	352.00	
EFT11749	15/12/2023	Walkers Diesel Services	Carry out repairs to P710 Tag Trailer	\$	1,017.50	

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EFT11750	15/12/2023 Courtney's Cleaning	HCP3C -Travel and cleaning service	\$	1,083.35	fully funded
EFT11751	19/12/2023 Central East Accommodation & Care Alliance Inc	Associate Membership Fee for the period ending 30 June 2024	\$	5,500.00	
EFT11752	22/12/2023 Avon Waste	Domestic waste collection 21/11/2023	\$	5,698.47	
EFT11753	22/12/2023 Courtney's Cleaning	HCP3C -Travel and cleaning service	\$	399.60	fully funded
EFT11754	22/12/2023 BriJarCass Security	Provision of cleaning services by contractor	\$	154.00	fully funded
EFT11755	22/12/2023 Complete Office Supplies	Pens, USB's	\$	165.01	
EFT11756	22/12/2023 Contract Aquatic Services	Monthly contract fee - Dec 23	\$	14,300.00	
EFT11757	22/12/2023 Carrington's Traffic Services	Supply 2-man Crew as per schedule of rates for Traffic control on Dowerin Kalanie Road for arborist crew WFN182H	\$	7,776.18	part funded
EFT11758	22/12/2023 Dowerin & Districts Farmshed	Supply: 10 X star pickets 1 X roll ring lock fencing	\$	1,680.35	
EFT11759	22/12/2023 Fitzgerald Strategies	Drafting KPI's for CEO and president to present to council	\$	1,012.70	
EFT11760	22/12/2023 INITIAL HYGIENE	Provision of Sanitary Bins and Collection	\$	485.91	
EFT11761	22/12/2023 JLT Risk Solutions Pty Ltd	Regional Risk Co-ordinator Fees Dec 2023	\$	3,810.04	
EFT11762	22/12/2023 Koorda LPO	HCP3 - Supply & provide a Hisence 242ltr Fridge	\$	710.00	fully funded
EFT11763	22/12/2023 LINKEDD	HCP3 - Assistance with self care activities 22/11-28/11	\$	4,202.60	fully funded
EFT11764	22/12/2023 Lite n' Easy	HCP3 -Lite n' Easy meals provided for 4 clients	\$	1,030.11	fully funded
EFT11765	22/12/2023 Newground Water Services Pty Ltd	Consultancy fee for town ovals	\$	660.00	
EFT11766	22/12/2023 Fulton Hogan Industries Pty Ltd	Supply services as per Tender 2023-02 for C170 2-coat seal on Dowerin Koorda Road RCR025	\$	96,889.52	part funded
EFT11767	22/12/2023 Perth Laundry Equipment	Washing machine & dryer hire - 22/12/23 - 21/01/24	\$	419.46	
EFT11768	22/12/2023 Paula PREEN	DA Contractor weekly for 2 hours	\$	240.00	
EFT11770	22/12/2023 Sally J Design	Design & formatting of the 22/23 Annual Report	\$	792.00	
EFT11771	22/12/2023 Goomalling Medical Surgery	Surgery Consult Level A	\$	90.00	
EFT11772	22/12/2023 Smart Office Systems Pty Ltd	Support with desktop app issues	\$	420.75	
EFT11773	22/12/2023 Ucarty Caterers	Catering for Christmas Party 43 Adults @\$45 ea 30 kids @\$15 ea	\$	2,385.00	
EFT11774	22/12/2023 Vestone Capital Pty Limited	Dow010120 & 10121 Equipment charges - 02/10/23 - 01/01/24	\$	1,119.32	
EFT11775	22/12/2023 Walkers Diesel Services	Repairs to tailgate pin on six wheeler D004	\$	412.50	
			\$	502,900.58	

Direct Debits

DD12872.1	01/12/2023 Exetel Pty Ltd	Monthly charge for Corporate Internet - December 2023	\$	560.00	
DD12875.1	06/12/2023 Xenex Systems Pty Ltd	VOIP Calls for December 2023	\$	458.10	
DD12877.1	07/12/2023 Synergy	Electricity supply - 19/9/23 - 16/11/23	\$	5,698.96	
DD12880.1	05/12/2023 Australian Taxation Office	BAS Payment Sep - Nov 2023	\$	123,338.00	
DD12882.1	08/12/2023 Synergy	Electricity usage - 19/9/23 - 16/11/23	\$	96.91	
DD12884.1	08/12/2023 Precision Administration Services Pty Ltd	Superannuation - PPE 07/12/23	\$	6,647.96	
DD12888.1	11/12/2023 Telstra Limited	Electricity CEO residence - 19/9/23 - 17/11/23	\$	124.51	
DD12890.1	04/12/2023 Shire of Dowerin - Visa Payments	VISA Charges Nov23	\$	3,238.21	
DD12892.1	11/12/2023 Synergy	Electricity supply - 20/9/23 - 17/11/23	\$	3,974.38	
DD12894.1	12/12/2023 Synergy	Electricity - Final reading 20/9/23	\$	1.10	
DD12896.1	12/12/2023 Water Corporation	Water usage - 21/9/23 - 20/11/23	\$	1,098.06	
DD12918.1	11/12/2023 Water Corporation	Special meter reading 18.10.23 - 23.11.23	\$	25.39	
DD12920.1	16/12/2023 Telstra Limited	Telstra calls and usage to 7.11.23	\$	474.49	
DD12922.1	29/12/2023 Telstra Limited	TIMS calls and service charges to 9.12.23	\$	163.56	

Ordinary Council Meeting
20 February 2024

DD12926.1	28/12/2023	Water Corporation	Water usage and service charges 13.10.23 - 5.12.23	\$	1,434.81
DD12926.2	27/12/2023	Water Corporation	water usage and service charges 13.10.23 - 5.12.23	\$	744.01
DD12928.1	20/12/2023	Water Corporation	Water usage charges 6.10.23 - 28.11.23	\$	34.40
DD12930.1	15/12/2023	Water Corporation	Water usage and service charges 5.10.23 - 28.11.23	\$	152.56
DD12934.1	15/12/2023	Resonline Pty Ltd	Room Manager for November 2023	\$	242.00
DD12936.1	27/12/2023	Synergy	Electricity supply and usage 10.9.23 - 16.11.23	\$	572.78
DD12938.1	22/12/2023	Synergy	Electricity supply 28.10.23 - 27.11.23	\$	640.20
DD12940.1	21/12/2023	Synergy	Electricity supply and usage 19.9.23 - 16.11.23	\$	213.02
DD12942.1	13/12/2023	Synergy	Electricity usage and supply 20.10.23 - 16.11.23	\$	1,610.28
DD12944.1	20/12/2023	Precision Administration Services Pty Ltd	Superannuation PPE 20.12.23	\$	6,698.42
DD12948.1	29/12/2023	National Australia Bank	Merchant fees	\$	443.14
DD12955.1	31/12/2023	Department Of Transport	DOT Payments Dec 23	\$	7,272.70
				\$	165,957.95

Payroll

	5/12/2023			\$	50,024.58
	19/12/2023			\$	46,101.76
				\$	96,126.34

SUMMARY

	EFT	11682 - 11775		\$	502,900.58
	Direct Debits			\$	165,957.95
	Payroll			\$	96,126.34
				\$	764,984.87

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
2 Nov 2023	\$5,926.70 CR	DIRECT DEBIT PAYMENT	74557043305
Total for this Period:	\$5,926.70 CR		



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



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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3822-0801	MR AARON GARTH WOOLD	\$5,000	\$41.00	\$2,710.72	\$9.00	\$2,678.72
4557-0455-3837-2230	MR DAVID JOHN SINGE	\$10,000	\$0.00	\$550.49	\$9.00	\$559.49
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$5,926.70 CR	\$0.00	\$0.00	\$5,926.70 CR
			\$5,967.70 CR	\$3,261.21 DR	\$18.00 DR	\$2,688.49 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

WE'RE MAKING SOME CHANGES TO THE TERMS AND CONDITIONS THAT APPLY TO YOUR BUSINESS CREDIT CARD ACCOUNT. FOR INFORMATION ABOUT THE CHANGES AND A COPY OF THE TERMS VISIT NAB.COM.AU/BUSINESSCARDCHANGES



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: 28 October 2023 to 28 November 2023
Cardholder Limit: \$5,000

Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
2 Nov 2023	\$669.00	Hotel at Booking.com Sydney					74773883305
3 Nov 2023	\$396.34	WESTERNEX PTY LTD MALAGA					74940523305
8 Nov 2023	\$100.00	Ibis Styles East Perth FDEast Perth					74619703311
9 Nov 2023	\$44.93	CITY OF PERTH PARKING-OFF EAST PERTH					74564453312
9 Nov 2023	\$28.99	Adobe Systems Pty Ltd Sydney					74773883311
13 Nov 2023	\$34.15	MCDONALDS SOUTH PERTH SOUTH PERTH					74564723314
13 Nov 2023	\$58.09	UBER *EATS SYDNEY					74611553313
13 Nov 2023	\$1,066.39	QUEST INNALOO INNALOO					24324403313
13 Nov 2023	\$41.00 CR	Ibis Styles East Perth FDEast Perth					74619703314
17 Nov 2023	\$28.99	Adobe Systems Pty Ltd Sydney					74773883319

Continued next page

0001140 3332/4557049800027159 / E-2695 S-8907 I-17613

Transaction record for: MR AARON GARTH WOOLDRIDGE (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
24 Nov 2023	\$188.70	AVON SERVICE SPECIALIS NORTHAM					74229853327
27 Nov 2023	\$35.19	ADOBE EXPORTPDF SUB Sydney					74773883328
28 Nov 2023	\$59.95	SP COFFEEFUSION NORTH PERTH					74201333331
28 Nov 2023	\$9.00	CARD FEE					74557043332
Total for this period	\$2,678.72		Totals				

Employee declaration

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

Cardholder signature: _____

Date: 11-12-25



Statement for
NAB Business Visa

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

Cardholder Details

Cardholder Name: MR DAVID JOHN SINGE
Account No: 4557 0455 3837 2230
Statement Period: 28 October 2023 to 28 November 2023
Cardholder Limit: \$10,000

Transaction record for: MR DAVID JOHN SINGE

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
3 Nov 2023	\$120.50	EZI*Wanneroo Trophy Sh Wangara					74155893305
7 Nov 2023	\$58.00	BUNNINGS 603000 NORTHAM					74940523309
13 Nov 2023	\$18.00	AQUA VALET CAR WASH NO KELMSCOTT					74229853314
13 Nov 2023	\$17.16	CPP CULTURAL CENTRE PERTH					24324403313
13 Nov 2023	\$16.00	BUNNINGS 454000 INNALOO					74940523314
13 Nov 2023	\$13.63	CPP CULTURAL CENTRE PERTH					24324403314
17 Nov 2023	\$280.95	OFFICEWORKS BENTLEIGH EAS					74940523319
27 Nov 2023	\$9.09	CPP CULTURAL CENTRE PERTH					24324403327
27 Nov 2023	\$17.16	CPP CULTURAL CENTRE PERTH					24324403328
28 Nov 2023	\$9.00	CARD FEE					74557043332
Total for this period	\$559.49		Totals				

0001140 332/4557049800027159 / E-2695 S-8908 I-17615

Employee declaration

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

Cardholder signature: David Singe Date: 12.12.23

SHIRE OF DOWERIN
List of Payments for Period Ending
31st January 2024

Last EFT No: 11775

<u>Chq/EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT11776	03/01/2024	Linley Dreghorn	Cash withdrawal for CRC	\$ 170.00	
EFT11777	03/01/2024	BriJarCass Security	HCP3 - Provision of Domestic Assistance	\$ 71.50	fully funded
EFT11778	03/01/2024	Benjamin Forbes	Equipment for chlorine tank cleaning	\$ 15.00	
EFT11779	03/01/2024	Kahli Rose	Reimburse for Sympathy Card	\$ 9.99	
EFT11780	03/01/2024	Jason Sewell	Pool pass refund	\$ 140.00	refund
EFT11781	03/01/2024	Beverley Ward	Farewell gift for Staff member	\$ 89.95	
EFT11789	16/01/2024	BriJarCass Security	In home services	\$ 231.00	fully funded
EFT11790	16/01/2024	Country Copiers	Meter readings 05/12/2023-09/01/2024	\$ 575.85	
EFT11791	16/01/2024	Dowerin Tyre & Exhaust	Puncture repair - D003	\$ 50.00	
EFT11792	16/01/2024	Dowerin Gourmet Butchershop	Supply meat for christmas breakup BBQ	\$ 76.74	
EFT11793	16/01/2024	Dowerin Community Club	Christmas party plus Council Meeting supplies	\$ 1,300.00	
EFT11794	16/01/2024	Holberton Earthmoving	Carry out maintenance grading Rabbit Proof Fence Rd as per panel tender T2023-01	\$ 49,610.00	
EFT11795	16/01/2024	Marda Property Care	Gardening Service - Koorda	\$ 796.25	fully funded
EFT11796	16/01/2024	Mitchell Friend	Entertainment for Volunteer Sundowner	\$ 550.00	fully funded
EFT11797	16/01/2024	Natural Area Consulting Management Services	Carry out spring 2023 flora survey for Blackspot Project BS183	\$ 3,437.50	fully funded
EFT11798	16/01/2024	Petchell Mechanical	Investigate and repair fan fault on CAT Loader	\$ 1,973.84	
EFT11799	16/01/2024	Paula Preen	DA Contractor weekly for 2 hours	\$ 120.00	fully funded
EFT11800	16/01/2024	Rural Ranger Services	Ranger services 12/12/2023, 15/12/2023 & 19/12/2023	\$ 1,584.94	
EFT11801	16/01/2024	Stabilisation Technology	Supply specialized services for pavement design for Dowerin Kalannie Road WFN182G	\$ 8,001.40	part funded
EFT11802	16/01/2024	Ralph Thaxter	Repair pull start for sewerage pump	\$ 89.87	
EFT11827	22/01/2024	Linley Dreghorn	Postage for Australia Day nominee letters	\$ 4.80	
EFT11828	22/01/2024	Ampac Debt Recovery WA Pty Ltd	December Debt Recovery	\$ 247.50	
EFT11829	22/01/2024	BOC Limited	Gas cylinder hire 28/11/2023-28/12/2023	\$ 32.77	
EFT11830	22/01/2024	Bunnings Group Limited	Arlec single outlet safety switch for staff	\$ 121.44	
EFT11831	22/01/2024	Bandwidth Holdings Pty Ltd	Dowerin SSA Internet access for January 2024	\$ 110.00	
EFT11832	22/01/2024	Complete Office Supplies	Stationary Order	\$ 460.05	
EFT11833	22/01/2024	Contract Aquatic Services	Monthly contract fee January 2024	\$ 14,300.00	
EFT11834	22/01/2024	Cellcast Pty Ltd	Credit purchase for emergency services bulk SMS	\$ 638.00	

EFT11835	22/01/2024	Dowerin Men's Shed	Management of tip site 8/10/2023-17/12/2023	\$	2,750.00	
EFT11836	22/01/2024	Lite n' Easy	HCP4C- Lite n' Easy meals	\$	524.73	fully funded
EFT11837	22/01/2024	MWB Contracting T/A Brickmart WA	Supply & deliver 30 X 1000x350x350 bevelled limestone blocks for new hockey shed	\$	1,483.35	
EFT11838	22/01/2024	Marda Property Care	HCP3 - Provision of Transport	\$	877.50	fully funded
EFT11839	22/01/2024	Officeworks	Stationary Order	\$	205.98	
EFT11840	22/01/2024	5Rivers Plumbing & Gas	Excavator dry hire 1.5 days for grave digging	\$	1,543.52	
EFT11841	22/01/2024	David Singe	Shadescreen & windscreen cleaner for CEO vehicle D0	\$	24.40	
EFT11842	22/01/2024	Team Global Express	Freight from Belmont to Dowerin - 12/12/2023	\$	34.76	
EFT11843	22/01/2024	Goomalling Pharmacy	HCPL4 - Incontinence aids and webster packs for 4 HACC clients	\$	1,844.00	fully funded
EFT11844	22/01/2024	Wheatbelt Business Network	Dowerin CRC WBN Annual Small Business Membership	\$	360.00	
EFT11845	22/01/2024	Wheatbelt Podiatry	HCPL4 - Podiatry services for 3 HACC clients	\$	190.00	fully funded
EFT11846	22/01/2024	Wallis Computer Solutions	Microsoft M365 Admin Bundle Package	\$	19,477.15	
EFT11847	22/01/2024	Xenex Systems Pty Ltd	Travel for aged care phone issues	\$	297.33	
EFT11848	22/01/2024	Accwest Pty Ltd	Support and assistance with monthly reports x3 months and annual financial end of year preparation.	\$	7,081.25	
EFT11849	22/01/2024	LINKEDD	HCP3 - assistance with self care	\$	2,620.00	fully funded
EFT11850	22/01/2024	Goomalling Pharmacy	HCP2 - Webster packs	\$	120.00	fully funded
EFT11851	22/01/2024	Bear Pantry Cafe	Refreshments @ CRC Sept & Oct 2023	\$	18.00	
EFT11852	22/01/2024	C&F Building Approvals	Monthly Building application reporting - Nov 2023	\$	440.00	
EFT11853	22/01/2024	Susan Dew	Refund for meals - DOT Training Course	\$	163.80	refunded
EFT11854	22/01/2024	Sheree Lowe	Face Painting for the 2023 Harvest Festival	\$	340.00	fully funded
EFT11855	22/01/2024	Premium Publishers	Shire of Dowerin AGO Participation - Holiday Planner	\$	2,024.00	
EFT11856	22/01/2024	Quairading Earthmoving	Supply services of a dozer for the stockpile of gravel for Dowerin Kalannie Road WFN182G	\$	33,792.00	part funded
EFT11857	22/01/2024	5Rivers Plumbing & Gas	Install SAI backflow valve at caravan dump point to comply with Water Corp regulations	\$	1,942.75	
EFT11858	25/01/2024	Avon Waste	2 weeks domestic rubbish removal inc 2 new replacement bins	\$	5,936.26	
EFT11859	25/01/2024	Courtney's Cleaning	Level 3 Domestic Assistance 1.5 hrs per Fortnight	\$	201.50	fully funded
EFT11860	25/01/2024	David Bird	Cars with Character book series	\$	153.72	
EFT11861	25/01/2024	Complete Office Supplies	CRC Stationery order	\$	906.30	
EFT11862	25/01/2024	Cornerstone Legal	Legal advice and representation re: Ranger matters	\$	550.00	
EFT11863	25/01/2024	Department Of Fire and Emergency Services	ESL 1st Quarter 23/24	\$	16,875.60	
EFT11864	25/01/2024	Faria Binto Mahbub	Returned payment in December - Pool refund	\$	80.00	refund
EFT11865	25/01/2024	Stephanie Anee Howe	Pool refund	\$	140.00	refund
EFT11866	25/01/2024	Initial Hygiene	Provision of Sanitary Bins and Collection	\$	485.91	
EFT11867	25/01/2024	Lite n' Easy	HCP4C- Supply Lite n' Easy meals for 4 HACC Clients	\$	868.70	fully funded
EFT11868	25/01/2024	Perth Laundry Equipment	Washer and dryer rental 22/1/24 - 21/2/24	\$	419.46	
EFT11869	25/01/2024	Rural Ranger Services	Ranger Services - 10 - 18 January 2024	\$	1,358.83	
EFT11870	25/01/2024	Snap Midland	Print and supply 2,500 A4 Tri-fold Brochures - Dowerin Tin Dog Territory	\$	800.00	
EFT11871	25/01/2024	Whitney Consulting	Growing Regions - Wheatbelt Workers Housing	\$	3,922.28	
EFT11872	25/01/2024	Shire of Brookton	Long Service Leave - Reimbursement	\$	10,662.80	

EFT11873	29/01/2024 Holberton Earthmoving	Supply services as per Tender 2023-05 schedule of works 6.3.3.2 for the shoulder box out and gravel overlay on Dowerin Kalannie Road WFN182G	\$	78,540.00	part funded
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\$ 284,864.27

Direct Debits

DD12957.1	02/01/2024 Exetel Pty Ltd	Corporate Internet for January 2024	\$	560.00
DD12959.1	08/01/2024 Xenex Systems Pty Ltd	VOIP phone system for January 2024	\$	452.71
DD12961.1	04/01/2024 Water Corporation	Water usage 11.10.23 - 13.12.23	\$	252.30
DD12963.1	05/01/2024 Water Corporation	Water usage and service charges 17.10.23 - 19.12.23	\$	673.35
DD12970.1	03/01/2024 Shire of Dowerin - Visa Payments	Visa Charges Dec 2023	\$	5,072.92
DD12972.1	15/01/2024 Resonline Pty Ltd	December 2023 - Room Manager	\$	242.00
DD12977.1	10/01/2024 Water Corporation	Water usage and supply 17.10.23 - 19.12.23	\$	15,122.39
DD12979.1	18/01/2024 Synergy	Electricity supply and usage - 17.11.23 - 21.12.23	\$	2,495.23
DD12981.1	18/01/2024 Telstra Limited	Telephone usage and calls - 27.11.23 - 27.12.23	\$	620.28
DD12992.1	19/01/2024 National Pump and Energy Pty Ltd	Hire of 50kVA generator - 19.1.24 - 25.1.24 DCC during power failure	\$	1,116.50
DD12994.1	22/01/2024 Synergy	Electricity supply 28.11.23 - 27.12.23	\$	619.55
DD12996.1	22/01/2024 Gull Motorcharge Limited	Fuel for Parks and Gardens	\$	278.24
DD13004.1	23/01/2024 Western Australian Treasury Corporation	WATC Guarantee Fee	\$	4,036.61
DD13006.1	29/01/2024 Telstra Limited	Telstra TIMS 10/12/23 - 9/1/24	\$	419.93
DD13008.1	21/01/2024 Wesfarmers Kleenheat Gas	Kleenheat Gas Annual equipment service charge	\$	450.45

Direct Debits \$ 32,412.46

Payroll

3/01/2024	\$	43,989.00
17/01/2024	\$	50,937.08
31/01/2024	\$	48,489.53

\$ 143,415.61

SUMMARY

EFT	11776 - 11873	\$	284,864.27
Direct Debits		\$	32,412.46
Payroll		\$	143,415.61

\$ 460,692.34

SHIRE OF DOWERIN

December 2023

Date: 3/01/2024

Voucher:



Five thousand and seventy two dollars and ninety two cents

\$ 5,072.92

Dr to.

NAB VISA D89

MUNICIPAL FUND

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

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS <small>(If progress payment, state total amount of contract and amount of previous payments, if any)</small>	GST	AMOUNT
28/12/2023	120302110.0000	NAB Visa card fee CEO	-	\$ 9.00
28/12/2023	120302110.0000	NAB Visa card fee DCEO	-	\$ 9.00
27/12/2023	121402410.2100	CPA Australia - 2024 Membership AW	\$34.18	\$ 380.79
27/12/2023	BM060.226.2101	WA Reticulation - Retic Solenoids for SSA	\$32.46	\$ 357.05
27/12/2023	BM022.250.2101	Toodyay Traders - key cutting 4 O'Loghen Street	\$2.45	\$ 27.00
20/12/2023	121205000.2001	Quest Innaloo - DOT Training SD	\$84.14	\$ 925.34
18/12/2023	W0070.240.2101	Kmart - Linen for SSA	\$32.73	\$ 360.00
18/12/2023	121402870.2101	Bunnings - Gift for A Rackham	\$2.86	\$ 31.50
18/12/2023	P719.260.2100	Canning Bridge Superwash	-	\$ 19.98
15/12/2023	120402400.2104	State Law Publishers - Government Gazette ad to repeal Local Law	\$14.18	\$ 156.00
14/12/2023	121402870.2704	Grill'D Midland - CEO & President	\$3.02	\$ 33.20
13/12/2023	P408.266.2100	Traying Ag repairs - Bus inspection	\$24.10	\$ 265.10
7/12/2023	P023.262.2100	Bearcat Tyres - press new tyre to rim	\$3.90	\$ 42.90
4/12/2023	121402150.2101	Australia Post Dowerin - stamps	\$10.91	\$ 120.00
4/12/2023	121402870.2704	Dome Northam	-	\$ 11.10
30/11/2023	121006870.2101	WAPC Form 2 Amended	-	\$ 1,449.00
30/11/2023	120401210.2104	Telstra prepaid - 12 mth recharge for Councillors	-	\$ 160.00
30/11/2023	120401210.2104	Telstra prepaid - 12 mth recharge for Councillors	-	\$ 160.00
30/11/2023	120401210.2104	Telstra prepaid - 12 mth recharge for Councillors	-	\$ 160.00
30/11/2023	121402090.0000	City of Perth Parking Cultural centre	-	\$ 17.16
30/11/2023	121402090.0000	City of Perth Parking Cultural centre	-	\$ 17.16
29/11/2023	120401210.2104	Telstra prepaid - 12 mth recharge for Councillors	-	\$ 160.00
29/11/2023	B001.296.2100	IKEA - Lights CEO office/clock for Admin	\$6.10	\$ 67.15
29/11/2023	P719.260.2261	Atlas Fuel - CEO vehicle	\$3.73	\$ 41.07
29/11/2023	121402090.2101	Wilson parking	\$3.22	\$ 35.44
18/12/2023	121402410.0000	ADOBE Monthly subs -CDO	\$2.64	\$ 28.99
11/12/2023	121402410.0000	ADOBE Monthly subs -EGO	\$2.64	\$ 28.99

			Sub	\$ 5,072.92
				\$ 5,072.92

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

CERTIFIED SPECIAL EMERGENCY PAYMENT.....PRESIDENT



Statement for
NAB Business Visa

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



053/2711
DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period 29 November 2023 to 28 December 2023
Company Account No: 4557 0498 0002 7159
Facility Limit: \$16,000

Your Account Summary

Balance from previous statement	\$3,238.21 DR
Payments and other credits	\$3,238.21 CR
Purchases, cash advances and other debits	\$5,054.92 DR
Interest and other charges	\$18.00 DR
Closing Balance	\$5,072.92 DR

**YOUR DIRECT DEBIT PAYMENT OF \$5,072.92 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
03/01/2024 AS PER OUR AGREEMENT.**



0001135 362/4557049800027159 / E-2711 S-7925 I-15849

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Dec 2023	\$3,238.21 CR	DIRECT DEBIT PAYMENT	74557043335
Total for this Period:	\$3,238.21 CR		



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



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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3822-0801	MR AARON GARTH WOOLD	\$5,000	\$0.00	\$4,781.16	\$9.00	\$4,790.16
4557-0455-3837-2230	MR DAVID JOHN SINGE	\$10,000	\$0.00	\$273.76	\$9.00	\$282.76
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$3,238.21 CR	\$0.00	\$0.00	\$3,238.21 CR
			\$3,238.21 CR	\$5,054.92 DR	\$18.00 DR	\$1,834.71 DR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



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 November 2023 to 28 December 2023
 Cardholder Limit: \$5,000

Transaction record for: MR AARON GARTH WOOLDRIDGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 Nov 2023	\$160.00	TELSTRA PREPAID MELBOURNE					74940523331
30 Nov 2023	\$1,449.00	WAPC FORM 2A AMENDED PERTH					74940523332
30 Nov 2023	\$160.00	PAYPAL *TELSTRALIMI RE 4029357733					74585703332
30 Nov 2023	\$160.00	PAYPAL *RECHARGE 4029357733					74585703332
30 Nov 2023	\$160.00	PAYPAL *RECHARGE 4029357733					74245373332
4 Dec 2023	\$120.00	AP DOWERIN LPO DOWERIN					74940523334
7 Dec 2023	\$42.90	BEARCAT TYRES PTY LT KEWDALE					74940523339
11 Dec 2023	\$28.99	ADOBE ACROPRO SUBS Sydney					74773883341
13 Dec 2023	\$265.10	Trayning Ag Repairs Trayning					74249233346
15 Dec 2023	\$156.00	STATE LAW PUBLISHER WEST PERTH					74940523347
18 Dec 2023	\$28.99	Adobe Systems Pty Ltd Sydney					74773883349
18 Dec 2023	\$360.00	KMART MULGRAVE					74940523348
20 Dec 2023	\$925.34	QUEST INNALOO INNALOO					24324403352

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0001135 362/4557049800027159 / E-2711 S-7926 I-15851

Transaction record for: MR AARON GARTH WOOLDRIDGE (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
27 Dec 2023	\$27.00	TOODYAY TRADERS TOODYAY					74940523356
27 Dec 2023	\$380.79	CPA AUSTRALIA SOUTHBANK					74201333356
27 Dec 2023	\$357.05	W.A. RETICULATION SU MIDLAND					74940523355
28 Dec 2023	\$9.00	CARD FEE					74557043362
Total for this period	\$4,790.16		Totals				

Employee declaration

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

Cardholder signature:

AJ Wooldridge

Date:

9-1-24



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 DAVID JOHN SINGE
Account No: 4557 0455 3837 2230
Statement Period: 29 November 2023 to 28 December 2023
Cardholder Limit: \$10,000

Transaction record for: MR DAVID JOHN SINGE

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
29 Nov 2023	\$41.07	ATLAS FUEL KWINANA PTY KWINANA BEACH					74940523331
29 Nov 2023	\$35.44	WILSON PARKING PER097 PERTH					74564453332
29 Nov 2023	\$67.15	IKEA PERTH INNALOO					74564453332
30 Nov 2023	\$17.16	CPP CULTURAL CENTRE PERTH					24324403331
30 Nov 2023	\$17.16	CPP CULTURAL CENTRE PERTH					24324403332
4 Dec 2023	\$11.10	DOME NORTHAM NORTHAM					74564723335
14 Dec 2023	\$33.20	GRILLD PTY LTD - MIDLA MIDLAND					74940523346
18 Dec 2023	\$31.50	BUNNINGS 591000 MIDLAND					74940523348
18 Dec 2023	\$19.98	CANNING BRIDGE SUPERWA NEDLANDS					74229853351
28 Dec 2023	\$9.00	CARD FEE					74557043362
Total for this period	\$282.76		Totals				

0001135 362/4557049800027159 / E-2711 S-7927 F-15863

Employee declaration

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

Cardholder signature: David Singe Date: 16.01.24

R. Jeffrey 22/1/24



Delegations Register

February 2024

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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:	<i>Local Government (Audit) Regulations 1996</i> Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No. 09 - The appointment, function and responsibilities of Audit Committees</u> 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>	Deputy Chief Executive Officer 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 - also refer 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>	Deputy Chief Executive 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> 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 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:	<u><i>Local Government Act 1995</i></u> 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 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.

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:	<u><i>Local Government Act 1995</i></u> 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 close a thoroughfare partially and temporarily 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u><i>Local Government Act 1995</i></u> : Part 3, Division 3, Subdivision 3 <u><i>Road Traffic (Events on Roads) Regulations 1991</i></u> <u><i>Local Government (Uniform Local Provisions) Regulations 1996</i></u>

Record Keeping:	Activities in Thoroughfares and Public Places and Trading Local Law Local Government Property Local Law
	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.

3.2 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. 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i> <i>Road Traffic (Events on Roads) Regulations 1991</i> Activities in Thoroughfares and Public Places and Trading Local Law Local Government Property 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> .
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

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 <i>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 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>

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*.

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 <i>Local Government (Uniform Local Provisions) Regulations 1996</i>. 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<i>Local Government (Uniform Local Provisions) Regulations 1996</i> - prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i> Activities in Thoroughfares and Public Places and Trading 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> .
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>	Asset and Works Coordinator
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> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
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>	Asset and Works Coordinator
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u>Local Government Act 1995</u> <u>Local Government (Uniform Local Provisions) Regulations 1996</u> 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>	Asset and Works Coordinator
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 <i>Parks and Reserves Act 1895</i> [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>	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:	<i>Local Government Act 1995:</i> Part 3, Division 3, Subdivision 3 <i>Parks and Reserves Act 1895</i>
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>	Asset and Works Coordinator
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> <i>Local Government (Uniform Local Provisions) Regulations 1996</i>
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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<p><i>Local Government (Functions and General) Regulations 1996</i> - 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>Details to be recorded in the Tender Register.</p>
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 \$250,000 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 \$250,000 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)].

	<ol style="list-style-type: none"> 11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 12. Authority to decline any tender [F&G r.18(5)]. 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)] 14. Authority to: <ol 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]. 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>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidence: <ol 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: <ol 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 \$250,000 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>Deputy Chief Executive Officer</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><i>Local Government Act 1995</i></p>

	<p><u><i>Local Government (Functions and General) Regulations 1996</i></u> - prescribe applicable statutory procedures</p> <p><u>WALGA Subscription Service</u> - 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 Variations Policy</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>Entry in the Tender Register in accordance with Regulation 17 <i>Local Government (Functions and General) Regulations 1996</i>.</p> <p>Documentation to be recorded in accordance with the Shire of Dowerin Record Keeping Plan.</p>
<p>Reporting Requirements:</p>	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

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 \$250,000 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation

Compliance Links:	<p><u>Local Government (Functions and General) Regulations 1996</u> - prescribe applicable statutory procedures</p> <p><u>WALGA Subscription Service</u> - 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 <u>Here</u>) 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. Original tender documentation to be kept in the strong room.</p>
Reporting Requirements:	<p>The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.</p>

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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u>Local Government (Functions & General) Regulations 1996</u> 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 is determined as having a nil market value, then the

	<p>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:	<u><i>Local Government Act 1995</i></u> - s.3.58 Disposal of Property <u><i>Local Government (Functions and General) Regulations 1995</i></u> - r.30 Dispositions of property excluded from Act s. 3.58 Council Policy 3.3 - Disposal of Property Policy
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 Plan</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 ii. Asset & Works Coordinator 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:	<i>Local Government Act 1995</i>
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 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>	Deputy Chief Executive Officer 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, BPay and EFT transactions must be approved jointly by two Authorised Officers, one of whom must have Delegated Authority (CEO, 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, DCEO or EGO). Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p><u>Local Government Act 1995</u></p> <p><u>Local Government (Financial Management) Regulations 1996</u> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><u>Local Government (Audit) Regulations 1996</u></p> <p>Department of Local Government, Sport and Cultural Industries <u>Operational Guideline No.11 - Use of Corporate Credit Cards</u></p> <p>Department of Local Government, Sport and Cultural Industries: <u>Accounting Manual</u></p> <p>Council Policy 3.11 - Purchasing 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 *Local Government (Administration) Regulations 1996*.

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

The List of Payments is to be presented as an Attachment to the Agenda to Council each month.

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 \$500 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 \$500 per individual debt. c. A discount on venue hire fees as listed in the Schedule of Fees & Charges (excluding for the Short Stay Accommodation) may only be granted where the dollar amount does not exceed \$500. 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 \$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>	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

**Reporting
Requirements:**

[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.

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>	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><i>Local Government Act 1995</i></p> <p><i>Banking Act 1959</i></p> <p><i>Local Government (Financial Management) Regulations 1996</i> - 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<u><i>Local Government Act 1995</i></u> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. <u><i>Rates & Charges (Rebates & Deferments) Act 1995</i></u> <u><i>Valuation of Land Act 1978</i></u> <u><i>Fire & Emergency Services Act 1998</i></u> 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>	Deputy Chief Executive 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> <i>Rates & Charges (Rebates & Deferments) Act 1995</i> <i>Valuation of Land Act 1978</i> <i>Fire & Emergency Services Act 1998</i> 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 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<u>Local Government Act 1995</u> <u>Rates & Charges (Rebates & Deferments) Act 1995</u> <u>Valuation of Land Act 1978</u> <u>Fire & Emergency Services Act 1998</u> 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>	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:	<p><u>Local Government Act 1995</u></p> <p><u>Rates & Charges (Rebates & Deferments) Act 1995</u></p> <p><u>Valuation of Land Act 1978</u></p> <p><u>Fire & Emergency Services Act 1998</u></p> <p>Note - Decisions under this delegation may be referred for review by the State Administration Tribunal</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 Relevant notes to be kept on the property file within Synergysoft and the hard copy 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> <p>The full details of the decision and actions taken under this delegation is to be recorded in the rate record.</p>

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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation.
Compliance Links:	<p><u>Local Government Act 1995</u> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.</p> <p><u>Rates & Charges (Rebates & Deferments) Act 1995</u></p> <p><u>Valuation of Land Act 1978</u></p> <p><u>Fire & Emergency Services Act 1998</u></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 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 who 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>	Deputy Chief Executive Officer
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<p><i>Local Government Act 1995</i></p> <p><i>Rates & Charges (Rebates & Deferments) Act 1992</i></p> <p><i>Valuation of Land Act 1978</i></p> <p><i>Fire & Emergency Services Act 1998</i></p> <p>Notes - Decisions under this delegation may be referred for review by the State Administrative Tribunal</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 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 \$600 per application.
Council Conditions on this Delegation:	<ul style="list-style-type: none"> 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. b. Applications for community funding above \$600 are to be referred 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>	Nil
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<u>Local Government Act 1995</u> <u>Local Government (Financial Management) Regulations 1996</u>
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><i><u>Building Regulations 2012</u></i> - 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><i><u>Building Services (Registration Act) 2011</u></i> - Section 7</p> <p><i><u>Home Building Contracts Act 1991</u></i> - Part 3A, Division 2 - Part 7, Division 2</p> <p><i><u>Building and Construction Industry Training Levy Act 1990</u></i></p> <p><i><u>Heritage of Western Australia Act 1990</u></i></p> <p><i><u>Caravan & Camping Grounds Act 1995</u></i></p> <p><i><u>Caravan & Camping Grounds Regulations 1997</u></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 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>

6.2 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:	<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><i><u>Building Services (Complaint Resolution and Administration) Act 2011</u></i> - Part 7, Division 2</p> <p><i><u>Building and Construction Industry Training Levy Act 1990</u></i></p> <p><i><u>Heritage of Western Australia Act 1990</u></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 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><i>Building Act 2011</i> 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><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><i>Caravan & Camping Grounds Act 1995</i></p> <p><i>Caravan & Camping Grounds Regulations 1997</i></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 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><i>Building Regulations 2012</i></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><i>Building Act 2011:</i></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 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:	<i>Building Act 2011</i> - s.146 Confidentiality Code of Conduct <i>Freedom of Information Act 1992</i> <i>State Records Act 2000</i>
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:	<i>Building Act 2011</i> <i>Building Regulations 2012</i>
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 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.

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:	<p><u>Building Act 2011</u></p> <p><u>Building Regulations 2012</u></p> <p>Swimming Pool Provisions - AS1926.1 Standards (as amended)</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>Applications, plans and permits are to be recorded in accordance with the Shire of Dowerin Record Keeping Plan 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.

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:	<u>Bush Fires Act 1954</u> <u>Work Health and Safety Act 2020</u> 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:	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> 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:	<i>Bush Fires Act 1954</i>

Record Keeping:	<p><u><i>Bush Fires Regulations 1954</i></u></p> <p>Council Policy 2.2 – Risk Management Policy</p> <p>Shire of Dowerin Fire Order</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>

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:	<p><i>Bush Fires Act 1954:</i></p> <p>s.18(5), (11) Restricted burning times may be declared by FES Commissioner</p> <p>s.22(6) and (7) Burning on exempt land and land adjoining exempt land</p> <p>s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions</p> <p>s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land</p> <p><i>Bush Fire Regulations 1954:</i></p> <p>r.15 Permit to burn (Act s.18), form of and apply for after refusal etc.</p> <p>r.15C Local Government may prohibit burning on certain days</p> <p>r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times</p> <p>r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
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 firebreaks 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><i>Bush Fires Act 1954</i></p> <p><i>Bush Fires Regulations 1954</i></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:	<u><i>Bush Fires Act 1954</i></u> <u><i>Bush Fires Regulations 1954</i></u> 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 firebreaks
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:	<p><i>Bush Fires Act 1954</i></p> <p><i>Bush Fires Regulations 1954</i></p> <p>Shire's Annual Fire Break Notice</p> <p>Council Policy 2.2 - Risk Management 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>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.</p>
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:	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> 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:	<i>Bush Fires Act 1954</i> <i>Bush Fires Regulations 1954</i> 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 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><i><u>Bush Fires Act 1954:</u></i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy</p> <p><i><u>Bush Fires Regulations 1954</u></i> List of First Schedule penalties Form 2 – Withdrawal of Bush Fire Infringement Notice Council Policy 2.2 – Risk Management Shire of Dowerin Fire Order</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>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:	<u><i>Bush Fires Act 1954:</i></u> s.65 Proof of certain matters s.66 Proof of ownership or occupancy <u><i>Bush Fires Regulations 1954</i></u> 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><u>Cat Act 2011</u></p> <p><u>Cat Regulations 2012:</u></p> <p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <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:	<u><i>Cat Act 2011</i></u> <u><i>Cat Regulations 2012</i></u> - 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><u>Cat Act 2011</u></p> <p><u>Cat Regulations 2012:</u></p> <p>r.21 Application for approval to breed cats (s.36(2))</p> <p>r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f))</p> <p>r.23 Person who is not refused approval to breed cats (s.37(5))</p> <p>r.24 Duration of approval to breed cats (s.37(6))</p> <p>r.25 Certificate given to approved cat breeder (s.39(1))</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>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:	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i> <i>Cat (Uniform Local Provisions) Regulations 2013</i>
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:	<i>Cat Act 2011</i> <i>Cat Regulations 2012</i>
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 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><u>Dog Act 1976</u> 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:	<u><i>Dog Act 1976</i></u> 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:	<i>Dogs Act 1976</i> 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:	<u>Dogs Act 1976</u> <u>Dog Regulations 2013</u> 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:	<u>Dogs Act 1976</u> <u>Dog Regulations 2013</u> 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:	<i>Food Act 2008</i> 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:	<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"> • 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:	<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/Food Premises.</p>
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
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 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>	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:	<u>Graffiti Vandalism Act 2016</u> 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:	<i>Graffiti Vandalism Act 2016</i>
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><i>Public Health Act 2016</i></p> <p><i>Health (Asbestos) Regulations 1992</i></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:	<u><i>Public Health Act 2016</i></u> 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><u>Public Health Act 2016</u></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><u>Criminal Investigation Act 2006</u>, Parts 6 and 13 - refer s.245 of the <i>Public Health Act 2016</i></p>

Record Keeping:	<p><i>The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016</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>

12.4 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:	<u><i>Public Health Act 2016</i></u> 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 <i>Planning and Development Act 2005</i> 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.

13.2 Determination of Applications for Development Approval

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 2
Delegate: Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer Authority to approve or refuse applications for development approval, with or without conditions, is extended to the Chief Executive Officer, subject to consistency with the <i>Shire of Dowerin Town Planning Scheme No. 2</i> (the Scheme), including giving due regard to relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.
Council Conditions on this Delegation:	<p>1.1 General Exclusions Applications for development approval for development exceeding \$1M in value and/or a net increase of in excess of 1 dwelling and/or a net increase of over 300m² in building floor area may not be determined under delegated authority.</p> <p>1.2 Specific Exclusions and Exceptions for Minor Works, etc.</p> <p>a. Subject to f) below, with respect to applications for development approval for development other than advertising signage, domestic outbuildings, sea containers and/or other similar storage containers, fencing and residential additions/alterations, any delegated decision must be consistent with, rather than giving due regard to, relevant Local Planning Policies.</p> <p>b. Subject to f) below, applications for development approval for development of land within a Local Reserve may only be approved under delegated authority where it is consistent with the purpose of the Reserve.</p> <p>c. Subject to f) below, applications for development approval for the types of land-use or development listed below may only be refused under delegated authority:</p> <ol style="list-style-type: none"> i. Abattoir; ii. Hotel; iii. Industry - Extractive; iv. Liquor Store; v. Motel; vi. Piggeries; vii. Restricted Premises (adult shop); viii. Tavern; ix. Telecommunication Infrastructure; and x. Any other development associated with racing, gaming or the sale of liquor, other than where development is of a temporary nature (no more than 48 hours duration). <p><i>(Note: Should the Chief Executive Officer feels that the application may warrant approval, the application shall be reported to Council for consideration)</i></p>

- d. Subject to f) below, unless specifically provided for in a Local Planning Policy or Policies, applications for development approval that must be assessed under the provisions of Clause 3.2.5 of the Scheme ('uses not mentioned' in the Zoning Table of the Scheme) may only be refused under delegated authority.
(Note: Should the Chief Executive Officer feels that the application may warrant approval, the application shall be reported to Council for consideration)
- e. Subject to f) below, applications for development approval that must be assessed under the provisions of Part IV, clauses 4.1 up to and including 4.6 of the Scheme (the 'non-conforming uses' provisions) may only be refused under delegated authority.
(Note: Should the Chief Executive Officer feels that the application may warrant approval, the application shall be reported to Council for consideration)
- f. Subject to g) below, the provisions of a) - e) above do not apply to applications to:
- amend the approval so as to extend the period within which the approval must be substantially commenced; and
 - alterations and/or expansions affecting a maximum area of 10% of the existing development or 100m² (in terms of floor space or land area in use, as appropriate), whichever is the lesser, and which are associated with existing, lawful land-uses, wherein the application may be refused or approved, with or without conditions, under delegated authority.
- g. Where an application to extend the period within which the approved development must be substantially commenced is issued pursuant to f) above, the term of any extension shall not exceed 12 months, however, an unlimited number of extensions may be granted under delegated authority.

AMENDED PLANS

Notwithstanding 1.2 a) and 1.2 b) above, amended plans relating to applications determined by Council, may be determined under delegated authority where:

- a. The amended plan, if submitted as a new application, could have been determined under delegated authority; and/or
- b. The amended plans do not differ from the determined plans in any respect which generates a need to undertake consultation pursuant to clause 64 of the *deemed provisions for local planning schemes* (advertising applications) and/or Part 4 (Consultation) of the R-Codes; and/or
- c. The amended plans do not differ from the determined plans in respect of the number of residential units or an increase in floor space of more than 10% or 100m² (in terms of floor space or land area in use, as appropriate), whichever is the lesser.

	<p>CONDITIONS RELATED TO CONSULTATION</p> <p>Applications for development approval that have been advertised for consultation purposes in accordance with the provisions of clause 64 (advertising applications) of the <i>deemed provisions for local planning schemes</i> and/or Part 4 of the R-Codes (consultation), may only be approved under delegated authority if:</p> <ol style="list-style-type: none"> a. No submissions were received, or only supportive submissions that do not request any change to the development were received; or b. Submissions that raise concerns with the proposed development were received, and those concerns are, in the opinion of the Chief Executive Officer, clearly not material planning considerations; c. Submissions that raise concerns with the proposed development were received, and those concerns are material planning considerations, but; <ol style="list-style-type: none"> i. Through liaison with the party or parties that lodged the submissions and/or amendments to the application and/or the application of conditions, the matters raised in the submissions can be resolved to the satisfaction of the Chief Executive Officer, the applicant, and the party or parties that lodged the submissions (the Chief Executive Officer must also ensure that the interests of fourth parties are protected and undertake further consultation if considered necessary), and ii. Prior to approval of the application, the applicant and/or party or parties who lodged the submissions have provided written (including via email) confirmation of their acceptance of the terms of the proposed delegated decision. <p><i>(Note: Should (a), (b) or (c) above not apply, or the Chief Executive Officer feels that the application should be refused, the application shall be reported to Council for consideration)</i></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 <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83</p>
<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p>Town Planner</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 Act 1995</u> <u>Planning and Development (Local Planning Scheme) Regulations 2015</u> Part 10 of Schedule 2 Shire of Dowerin Town Planning Scheme No. 2</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>. 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.</p>

Reporting Requirements:

The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

13.3 Recommendations to the Western Australian Planning Commission (WAPC) regarding Applications for Subdivision/Amalgamation or Strata Title

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 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>	Authority to make recommendations to the WAPC with regards to applications referred to Council pursuant to Part 10 (Subdivision and development control) of the <i>Planning and Development Act 2005</i> , subject to consistency with the Scheme, relevant Local Planning Policies, and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.
Council Conditions on this Delegation:	Applications that, were they approved by the WAPC, might result in a net increase of more than 2 lots, a recommendation to the WAPC may only be made under delegated authority if: <ul style="list-style-type: none"> a. The application is consistent with a strategy, structure plan approved by the WAPC, local development or other plan endorsed by Council, or which forms part of the Scheme and/or a Local Planning Policy; and/or b. The application is for amended plans for an application that has been considered by Council within the last two years and the amendments are, in the opinion of the Chief Executive Officer, of a minor nature.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83
Sub-Delegate/s: <i>Appointed by CEO</i>	Town Planner
CEO Conditions on this Sub-Delegation:	Conditions on the original delegation also apply to the sub-delegation
Compliance Links:	<u>Local Government Act 1995</u> <u>Planning and Development (Local Planning Scheme) Regulations 2015</u> Part 10 of Schedule 2 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 <u>Here</u>) in accordance with r.19 of the <i>Local Government (Administration) Regulations 1996</i> . The full details of any decisions and actions taken under this delegation is to be recorded on the property file within Synergy soft 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.

13.4 Clearance of Conditions of Development Approval, or Conditions of Subdivision/Amalgamation or Strata Title Approval

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 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>	Authority to advise regarding clearance of conditions of development approval, and to advise the WAPC with regards to the clearance of conditions set pursuant to Part 10 (Subdivision and development control) of the <i>Planning and Development Act 2005</i> and for which Council is nominated as a clearance agency, subject to consistency with the Scheme, Local Planning Policies, and the exclusions/conditions set out below.
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 <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83
Sub-Delegate/s: <i>Appointed by CEO</i>	Town Planner
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<i>Local Government Act 1995</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Part 10 of Schedule 2 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> . 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.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

13.5 Advising other Regulatory Authorities on Planning Matters

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 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>	Authority to advise other regulatory authorities (other than the WAPC) with respect to applications for subdivision) with respect to matters where planning-related advice is required, subject to consistency with existing planning or other local government approvals, as appropriate, and the Scheme, relevant Local Planning Policies and/or WAPC/State Planning Policies, and the exclusions/conditions set out below.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83
Sub-Delegate/s: <i>Appointed by CEO</i>	Town Planner
CEO Conditions on this Sub-Delegation:	
Compliance Links:	<u>Local Government Act 1995</u> <u>Planning and Development (Local Planning Scheme) Regulations 2015</u> Part 10 of Schedule 2 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> . 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.
Reporting Requirements:	The Delegations Register is to be reported to Council monthly as an attachment to the Information Report.

13.6 Planning Appeals, Requests for Reconsideration

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 2
Delegate: Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer Authority to respond to appeals made to the State Administrative Tribunal (including appointment of Counsel), or requests for reconsideration lodged with the WAPC, subject to consistency with any resolution of Council relating to the matter subject of an appeal or request for reconsideration, the Scheme, Local Planning Policies (in the event of any inconsistency between the Scheme, Local Planning Policies and any resolution of Council relating to the matter subject of an appeal or request for reconsideration, then the resolution of Council shall prevail), and the exclusions/conditions set out below.
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 <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83
Sub-Delegate/s: <i>Appointed by CEO</i>	Town Planner
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<u>Local Government Act 1995</u> <u>Planning and Development (Local Planning Scheme) Regulations 2015</u> Part 10 of Schedule 2 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> . The full details of any decisions and actions taken under this delegation is to be recorded on the property file within Synergy soft 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.

13.7 Planning Enforcement

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 (Local Planning Schemes) Regulations 2015:</i> Schedule 2, Part 10, Clause 82 Shire of Dowerin Town Planning Scheme No, 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>	Authority to appoint and direct Counsel where Council has resolved to issue an enforcement notice under Part 13 of the <i>Planning and Development Act 2005</i> , subject to consistency with the resolution of Council and the exclusions/conditions set out below
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 <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> Schedule.2, Part 10, cl.83
Sub-Delegate/s: <i>Appointed by CEO</i>	Town Planner
CEO Conditions on this Sub-Delegation:	Nil
Compliance Links:	<u><i>Local Government Act 1995</i></u> <u><i>Planning and Development (Local Planning Scheme) Regulations 2015</i></u> Part 10 of Schedule 2 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> . 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.
Reporting Requirements:	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:	<i>Health Act 1911</i>
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:	<i>Local Government (Functions and General) Regulations 1996</i> 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)]; and 2. 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>



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Moonijin East Rd

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Lat/Long: -30.942824, 117.101232

Created on: 25/01/2024 12:31:02 PM



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Moonijin East Rd

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Lat/Long: -30.942824, 117.101232

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4070041

Moonijin East Rd

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Lat/Long: -30.942780, 117.101118

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Moonijin East Rd

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Moonijin East Rd

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4070041

Moonijin East Rd

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Lat/Long: -30.942825, 117.101294

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