



SHIRE OF
DOWERIN
TIN DOG TERRITORY

MINUTES

Ordinary Council Meeting

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

Table of Contents



1.	Official Opening / Obituaries
2.	Record of Attendance / Apologies / Leave of Absence
3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 16 May 2023
8.	Minutes of Committee Meetings to be Received
8.1	Wheatbelt North RRG Meeting held on 17 May 2023
9.	Recommendations from Committee Meetings for Council Consideration
10.	Announcements by the President Without Discussion
11.	Officer's Reports - Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
11.3	Pioneers Pathways MOU Extension
11.4	Amery Acres Incorporated
11.5	New Fees and Charges for Dowerin Community Resource Centre
12.	Officer's Reports - Governance and Compliance
12.1	Independent Panel Member - Chief Executive Officer (CEO) Recruitment
12.2	Policy Manual Review - Council Related Policies
13.	Officer's Reports - Works and Assets
14.	Urgent Business Approved by the Person Presiding or by Decision
14.1	Appointment of Acting Chief Executive Officer
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 20 June 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.07pm. In opening the meeting, the CEO, Management and Councillors acknowledged the passing of Ex Dowerin Resident Robert James Maisey with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public: Mrs Lyn Phillips

Apologies: Cr LG Hagboom

Approved Leave of Absence: Nil

3. Public Question Time

Mrs Lyn Phillips – presented a letter to Council dated 14 June 2023 seeking clarification surrounding verge clearing within the Shire.

4. Disclosure of Interest

Cr DP Hudson – Proximity Interest Item 11.4
Mr A Wooldridge – Financial Interest Item 14.1

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 16 May 2023.

Attachment 7.1A

Voting Requirements



SHIRE OF
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MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 16 May 2023



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1.	Official Opening / Obituaries
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3.	Public Question Time
4.	Disclosure of Interest
5.	Applications for Leave of Absence
6.	Petitions and Presentations
7.	Confirmation of Minutes of the Previous Meetings
7.1	Ordinary Council Meeting held on 18 April 2023
8.	Minutes of Committee Meetings to be Received
8.1	Great Eastern Country Zone (GECZ) Committee Meeting held on 17 April 2023
8.2	NEWROC Council Meeting held on 27 April 2023
8.3	Dowerin Local Emergency Management Committee (LEMC) Meeting held on 8 May 2023
9.	Recommendations from Committee Meetings for Council Consideration
10.	Announcements by the President Without Discussion
11.	Officer's Reports – Corporate and Community Services
11.1	Financial Activity Statements
11.2	List of Accounts Paid
12.	Officer's Reports – Governance and Compliance
12.1	Risk Dashboard Quarterly Report – March 2023
12.2	Integrated Strategic Plan Reporting – Quarterly Monitoring Review – April 2023
12.3	Appointment of Acting Chief Executive Officer
12.4	Lot 53 Jones Street Dowerin – Development Approval (DA) Application
13.	Officer's Reports – Works and Assets
13.1	Regional Road Group (RRG) 5 Year Plan – Proposed Amendment
14.	Urgent Business Approved by the Person Presiding or by Decision
15.	Elected Members' Motions
16.	Matters Behind Closed Doors
16.1	Chief Executive Officer (CEO) Recruitment
16.2	Appointment of Chief Executive Officer (CEO) Recruitment Consultant
17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 16 May 2023



1. Official Opening / Obituaries

The President welcomes those in attendance and declares the Meeting open at 4.05pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff:

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

Members of the Public:

Apologies: Mr A Wooldridge, Deputy Chief Executive Officer

Approved Leave of Absence: Cr AJ Metcalf (was in attendance)

3. Public Question Time

4. Disclosure of Interest

Financial Interest - Item 12.6 - 61 Jones Street Dowerin - Development Approval (DA) Application - Cr BA Ward.

5. Applications for Leave of Absence

5.1 Nil

6. Petitions and Presentations

Nil

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

7.1 Ordinary Council Meeting held on 18 April 2023.

Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7.1

Moved: Cr Allsopp

Seconded: Cr Hudson

- 0774** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Ordinary Council Meeting held 18 April 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 8/0

8.	Minutes of Committee Meeting(s) to be Received
8.1	Great Eastern Country Zone (GECZ) Committee Meeting held on 17 April 2023 Attachment 8.1A
8.2	NEWROC Council Meeting held on 27 April 2023 Attachment 8.2A
8.3	Dowerin Local Emergency Management Committee (LEMC) Meeting held on 8 May 2023 Attachment 8.3A

Voting Requirements

- Simple Majority Absolute Majority

Councillor's Recommendation/Resolution - 8
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Moved: Cr Ward **Seconded:** Cr Metcalf

- 0775** That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the GECZ Committee Meeting held on 17 April 2023, as presented in Attachment 8.1A, Minutes of the NEWROC Council Meeting held on 27 April 2023, as presented in Attachment 8.2A, and the Minutes of the Dowerin LEMC Meeting held on 8 May 2023, as presented in Attachment 8.3A, be received by Council.

CARRIED 8/0

9.	Recommendations from Committee Meetings for Council Consideration
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Nil

10.	Announcements by the President Without Discussion
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President Trepp - A lot of anger and turmoil in the world today. I recently returned from holidaying over east, and I witnessed a heated exchange between members of the public. I wondered, why is everyone is so angry, and this reminded me of a You Tube video titled 'Rats in a cage'. The moral of this video is that people tend to be angry toward another person, however this is not a true indication of the root cause of the individual's anger. We need to take time to reflect and be more conscious of our actions.

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	5 May 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 / 2022-2023 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A - April 2023 Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 - Statement of Financial Activity

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

Note 2 - Cash and Financial Assets

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

Note 3 - Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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 McMorran

Seconded: Cr Allsopp

0776 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 April 2023, as presented in Attachment 11.1A.

CARRIED 8/0

11.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 May 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 - List of Accounts Paid - April 2023	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority Absolute Majority

Officer’s Recommendation/Resolution – 11.2

Moved: Cr Hudson **Seconded:** Cr Ward

0777 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 – April 2023	
EFT 10804 to EFT 10853	\$284,488.29
Direct Debit: Credit Card Payment: March 2023	\$3,764.19
Direct Debit: Synergy	\$17,561.61
Direct Debit: Bank Fees	\$253.90
Direct Debit: Water Corporation	\$8,423.10

Direct Debit: XENEX Systems	\$461.95
Direct Debit: Telstra	\$1,183.82
Direct Debit: Staff Reimbursement	\$215.61
Direct Debit: Wesfarmers Kleenheat Gas	\$201.28
One Off Sundry Payments	\$110.00
PPE Mar 2023 - Wages	\$40,789.46
PPE Mar 2023 - Wages	\$40,312.87
Superannuation	\$5934.89
TOTAL	\$403,700.97

CARRIED 8/0

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Risk Dashboard Quarterly Report – March 2023

<h1>Governance & Compliance</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	20 April 2023	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Compliance/Risk Management/Reporting	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Risk Dashboard Quarterly Report – March 2023	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Risk Dashboard Quarterly Review to Council for endorsement.

Background

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

Appropriate governance of risk management within the Shire provides:

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

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

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

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

Comment

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

The following comments against current actions are noted:

Asset Management

Action: Revaluation of sewerage assets

Comment: Revaluation completed June 2022.

Action: Implement New Fuel Stock Control System

Comment: Completed.

Action: Revaluation of Land & Buildings

Comment: Revaluation completed June 2022.

Action: Review of Long-Term Financial Plan

Comment: Reviewed and adopted by Council.

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

Business Disruption

Action: Development of IT Disaster Recovery Plan

Comment: Deferred until DCEO has reviewed IT Systems and Controls

KPI: LEMC meetings 2, Improving

KPI: LEM annual exercise 1, improving

Compliance

Action: Review of Long-Term Financial Plan

Comment: Completed and adopted by Council

Action: Review of Information Management System

Comment: Commenced; Expected to be finalised September 2023

Action: End of Financial Audit - Prepare

Comment: Financials Year Ending 2021/22 completed

KPI: Financial Management System Review (Every 3 years)

Comment: Compliant

KPI: CEO Regulation 17 Review (Every 3 years)

Comment: Completed;

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

Comment: Inspections completed November 2022

Document Control

Action: Review SharePoint System

Comment: Progressing; Review underway, expected to be finalised by June 2023

KPI: Record Keeping Plan; Compliant

Employment Practices

Action: Review of Staff Induction process

Comment: Review nearly complete

Action: Develop Health & Wellbeing Plan

Comment: Implementing 2023 Plan

Action: Review Workforce Plan

Comment: Review underway, expected to complete June 2023

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

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

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

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

KPI: Employee Turnover (% Turnover of Permanent Staff)

Comment: KPI to be reviewed to consider tolerance and measure

Engagement Practices

Action: Review Community Complaints, Feedback & Request Handling Process

Comment: Reviewed in conjunction with SharePoint review; currently underway

Action: Review Process for Customer Response Requests

Comment: Reviewed in conjunction with SharePoint review; currently underway

Environmental Management

Action: Address Compliance of Waste Water Re-Use

Comment: Recycled Water Quality Management Plan in draft

Management of Facilities/Venues/Events

Action: Develop Event Management Framework

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

Action: Public Buildings Inspected Annually for Compliance

Comment: Inspections completed November.

IT and Communication Systems

Action: Document IT Infrastructure Replacement Program

Comment: Linked with IT Framework & Services

Safety and Security Practices

Action: Assess Shire Building and Facility Safety and Security

Comment: Completed November

Action: Develop Isolated Worker Management Procedure

Comment: Policy signed off, yet to prepare procedure

Action: Conduct Annual BCP and LEMC Drills

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

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

Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Linley Dreghorn, Executive & Governance Officer

Policy Implications

Policy 2.2 - Risk Management Policy is applicable.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.1

Moved: Cr Trepp

Seconded: Cr Hagboom

0778 That, by Simple Majority, in accordance with Regulations 16 and 17 of the *Local Government (Audit) Regulations 1996*, Council receives the quarterly Risk Dashboard Quarterly Report - April 2023, as presented in Attachment 12.1A, on the progress of actions to identify risks and track treatments to manage risks at the Shire of Dowerin.

CARRIED 8/0

12.2 Integrated Strategic Plan Reporting - Quarterly Monitoring Review - April 2023

Governance & Compliance



Date:	8 May 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	As Above
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Corporate Management/Reporting/Integrated Planning & Reporting Quarterly Monitoring Review
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A - Integrated Strategic Plan - Quarterly Monitoring Review - April 2023

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Integrated Strategic Plan & Reporting (ISP) Quarterly Monitoring Review for April 2023 to Council for consideration and, if satisfactory, adoption.

Background

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

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

Comment

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

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

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

The Integrated Strategic Plan Quarterly Monitoring Review - April 2023 is presented to Council for its perusal.

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

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

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

Consultation

Nil

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

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

Long Term Financial Plan

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.2

Moved: Cr Allsopp

Seconded: Cr Hudson

0779

That, by Simple Majority, in accordance with Section 5.56(1) of the *Local Government Act 1995*, Council receives the Integrated Strategic Plan - Quarterly Monitoring Review - April 2023, as presented in Attachment 12.2A.

CARRIED 8/0

12.3 Appointment of Acting Chief Executive Officer

Governance & Compliance



Date:	1 May 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item is presented to Council to consider either appointing the current Deputy Chief Executive Officer (DCEO) should a Chief Executive Officer (CEO) be appointed through the current recruitment process or appoint an Acting CEO should the current recruitment process not be successful.

Background

The Shire is commencing a recruitment process for the replacement of the outgoing CEO. It is likely, due to the departure date of the outgoing CEO and the potential commencement date of the incoming CEO that there will not be a CEO, as such it is imperative for Council to ensure there is an acting CEO during any overlapping period.

Comment

The current recruitment process will commence upon ratification from Council at this meeting of the CEO Recruitment Package, Position Description and Total Rewards Package. It is anticipated that the advertising of the position will commence 24 May 2023 with the application submission period ending on 9 June 2023. It is expected, should acceptable candidate applications be received the recruitment process could be finalised no later than the first week in July.

Depending on the outcome of the recruitment process and the required notice period the incoming CEO would need to provide, the commencement date could be anything from four (4) weeks to three (3) months. This would result in a potential commencement date of between July 2023 and September 2023.

With the outgoing CEO's last day being 2 August 2023 (leave until 8 September 2023) and the official employment end date being 8 September 2023, there is a possibility of the CEO position being unoccupied for more than 48 hours.

Consultation

Rebecca McCall, Chief Executive Officer

Aaron Wooldridge, Deputy Chief Executive Officer

Cr Robert Trepp, Shire President

Policy Implications

Council Policy 2.6 Senior Employees and Acting Chief Executive Officer Policy is relevant to this item, with the following parts of the policy relevant.

Acting Chief Executive Officer

Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave subject to the following conditions;

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 10 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

Statutory Implications

Section 5.39 and 5.39C of the *Local Government Act 1995* is relevant.

5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*
- (1a) *Despite subsection (1) –*
 - (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
 - (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*
- (2) *A contract under this section –*
 - (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
 - (b) *in every other case, cannot be for a term exceeding 5 years*
- (3) *A contract under this section is of no effect unless –*
 - (a) *the expiry date is specified in the contract; and*
 - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and*
 - (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*

- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.
- (8) A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.

5.39C. Policy for temporary employment or appointment of CEO

- (1) A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following –
- (a) the employment of a person in the position of CEO for a term not exceeding 1 year;
 - (b) the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.

* Absolute majority required.

- (2) A local government may amend* the policy.

* Absolute majority required.

- (3) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

- (4) The CEO must publish an up-to-date version of the policy on the local government's official website.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

Nil

Long Term Financial Plan

There will be no impact on the Long-Term Financial Plan as remuneration is factored into the proposed 2023/24 budget.

Risk Implications

Risk Profiling Theme	Employment Practices
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Council Policies

Action (Treatment)	Recruitment and enactment of Council Policies.
Risk Rating (after treatment)	Adequate

Financial Implications

The cost to engage an Acting CEO can be covered under the existing budget allocation in (GL 2140500) so no additional financial implications.

Officers Recommendation

That, by Simple Majority, in accordance with Section 5.39 and 5.39C of the *Local Government Act 1995*, Council resolves to:

1. Appoint the Deputy Chief Executive Officer as the Acting Chief Executive Officer for the period of 2 August until 8 September whilst the Chief Executive Officer is on annual leave.
2. Approve the remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the CEO's total reward package.
3. Nominates the Shire President in conjunction with the Deputy Shire President to appointment the Deputy Chief Executive Officer as the Acting Chief Executive Officer should the successful candidate's commencement date be greater than the date of the outgoing CEO official last day, or until such time as a substantive Chief Executive Officer has been recruited and commences employment with the Shire, but not for a period exceeding twelve (12) months, subject to the following:
 - a. The remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the outgoing CEO's total reward package; and
 - b. The Acting Chief Executive Officer to have the same use of a Council vehicle as the outgoing Chief Executive Officer.

Resolution

Moved: Cr Metcalf

Seconded: Cr McMorran

0780 **That, by Simple Majority, in accordance with Section 5.39 and 5.39C of the *Local Government Act 1995*, Council resolves to have the CEO investigate the availability and costing to engage an Acting Chief Executive Officer for the period of 2 August until 8 September whilst the Chief Executive Officer is on annual leave, or until such time as a substantive Chief Executive Officer has been recruited and commenced employment with the Shire, but not for a period exceeding twelve (12) months.**

CARRIED 8/0

Reason

Dependent upon the CEO recruitment process, it may be twelve months before the new CEO can commence. Council is concerned that the workload for the current and impending projects is too critical to be the sole responsibility of one manager. It was therefore decided to investigate the appointment of an external Acting CEO.

12.4 Lot 53 Jones Street Dowerin – Development Approval (DA) Application

<h2 style="color: red;">Governance & Compliance</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	9 May 2023	
Location:	Lot 53 (61) Jones Street, DOWERIN 6461	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Laura Pikoss, Planner HBP Services WA	
Legislation:	<i>Planning & Development Act 2005</i>	
Sharepoint Reference:	N/A	
Disclosure of Interest:	Financial Interest – Cr Ward	
Attachments:	Nil	

4.43pm – Cr Ward left the meeting.

Purpose of Report

Executive Decision

Legislative Requirement

Summary

The council is in receipt of a planning application, seeking council approval to establish two dwellings (one ancillary), to provide accommodation for family members on a single lot zoned rural. The zone is permissible for a single house only.

It should be noted that the ‘R codes’ do not apply to rural zoning, have provisions for an ancillary dwelling on residential zoned lots. Therefore, a planning development application is required to assess the impact permissibility of two single level dwellings on the same lot. The lot size is 21,124m² and both dwellings can achieve the setback requirements as stipulated in the scheme.

The Shire of Dowerin Local Planning Scheme No 2 does not have any provisions for an ancillary dwelling as most neighboring shires. It has been assessed that the two dwellings do not create any impact on the surrounding neighbours or impact the zone objectives. The development supports the current strategic community plan.

As the specific use is not mentioned in the Zoning table, it is deemed to be excluded from general terms described any other use: As stipulated in section 3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may - (a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;

It is recommended that Council grant Planning Approval for the placement of a single house and Ancillary dwelling.

Background

The site is a vacant rural lot that currently has two machinery sheds located on the lot. The the Shire of Dowerin Local Planning Scheme No 2 does not have any provisions for an ancillary dwelling as outlined in the R-codes that apply in the residential zones. It would be appropriate for landowners to have the same ability to have a secondary or ancillary dwelling located on a single lot.

Description of Proposal

The development proposal consists of two dwellings, the first dwelling is to be located on the front of the block, with an approximate size of 121m², the second dwelling of approximately 185m². The total lot size is 21,142m².

The development is located Lot 53 (61) Jones Street, DOWERIN 6461, and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Dowerin Scheme No 2'. The Rural Zone objectives are as follows:

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

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



Figure 1 Site Plan

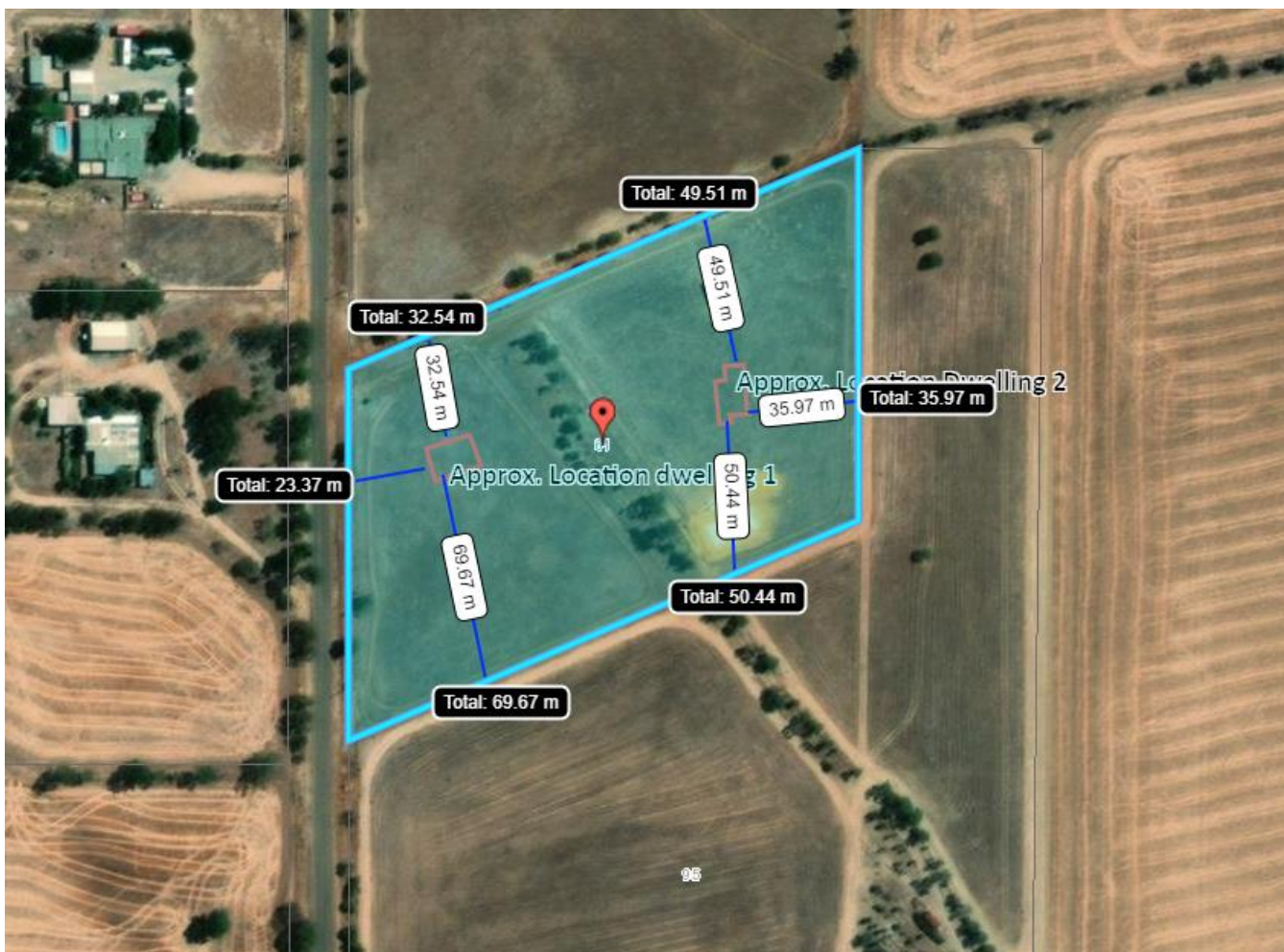


Figure 2: Approx distances from street front

Site and Location

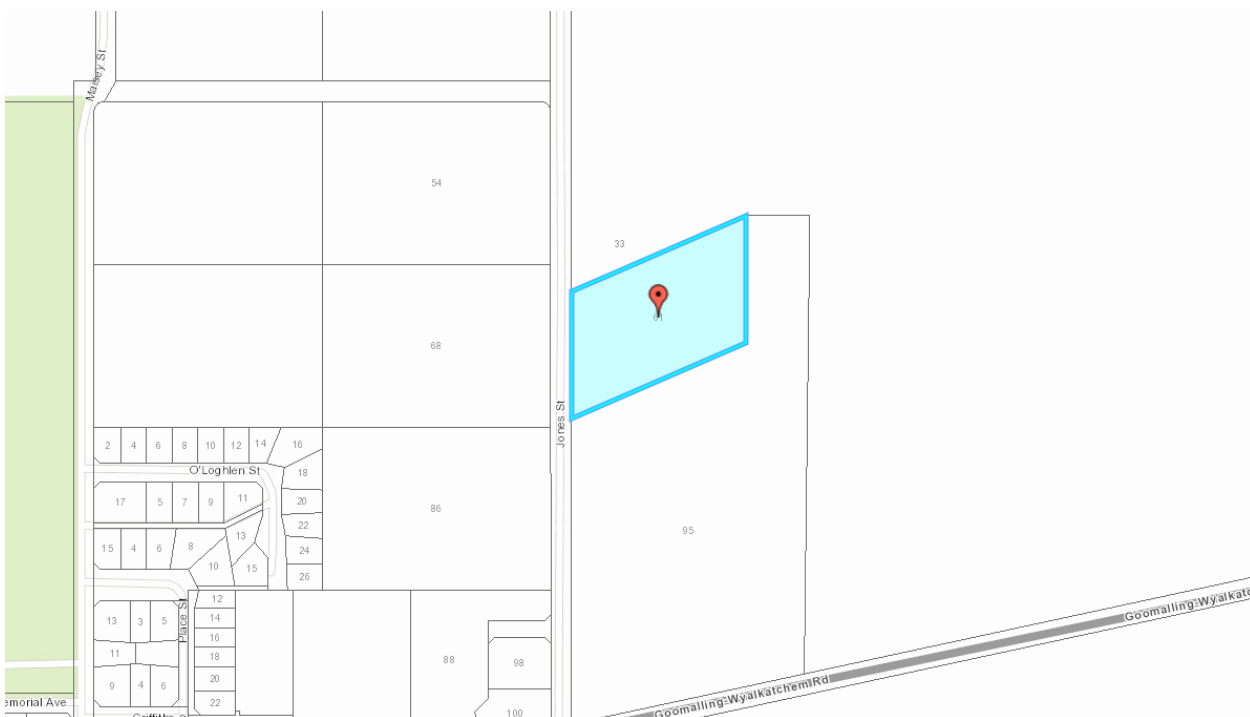


Figure 3 Subject Site

There are no specific setback distances prescribed in the Shire of Dowerin Local Planning Scheme No 2 Scheme, however section 4.10 states the following:

RURAL ZONE 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'.

- The minimum primary street setback required is 20m.
- Secondary & rear minimum 10 m

Both dwellings can achieve the 20m setback from primary street front.

Dwelling 1: The proposed dwelling is a 3 bedroom and 2-bathroom dwelling with a total floor area of 121m². The development design conforms to the R code requirements and is sympathetic to the existing environment.



Dwelling 2 (Ancillary): The proposed dwelling is a 4 bedroom by 2-bathroom dwelling with a floor area of 185m² the development design conforms to the R code requirements and is sympathetic to the existing environment. The Ancillary dwelling meets the design principles outlined in the R code.



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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.1

Reference: 5.1.1

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.3

Reference: 3.3.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

As to the planning framework a ‘Single house and Ancillary dwelling’ is assessed and determined under the provisions of the Shire of Dowerin Local Planning Scheme No.2. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Dowerin Local Planning Scheme (LPS) No.2 <i>(Statutory instrument)</i>	
Current Zoning	<i>Rural</i>
Permissibility (Table 1 – Zoning Table)	<p><i>Table 1 – Zoning Table of LPS 2 qualifies a single house as ‘P’ use. This means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme. However, the scheme is silent on secondary/ ancillary dwellings and the R codes do not apply in full in rural zone.</i></p> <p><i>Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use:</i></p> <p><i>As stipulated in section 3.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may - (a) determine that the use is consistent</i></p>

	<i>with the objectives of the particular zone and is therefore permitted;</i>
Objectives	<p><i>The Council's LPS 2 nominates the objectives of the Rural I Zone to:</i></p> <ul style="list-style-type: none"> <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>
Development Standards	<p><i>LPS 2 stipulates the following standards for development in the Rural Zone:</i></p> <p><i>Single house to have setbacks in accordance with Residential Design Code 'R2'.</i></p> <ul style="list-style-type: none"> <i>• The minimum primary street setback required is 20m.</i> <i>• Secondary & rear minimum 10 m</i>
<p>Planning and Development (Local Planning Scheme) Regulations 2015 <i>(Statutory instrument)</i></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 <i>(Statutory instrument - tied to Planning Regulations)</i></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>

<p>6.2 Strategic planning proposals, subdivision and development applications</p>	<p>Section 6.2 of SPP 3.7 a) states:</p> <p>a) <i>Strategic planning proposals, subdivision and development applications within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></p> <p>b) <i>Any strategic planning proposal, subdivision or development application in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></p> <p>c) <i>This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</i></p>
<p>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas (Guidance document - tied to SPP 3.7)</p>	
<p>5. Exemptions</p>	<p>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</p> <ul style="list-style-type: none"> • result in the intensification of development (or land use); • result in an increase of residents or employees; • involve the occupation of employees on site for any considerable amount of time; or • result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.

Comment

As the specific use is not mentioned in the Zoning table, it is deemed to be excluded from general terms described for any other use:

As stipulated in section 3.4.2, *If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may -*

- a) *determine that the use is consistent with the objectives of the particular zone and is therefore permitted;*

It is recommended that Council grant Planning Approval for the placement of a single house and Ancillary dwelling.

Risk Implications

<p>Risk Profiling Theme</p>	<p>Engagement Practices</p>
<p>Risk Category</p>	<p>Reputation (Social/Community)</p>
<p>Risk Description</p>	<p>Unsubstantiated, localised low impact on community trust, low profile or no media item</p>
<p>Consequence Rating</p>	<p>Minor (2)</p>
<p>Likelihood Rating</p>	<p>Unlikely (2)</p>

Risk Matrix Rating	Low (4)
Key Controls (in place)	Town Planning Scheme
Action (Treatment)	Development Approval Application Procedures
Risk Rating (after treatment)	Adequate

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.4

Moved: Cr McMorran

Seconded: Cr Sewell

0781 That Council, by Simple Majority, in accordance with the *Local Government Act 1995*, approves the Development Application as received on 1 May 2023, subject to the following conditions:

CONDITIONS

1. Storm water to be contained within the lot.
2. Installation of a 6-metre-wide crossover is to be established from the road surface to the front boundary of the property.

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 7/0

4.47pm - Cr Ward re-entered to the meeting

13. OFFICER'S REPORTS - WORKS AND ASSETS

13.1 Regional Road Group (RRG) 5 Year Plan - Proposed Amendment

<h1>Asset & Works</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 May 2023	
Location:	Not Applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	As Above	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:		
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A - RRG 5 Year Amended Plan	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the Regional Road Group (RRG) 5 Year Plan - Proposed Amendment to the Council for consideration and, if satisfactory, adoption.

Background

There are 10 Regional Road Groups (RRG) in WA, established under the State Road Funds to Local Government Agreement which is overseen by a State Advisory Committee (SAC). The RRGs make recommendations to the SAC regarding the Annual Local Road Program for the region.

The RRG's are comprised of elected representatives from each Local Government within the road group. Most groups are supported by a sub-group or technical committee comprised of Local Government staff. Administrative support is provided by Main Roads WA. RRGs importantly provide Local Government with a voice on how the State Government's contribution to local roads is spent. RRG members serve a vital and valuable role in ensuring road funding decisions maximise community benefit and preserve and improve the public road network across Western Australia.

A RRG is responsible for:

- assessing road-funding submissions from its member local governments;
- the annual distribution of funds to local government roads; and
- monitoring and reporting on the effectiveness of applying funds to local government roads in its regions.

A RRG may establish a Regional Road Sub-Group to:

- assist to identify road funding priorities;
- consider local road issues to inform decision making by the RRG; and
- provide advice to the RRG.

Local Governments (via RRG) work collaboratively to review their local road network to produce an agreed strategic approach to allocate limited funding across the extensive local road network in WA.

Road Project Grants are to be used for specific projects that are assessed and prioritised by the Regional Road Groups in accordance with the State Road Funds to Local Government Procedures and the Roads 2030 Regional Strategies for Significant Local Government Roads. Funding is on a 2/3 State and 1/3 Local Government basis. Allocations are based on a five-year program.

Comment

The Wheatbelt North Regional Road Group Kellerberrin Sub-Group have recently released surplus funding of \$128,406 including council contribution to be allocated to a new or existing project for the 2023/24 financial year.

It is the Asset and Works Coordinator's recommendation that the Shire of Dowerin utilize this surplus to repair pavement failure on the Koombekine North Road between SLK 1.10-1.90, which would be an extension of the current project scope, including the total reconstruction of Koombekine North Road between SLK 4.45 - 6.62.

The projected costing of this inclusion has exceeded available funds to complete the current project scope, so it is recommended that we reduce our planned two-coat seal to a single coat seal with the final seal proposed for the following year. The Regional Road Group Technical Committee will grant approvals without MCA scoring for final coat seal on previous years road construction projects.

It has been noted that the Shire of Dowerin has an appetite to proceed in this method of road construction moving forward. The purpose of this practice is to reconstruct a larger distance of road with the final seal applied the following year.

For example, instead of undertaking the reconstruction of two sections of road at an estimated 2kms, the reconstruction of 3-4 kms would prove to be more efficient. This method of construction will mean that if a failure is experienced, repairs can be performed before the final coat is applied.

The impact of this proposed reconstruction method will result in the deferment of the planned reconstruction of Dowerin Meckering Road SLK 17.57-18.45 for the 2024/25 year.

The Asset and Works Coordinator is currently working with a consultant from Stabilisation Technology to review the Regional Road Group 5-year plan to best prioritise road construction and pavement designs for this program moving forward.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Ben Forbes, Asset & Works Coordinator
Allison Hunt, Main Roads WA
Siva Thillainath, Stabilisation Technology

Policy Implications

Shire of Dowerin Road Strategy 2021

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Community Priority: Our Infrastructure

Objective: We have functional infrastructure that meets the needs of the community

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

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

Long Term Financial Plan

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

Statutory Implications

The *Local Government Act 1995*

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Project Time
Risk Description	\$50,001 - \$200,000
Consequence Rating	Moderate (3)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	RRG 5 Year Plan AMP and LTFP
Action (Treatment)	Regional Road Sub-Group Meetings
Risk Rating (after treatment)	Adequate

Financial Implications

The additional RRG program for 2023/24 value is \$701,988, the breakdown is as follows:

Council Contribution	\$233,996
RRG Contribution	\$467,992

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution - 13.1

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

0782 That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council adopts the Regional Road Group 5 Year Amended Plan, as presented in Attachment 13.1A.

CARRIED 8/0

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

Nil

15. Elected Members' Motions

Nil

16. Matters Behind Closed Doors

16.1 Confidential Item 16.1 – Chief Executive Officer (CEO) Recruitment

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

16.2 Confidential Item 16.2 – Appointment of Chief Executive Officer (CEO) Recruitment Consultant.

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

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

0783 That, in accordance with Sections 5.23(2)(b) of the *Local Government Act 1995*, Council go Behind Closed Doors.

CARRIED 8/0

4.50pm – Council went Behind Closed Doors.

Voting Requirements

Simple Majority Absolute Majority

16.1 Confidential Item 16.1 – Chief Executive Officer (CEO) Recruitment

Officer's Recommendation/Primary Resolution – 16.1

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

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

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

During debate Cr Ward moved the following amendment:

Amendment

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

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

Resolution (Amendment)

Moved: Cr Ward

Seconded: Cr Metcalf

0784 That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the *Local Government Act 1995*, Council:

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

CARRIED BY ABSOLUTE MAJORITY 8/0

Reason

Council nominated to add additional Selection Panel members in case of panel member availability issues. Council wishes to explore further options for Independent Persons for the Selection Panel.

16.2 Confidential Item 16.2 – Appointment of Chief Executive Officer (CEO) Recruitment Consultant.

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution 16.2

Moved: Cr Ward

Seconded: Cr Metcalf

0785 That, by Absolute Majority, in accordance with Section 5.36(4) and Section 5.37(3) of the *Local Government Act 1995*, Council appoints Fitz Gerald Strategies to assist Council/Selection Panel in the recruitment of a new Chief Executive Officer.

CARRIED BY ABSOLUTE MAJORITY 8/0

Voting Requirements

Simple Majority

Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Trepp

Seconded: Cr McMorran

0786 That, in accordance with Sections 5.23(1) of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 8/0

5.30pm – Council came out from Behind Closed Doors.

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 5.30pm.



Simple Majority



Absolute Majority

Officer's Recommendation/ Resolution - 7.1

Moved: Cr Hudson

Seconded: Cr McMorran

0787 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 16 May 2023, as presented in Attachment 7.1A, be confirmed as a true and correct record of proceedings.

CARRIED 7/0

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

8.1 Wheatbelt North RRG Kellerberrin Subgroup Meeting held on 17 May 2023

Attachment 8.1A

Officer's Recommendation

That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the Local Government Act 1995, the Minutes of the Wheatbelt North RRG Meeting held on 17 May 2023, as presented in Attachment 8.1A, be received by Council.

Voting Requirements



Simple Majority



Absolute Majority

Resolution - 8.1

Moved: Cr Hudson

Seconded: Cr Ward

0788 That, by Simple Majority pursuant to Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Wheatbelt North RRG Kellerberrin Subgroup Meeting held on 17 May 2023, as presented in Attachment 8.1A, be received by Council.

CARRIED 7/0

Reason

Committee representatives requested the addition of Kellerberrin Subgroup be added to differentiate between the committees.

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

Nil

**Agenda for the
WHEATBELT NORTH REGIONAL ROAD GROUP
KELLERBERRIN SUB-GROUP**

**Meeting – 17th May 2023, to be held online over Microsoft Team, commencing at
10:00am.**

AGENDA ITEMS

1. OPENING

The Chair welcomed everyone and declared the meeting open at 10:00am

2. ATTENDANCE/APOLOGIES

Delegates

Cr Romolo Patroni	Delegate (Chairperson)	Shire of Merredin
Cr Barry Leslie	Delegate (Deputy Chair)	Shire of Tammin
Cr Adam Metcalf	Delegate	Shire of Dowerin

Officers & Observers

Mrs Joanne Soderland	Chief Executive Officer	Shire of Tammin
Mr Fabian Houbrechts	Manager Works and Services	Shire of Tammin
Mr Ben Forbes	Asset & Works Coordinator	Shire of Dowerin
Cr Darrel Hudson	Councillor	Shire of Dowerin
Mr Raymond Griffiths	Chief Executive Officer	Shire of Kellerberrin
Mr Mick Jones	Manager Works and Services	Shire of Kellerberrin
Mr Lindon Mellor	Executive Manager Engineering Services (Secretariat)	Shire of Merredin
Ms Allison Hunt	WBN RRG Secretary	MRWA

Apologies

<i>Cr Rod Forsyth</i>	<i>Delegate</i>	<i>Shire of Kelleberrin</i>
<i>Mr Daniel Hay-Hendry</i>	<i>Manger of Projects</i>	<i>Shire of Merredin</i>
<i>Ms Lisa Clack</i>	<i>Chief Executive Officer</i>	<i>Shire of Merredin</i>
<i>Mr Stuart Holey</i>	<i>Chief Executive Officer</i>	<i>Shire of Cunderdin</i>
<i>Mr Craig Robertson</i>	<i>Manager Works and Services</i>	<i>Shire of Cunderdin</i>
Ms Rebecca McCall	Chief Executive Officer	Shire of Dowerin

3. CONFIRMATION OF MINUTES OF MEETING 1st February 2023

The Minutes of the Kellerberrin Sub Regional Road Group meeting held on the 01 February 2023 have been attached as **Appendix 1**.

Recommendation	
<i>That the Minutes of the Kellerberrin Sub Regional Road Group meeting held on the 01 February 2023 be confirmed as a true and accurate record of proceedings.</i>	
Moved Cr Patroni	Seconded Cr Adam Metcalf
Carried 2/0	

4. BUSINESS ARISING FROM PREVIOUS MEETING

Item	Action	Responsible Officer	Status Update
1	Development of formal documented policy and procedure for Funding distribution	Secretariat	17/05/2023 No further progress
2	That Kellerberin SRRG request that MRWA revisit Kellerberin’s request to reduce the speed on GEH to 50km through the Kellerberin town site at the RRG Meeting to be held on the 27th February 2023	Chairperson	Completed at the last WBN RRG meeting held on 27 February 2023

5. CORRESPONDENCE IN.

- a) FW: Main Roads WA / IPWEA-WA New Online Road Safety Engineering - Treatment of Crash Locations Course via email from Allison Hunt MRWA – Received 06 February 2023.
- b) FW: Transport and Roads Forum 2023 via email from Allison Hunt MRWA – Received 10 February 2023.
- c) Wheatbelt North Regional Road Group Meeting - Agenda and Addenda via email from Allison Hunt MRWA – Received 23 February 2023.
- d) 2024/2025 Black Spot Program nominations closing date 7 July 2023 via email from Allison Hunt MRWA – Received 29 March 2023
- e) EOI - Local Government Professional Development for Road Safety via email from Allison Hunt MRWA – Received 31 March 2023
- f) Regional Road Group Report - April 2023 via email from Allison Hunt MRWA – Received 05 April 2023
- g) 2023/24 Australian Government Black Spot Program - Approval and Media Release via email from Allison Hunt MRWA – Received 19 April 2023
- h) Wheatbelt North RRG Project Status Update via email from Allison Hunt MRWA – Received 20 April 2023
- i) Local Government Road Safety Vanguards via email from Allison Hunt MRWA – Received 26 April 2023
- j) FW: Crash data and crash costs via email from Allison Hunt MRWA – Received 12 May 2023

OUT.

Nil

Recommendation

That the Incoming and Outgoing Correspondence be ACCEPTED.

Moved Cr Metcalf**Seconded Cr Patroni****Carried 3/0**

Cr Barry Leslie entered the meeting at 10:08am

6. GENERAL BUSINESS**5.1. SHIRE OF TAMMIN – REQUEST FOR 19% SHARE OF SURPLUS FUNDING IN 22/23 FY.**

The Shire of Tammin have requested the Group’s endorsement to allocate 19% of the available \$ 329,400 of historical surplus RRG Road Program funding from within the Kellerberrin SRRG in this current 22/23 Financial year (FY), to top up their York – Tammin Rd Project from SLK 17.66 – 19.94, which has run over budget due to escalation in costs. The Shire of Tammin have advised that they are prepared to forego receiving their 19% share of this funding next financial year, to receive it this year. Ms Alli Hunt has advised that she has no problem with the SRRG endorsing this funding allocation this late in the financial year, given the recent extraordinary escalation in costs, and that it will assist to reduce the expected funding carryover from the 22/23 FY to the 23/24 FY. Ms Hunt does require the SRRG Delegates to endorse this funding allocation Out-Of-Session and it be ratified at the next SRRG Meeting.

At the 27th Feb 2023 WN RRG Meeting, it was revealed in the Agenda that each of the four (4) SRRGs had historical surplus funding that was unallocated to projects and needed to be allocated. The relevant section 6.3 from this meeting agenda has been extracted and is attached in **Appendix 2** for reference.

An out of session request was emailed out to all Kelleberrin SRRG members on the 24th May 2023, in relation to the Shire of Tammin request. The secretariat received responses in support from the following members:

- Shire of Kelleberrin – provided through Raymond Griffiths
- Shire of Merredin – provided through Cr Romolo Patroni

A majority vote is required for this item to be ratified.

Recommendation

That:

- a) *the Shire of Tammin be allocated 19% of the available \$ 329,400 of historical surplus RRG Funding, amounting to \$ 62,586, to topping up their 22/23 FY Project TEC value on the York – Tammin Rd from SLK 17.68 to 19.94, from \$ 553,379 to \$ 647,258 – to take up budget overrun costs due to escalation in costs.*
- b) *the Shire of Tammin to allocate \$ 31,293 of Matching Funding*
- c) *the remaining \$ 266,814 of historical surplus funding be distributed following the outcome of Item 5.4 listed below.*

Moved Cr Barry Leslie**Seconded Cr Patroni****Carried 3/0**

5.2. SHIRE OF MERREDIN – REQUEST TO AMEND 2022/23 PROGRAM

The Shire of Merredin made adjustments to its works program in early 2023, to align with project priorities and meet funding gaps. The need to adjust the program was mentioned in last SRRG meeting on the 01 February 2023 meeting, but at that stage the program was still being finalised.

An out of session request was emailed out to all Kelleberrin SRRG members on the 22nd February 2023 and a follow up email was put out on the 24th February 2023.

The secretariat received two (2) responses in support from the following members:

- Shire of Dowering – provided by Cr Adam Metcalf
- Shire of Merredin – provided by Cr Romolo Patroni

A majority vote is still required for this item to be ratified.

A comparison of the existing program and revised program is attached as **Appendix 3**, which includes a summary of each of the changes.

The changes made to the program utilise existing funds already allocated to the Shire of Merredin, moved between already approved projects to balance funds and cover shortfalls. Updated MCA's have also been included as **Appendix 4**.

To finalise its program for the 2022/23 financial year the Shire of Merredin requires the groups endorsement to update its program, so the final completion certificates can be completed.

Recommendation	
<i>That the requested changes to the Shire of Merredin 2022-23 program be accepted as per the updated MCA's included as Appendix 4.</i>	
Moved Cr Patroni	Seconded Cr Metcalf
Carried 3/0	

5.3 SHIRE OF DOWERIN – REQUEST TO AMEND 2023-24 PROGRAM

A request was received from the Shire of Dowerin seeking endorsement to amend its 2023-24 program, due to a priority project that has arisen.

Shire of Dowerin have encountered a failed floodway on Koorda-Wongan Hills Road and is looking to defer works on Cunderdin-Minnivale Road to enable the floodway repair works to occur.

The Request letter has been attached as **Appendix 5** and the updated MCA's attached as **Appendix 6**.

Recommendation	
<i>That the requested changes to the Shire of Dowerin 2023-24 program be accepted as per the updated MCA's included as Appendix 6.</i>	
Moved Cr Barry Leslie	Seconded Cr Patroni
Carried 3/0	

5.4 ADDITIONAL 23/24 FY RRG ROAD PROGRAM FUNDING TO BE ALLOCATED

On the 6th April 2023, Ms Alli Hunt sent out an email to all Member Councils of the WN RRG to advise that the Indicative RRG Road Program Funding Allocation for the 23/24 FY had increased. The worksheet attached to this email showing the indicative funding allocations, plus the historical surplus funding for each SRRG, is shown in **Appendix 7**.

A summary of the currently submitted 23/24 FY program is attached as **Appendix 8**. This sheet includes:

- Some recent requested program changes by the Shire of Dowerin, including deferring their RCN Project on the Cunderdin – Minnivale Rd and replacing with a more urgent RCN Project on the Koorda – Wongan Hills Rd due to some pavement failure issues in two low lying sections. Their submission also looks at increasing the Total Estimate Cost, with no scope of works changes on the Koombekine North Rd RCN Project, due to cost escalations.
- The additional extra funding currently not allocated, plus the remaining historical surplus funding – both in red – to show the funding remaining for each of the five (5) Member Councils to be allocated asap.
- A table at the bottom which shows the collective additional funding remaining for each of the five (5) Member Councils to be allocated asap – as shown below.

Additional 23/24 Yr Funding to be allocated to extending SoW or New Project			
Council	RRG Alloc	Muni Alloc	TEC
Cunderdin	\$ 85,604	\$ 42,802	\$ 128,406
Dowerin	\$ 85,604	\$ 42,802	\$ 128,406
Kellerberrin	\$ 85,604	\$ 42,802	\$ 128,406
Merredin	\$ 108,133	\$ 54,067	\$ 162,200
Tammin	\$ 23,018	\$ 11,509	\$ 34,527
Total	\$ 387,963	\$ 193,982	\$ 581,945

Subsequently, all five (5) Member Councils were requested to:

- Advise via email whether they would like to extend one of their existing 23/24 FY Project Scope of Works and/or TECs to suit, or submit an additional Project/s.
- Provide a new or revised MCA for extended or new Project/s.

The requested allocations are outlined in the table below:

Council	Allocation of TEC funds	Allocated Project
Shire of Cunderdin	\$85,604	TBC
Shire of Dowerin	\$85,604	Koombekine North Road as per item 5.3
Shire of Kelleberrin	\$85,604	South Doodlakine Road.
Shire of Merredin	\$108,133	Crooks Rd
Shire of Tammin	\$23,018	Bungulla North Rd

Recommendation

That the Kellerberrin Sub-Group ENDORSE the distribution of additional project funding received for 2022/23 as per the table shown above.

Moved Cr Metcalf

Seconded Cr Barry Leslie

Carried 3/0

NOTED: Amount allocation to Shire of Cunderdin subject to Cunderdin submit their MCA's.

ACTION: The relevant Local Governments provide updated MCA's to the RRG sub-Chair within two weeks of the meeting.

Tech groups meeting next week.

7. OTHER BUSINESS

7.1 Recoup Register

All members of the group have claimed 80% payments.

- Shire of Tammin has completed all claims.
- Shire of Merredin has completed all works for Goldfields Rd and Bullshead Rd. Likely to carry Crooks Rd design development works due to change in scope late in the program.
- Shire of Kellerberrin has completed all claims for Doodlakine South Road. To provide update on Goldfields Rd (funded via Commodity Route Funding).
- Shire of Cunderdin to update on status
- Shire of Dowerin to update on status

All members to confirm any projects that are unlikely to be acquitted for the current financial year - identify if the project(s) can be recovered or funding be reallocated to reserve projects.

ACTION: The relevant Local Governments to report to the RRG secretariat within two weeks of the meeting.

Alli Hunt noted Cunderdin and Merredin progress submission to Mainroads WA.

7.2 Clearing Permits

Confirm necessary permits, third party approvals, proper scheduling, etc. are arranged for proposed projects and reserve projects for next financial year.

ACTION: Alli to speak to DWER regarding opportunity of presentation on Offset at the next WBN RRG Meeting.

8. PRESENTATIONS AND UPDATES

Nil

9. NEXT MEETING DATES

TBC

10. CLOSURE OF MEETING

There being no further business, the Chair thanked those present for their attendance and closed the meeting at 10:41am

APPENDIX 1 – WBN RRG KBN SG MINUTES 1st February 2023

APPENDIX 2 – 2023/2024 WBN RRG ROAD PROJECT FUNDING

6.3 2023/2024 WBN RRG Road Project Funding

The current MCA submissions were captured and assessed. The original DRAFT 2023/24 program is at **Addendum 4**.

The program requires significant adjustment, due to the amendments and substitutions made since the last Technical Committee meeting. The amendments have been endorsed at the recent Subgroup meetings and will require a further review by the WBN Technical Committee. In addition, Subgroups need to be approached to submit reserve, amended or additional MCAs.

The indicative funding for 2023/2024 Road Projects is currently \$12,008,681. This is a 7.58% increase on the 2022/2023 funding.

In addition, there are historic surpluses, which are available to be taken up by the Shires in the relevant Subgroups:

Avon SG	\$525, 080 (includes York allocation for 2023/24)
Kellerberrin SG	\$329,400
Moora SG	\$213,289
North East SG	\$151,727

Motion: That the draft 2022/2023 WBN Road Project Program be noted as presented, with the understanding that adjustments are to be made and submitted to the Subgroups for endorsement and RRG voting delegates for approval.

Moved: _____ Seconded: _____ Carried: _____

APPENDIX 3 – SHIRE OF MERREDIN REVISED PROGRAM

APPENDIX 4 – SHIRE OF MERREDIN UPDATED 2022-23 MCA'S

APPENDIX 6 – SHIRE OF DOWERIN UPDATED 2023-24 MCA'S

APPENDIX 7 - WBN PROGRAM

APPENDIX 8 - KELLEBERRIN SRRG 2023-24 PROGRAM

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

<h1>Corporate and Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	10 June 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 / 2022-2023 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – May 2023 Financial Activity Statement	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6- Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8- Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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 Metcalf

Seconded: Cr Ward

0789 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 May 2023, as presented in Attachment 11.1A.

CARRIED 7/0

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2023

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

TABLE OF CONTENTS

Summary Information	2
*Statement of Financial Activity by Nature or Type	4
* Explanation of Material Variances	6
Statement of Financial Activity by Program	7
Explanation of Material Variances	9
Basis of preparation	10
*Note 1 Statement of Financial Activity Information	11
Note 2 Cash and Financial Assets	12
Note 3 Receivables	13
Note 4 Other Current Assets	14
Note 5 Payables	15
Note 6 Rate Revenue	16
Note 7 Disposal of Assets	17
Note 8 Capital Acquisitions	18
Note 9 Borrowings	21
Note 10 Cash Reserves	22
Note 11 Other Current Liabilities	23
Note 12 Operating grants and contributions	24
Note 13 Non operating grants and contributions	25
Note 14 Budget Amendments	26

* Indicates report is required by Legislation.

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

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$1.25 M	\$1.01 M	\$1.01 M	\$0.00 M
Closing	\$0.00 M	\$0.69 M	\$0.55 M	(\$0.13 M)

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$3.58 M	% of total
Unrestricted Cash	\$1.10 M	30.8%
Restricted Cash	\$2.48 M	69.2%

Refer to Note 2 - Cash and Financial Assets

Payables

	\$0.55 M	% Outstanding
Trade Payables	\$0.04 M	
Over 30 Days		0.3%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	\$0.31 M	% Collected
Rates Receivable	\$0.12 M	88.8%
Trade Receivable	\$0.31 M	
Over 30 Days		62.5%
Over 90 Days		26.5%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.35 M)	\$0.45 M	\$0.46 M	\$0.01 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.51 M	% Variance
YTD Budget	\$1.51 M	(0.3%)

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual	\$1.23 M	% Variance
YTD Budget	\$1.43 M	(14.2%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual	\$0.77 M	% Variance
YTD Budget	\$0.71 M	8.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.41 M)	(\$0.68 M)	(\$0.83 M)	(\$0.15 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.13 M	%
Adopted Budget	\$0.12 M	7.5%

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual	\$3.68 M	% Spent
Adopted Budget	\$4.00 M	(8.0%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants

YTD Actual	\$2.72 M	% Received
Adopted Budget	\$3.47 M	(21.8%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.49 M)	(\$0.09 M)	(\$0.09 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.09 M
Interest expense	\$0.02 M
Principal due	\$1.17 M

Refer to Note 9 - Borrowings

Reserves

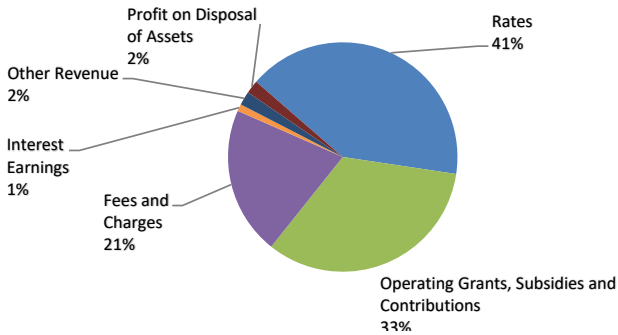
Reserves balance	\$2.48 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

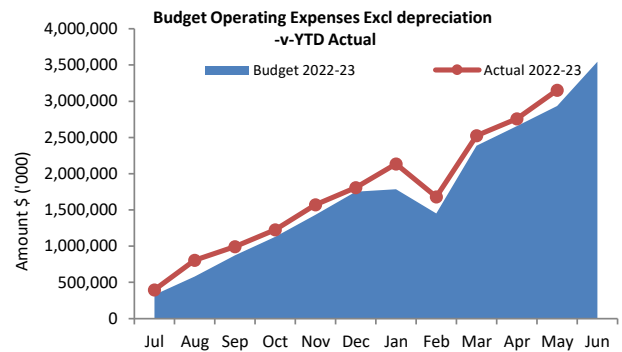
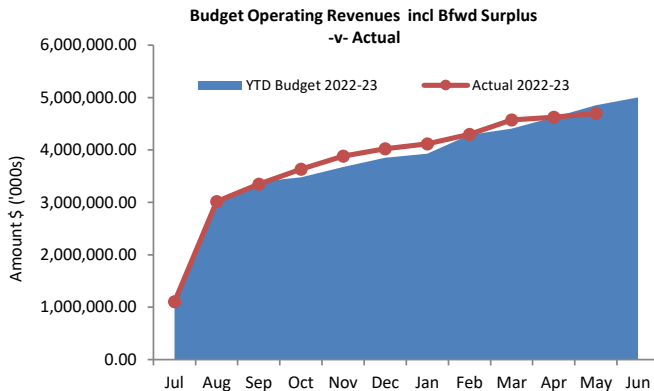
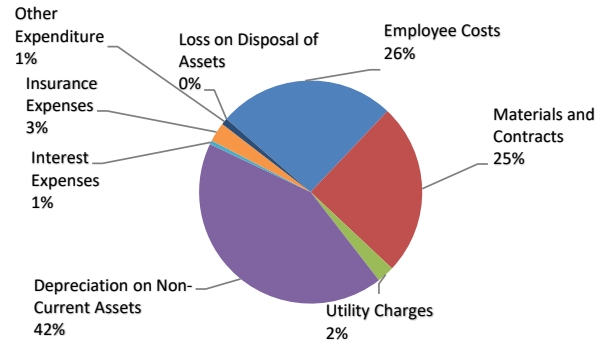
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

OPERATING REVENUE

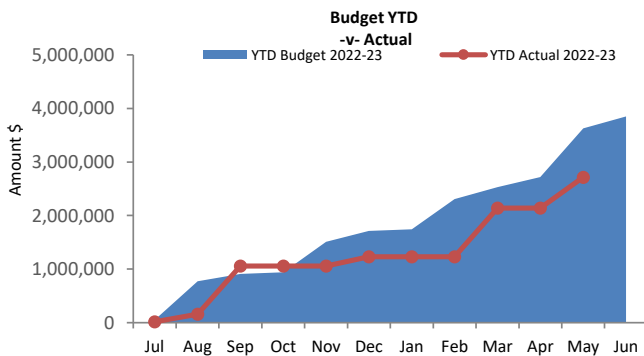


OPERATING EXPENSES

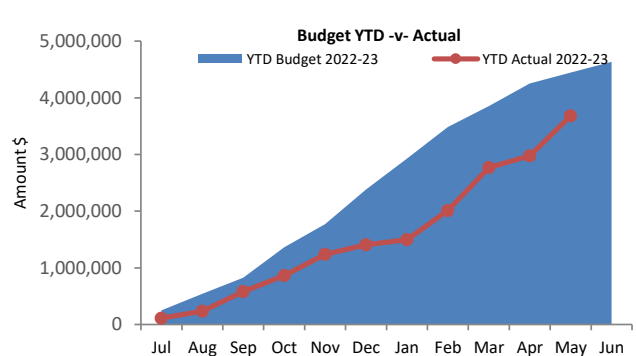


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions



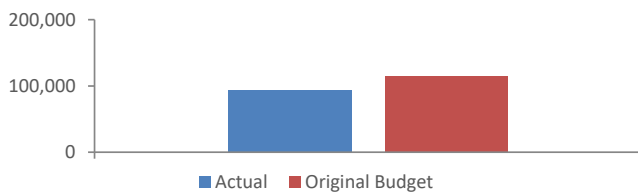
Payments for property, plant and equipment and infrastructure



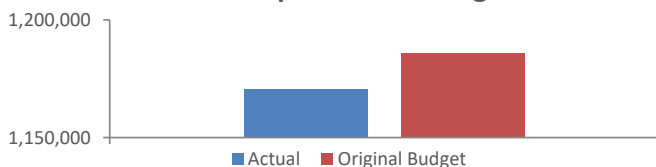
FINANCING ACTIVITIES

BORROWINGS

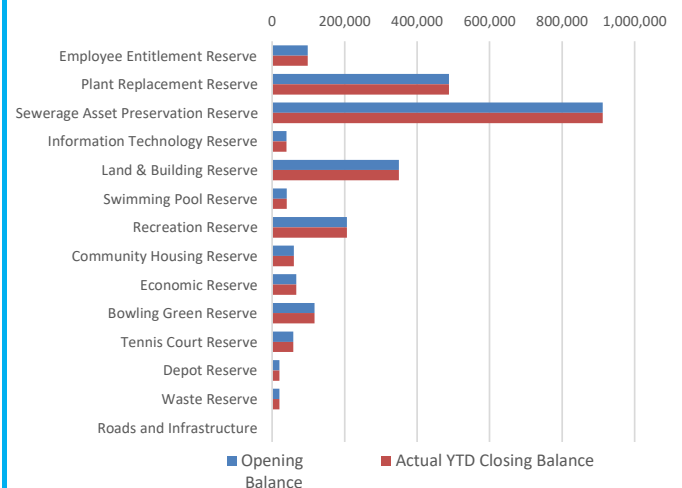
Principal Repayments



Principal Outstanding



RESERVES



KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,251,657	1,013,936	1,013,936	1,013,936	0	0.00%	
Revenue from operating activities								
Rates	6	1,514,214	1,514,214	1,514,214	1,510,346	(3,868)	(0.26%)	☹️
Operating grants, subsidies and contributions	12	1,252,739	1,521,024	1,432,626	1,228,839	(203,787)	(14.22%)	☹️
Fees and charges		669,810	746,650	711,962	769,464	57,502	8.08%	😊
Interest earnings		47,000	47,000	30,618	36,432	(5,814)	(18.99%)	☹️
Other revenue		84,500	84,000	75,967	71,846	(4,121)	(5.42%)	☹️
Profit on disposal of assets		42,120	77,120	77,120	68,707	(8,413)	(10.91%)	☹️
		3,610,383	3,990,008	3,842,507	3,685,634	(156,873)		
Expenditure from operating activities								
Employee costs		(1,796,711)	(1,501,526)	(1,382,003)	(1,409,508)	(27,505)	(1.99%)	😊
Materials and contracts		(1,651,443)	(1,758,681)	(1,512,973)	(1,367,907)	145,066	9.59%	😊
Utility charges		(179,674)	(182,358)	(166,672)	(138,590)	28,082	16.85%	😊
Depreciation on non-current assets		(2,135,767)	(2,135,767)	(1,957,593)	(2,336,048)	(378,455)	(19.33%)	☹️
Interest expenses		(32,281)	(32,281)	(29,315)	(31,073)	(1,758)	(6.00%)	😊
Insurance expenses		(164,857)	(164,857)	(153,698)	(153,885)	(187)	(0.12%)	😊
Other expenditure		(107,925)	(105,977)	(69,069)	(51,772)	17,297	25.04%	😊
Loss on disposal of assets		0	0	0	0	0	0.00%	
		(6,068,658)	(5,881,449)	(5,271,323)	(5,488,783)	(217,460)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,880,473	2,267,341	386,868	20.57%	☹️
Amount attributable to operating activities		(349,628)	182,206	451,657	464,192	12,535		
Investing activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	3,627,277	2,715,783	(911,494)	(25.13%)	☹️
<i>Net Non- Operating grants recognised as revenue</i>	13	3,470,765	3,850,259	3,627,277	2,715,783	(911,494)	(25.13%)	☹️
Proceeds from disposal of assets	7	121,000	209,500	132,000	134,646	2,646	2.00%	😊
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,633,610)	(4,443,396)	(3,680,907)	762,489	17.16%	😊
Amount attributable to investing activities		(408,377)	(573,851)	(684,119)	(830,478)	(146,359)		
Financing Activities								
Transfer from reserves	10	102,561	370,620	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(94,210)	(94,210)	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(622,291)	(94,210)	(94,210)	0		
Closing funding surplus / (deficit)	1(c)	0	0	687,264	553,440	(133,824)	19.47%	

KEY INFORMATION

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

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

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

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

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

By Nature or Type	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Rates	(3,868)	(0.26%)		Within Variance
Operating grants, subsidies and contributions	(203,787)	(14.22%)	☹️ Timing	Aged care grants are \$108K and Roads Grants \$115K lower than YTD budget, this will be partly offset with lower expenditure. There is also \$22K higher grants in Other Culture from Lottery West.
Fees and charges	57,502	8.08%		Within Variance
Sewerage charges	0	0.00%		Within Variance
Interest earnings	5,814	18.99%		Within Variance
Other revenue	(4,121)	(5.42%)		Within Variance
Profit on disposal of assets	(8,413)	(10.91%)		Within Variance
Expenditure from operating activities				
Employee costs	(27,505)	(1.99%)		Within Variance
Materials and contracts	145,066	9.59%		Within Variance
Utility charges	28,082	16.85%	☺️ Timing	Utility charges are lower than budget, due to timing of receipt of invoices.
Depreciation on non-current assets	(378,455)	(19.33%)	☹️ Permanent	Depreciation expense is higher than budget due to prior year revaluations. This has no impact in the Shires cash position.
Interest expenses	(1,758)	(6.00%)		Within Variance
Insurance expenses	(187)	(0.12%)		Within Variance
Other expenditure	17,297	25.04%	☺️ Timing	Various other expenditure items are all lower than YTD budget of less than the \$10k variance threshold.
Loss on disposal of assets	0	0.00%		Within Variance
Investing activities				
Non-operating grants, subsidies and contributions	(911,494)	(25.13%)	☹️ Timing	Refer to Note 13 , \$783K variance in receipt of Road funding. These are recouped as milestone when works are completed.
Proceeds from disposal of assets	2,646	2.00%		Within Variance
Payments for property, plant and equipment and infrastructure	762,489	17.16%	☺️ Timing	Refer to Note 8 for Project Details - Roadworks expenditure is \$570K lower than Budget. Then Townsite greening project of \$100K will not proceed in this financial year.
Financing Activities				
Transfer from reserves	0	0.00%		Within Variance
Repayment of debentures	0	0.00%		Within Variance
Transfer to reserves	0	0.00%		Within Variance
Opening funding surplus / (deficit)	0	0.00%		

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

STATUTORY REPORTING PROGRAMS

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,251,657	1,013,936	1,013,936	1,013,936	0	0.00%	
Revenue from operating activities								
Governance		3,000	7,000	6,413	4,027	(2,386)	(37.21%)	
General purpose funding		1,596,014	2,015,799	1,994,017	1,981,078	(12,939)	(0.65%)	
Law, order and public safety		37,356	37,356	31,578	29,554	(2,024)	(6.41%)	
Health		3,300	2,500	2,500	2,647	147	5.88%	
Education and welfare		797,481	622,581	551,825	424,442	(127,383)	(23.08%)	☹️
Housing		131,081	153,081	140,555	149,132	8,577	6.10%	
Community amenities		270,973	271,473	269,804	275,598	5,794	2.15%	
Recreation and culture		47,650	48,550	45,274	67,836	22,562	49.83%	😊
Transport		419,658	419,658	418,185	317,027	(101,158)	(24.19%)	☹️
Economic services		213,100	224,740	205,983	219,112	13,129	6.37%	
Other property and services		90,770	187,270	176,373	215,181	38,808	22.00%	😊
		3,610,383	3,990,008	3,842,507	3,685,634	(156,873)		
Expenditure from operating activities								
Governance		(594,780)	(538,222)	(468,503)	(432,638)	35,865	7.66%	
General purpose funding		(207,328)	(180,682)	(141,351)	(136,991)	4,360	3.08%	
Law, order and public safety		(151,556)	(157,053)	(144,031)	(139,812)	4,219	2.93%	
Health		(60,504)	(60,712)	(54,415)	(45,272)	9,143	16.80%	
Education and welfare		(585,233)	(553,024)	(508,027)	(415,251)	92,776	18.26%	😊
Housing		(307,140)	(302,399)	(282,483)	(248,946)	33,537	11.87%	😊
Community amenities		(394,647)	(420,581)	(367,322)	(528,696)	(161,374)	(43.93%)	☹️
Recreation and culture		(983,900)	(1,006,428)	(921,319)	(1,109,745)	(188,426)	(20.45%)	☹️
Transport		(2,174,714)	(1,987,746)	(1,820,962)	(1,858,685)	(37,723)	(2.07%)	
Economic services		(536,244)	(491,591)	(442,755)	(458,823)	(16,068)	(3.63%)	
Other property and services		(72,612)	(183,011)	(120,155)	(113,923)	6,232	5.19%	
		(6,068,658)	(5,881,449)	(5,271,323)	(5,488,783)	(217,460)		
Non-cash amounts excluded from operating activities	1(a)	2,108,647	2,073,647	1,880,473	2,267,341	386,868	20.57%	☹️
Amount attributable to operating activities		(349,628)	182,206	451,657	464,192	12,535		
Investing Activities								
Non-operating grants, subsidies and contributions	13	3,470,765	3,850,259	3,627,277	2,715,783	(911,494)	(25.13%)	☹️
Proceeds from disposal of assets	7	121,000	209,500	132,000	134,646	2,646	2.00%	
Payments for property, plant and equipment and infrastructure	8	(4,000,142)	(4,633,610)	(4,443,396)	(3,680,907)	762,489	17.16%	😊
Amount attributable to investing activities		(408,377)	(573,851)	(684,119)	(830,478)	(146,359)		
Financing Activities								
Transfer from reserves	10	102,561	370,620	0	0	0	0.00%	
Repayment of debentures	9	(113,975)	(113,975)	(94,210)	(94,210)	0	0.00%	
Transfer to reserves	10	(482,238)	(878,936)	0	0	0	0.00%	
Amount attributable to financing activities		(493,652)	(622,291)	(94,210)	(94,210)	0		
Closing funding surplus / (deficit)	1(c)	0	0	687,264	553,440	(133,824)		☹️

KEY INFORMATION

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

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

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

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

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

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

EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2022-23 year is a value of more or less than \$10,000 or 10.00%.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	(2,386)	(37.21%)		Within Variance
General purpose funding	(12,939)	(0.65%)		Within Variance
Law, order and public safety	(2,024)	(6.41%)		Within Variance
Health	147	5.88%		Within Variance
Education and welfare	(127,383)	(23.08%)	☹️ Timing	CHSP and HCP funding \$108K lower than YTD budget. This is offset by lower expenditure in these programs
Housing	8,577	6.10%		Within Variance
Community amenities	5,794	2.15%		Within Variance
Recreation and culture	22,562	49.83%	😊 Permanent	Other Culture Lottery West Grants \$22K higher than YTD budget. These will be offset with higher expenses.
Transport	(101,158)	(24.19%)	☹️ Timing	Road Operating grants are \$115K lower than YTD budget. This is a considered a timing issue with grants received as milestones are claimed.
Economic services	13,129	6.37%		Within Variance
Other property and services	38,808	22.00%	😊 Permanent	Private works income is \$51K higher than budget. This will be offset by higher expenditure. Profit on Sale of assets is \$12K lower than YTD budget.
Expenditure from operating activities				
Governance	35,865	7.66%		Within Variance
General purpose funding	4,360	3.08%		Within Variance
Law, order and public safety	4,219	2.93%		Within Variance
Health	9,143	16.80%		Within Variance
Education and welfare	92,776	18.26%	😊 Timing	Aged Services expenditure is \$70K lower than YTD budget. Other welfare is \$13K lower than YTD Budget. These may be timing issues that may even out, or will be offset by lower income.
Housing	33,537	11.87%	😊 Timing	Staff and Other Housing maintenance in \$33K lower than YTD budget with \$12K committed in Purchase Orders. This may even out over the year.
Community amenities	(161,374)	(43.93%)	☹️ Permanent	Sewerage expenses are \$161K higher than budget including depreciation of \$98K and Sewerage maintenance of \$48K.
Recreation and culture	(188,426)	(20.45%)	☹️ Permanent	Swimming and recreation depreciation is \$257K higher than YTD budget, this has no cash impact in the Shires financial position and is reflective of changes in prior years revaluations. This is offset by lower expenditure to date in Swimming and recreation facilities maintenance and operations \$39K and Other Culture \$30K.
Transport	(37,723)	(2.07%)		Within Variance
Economic services	(16,068)	(3.63%)		Within Variance
Other property and services	6,232	5.19%		Within Variance

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 00 January 1900

SIGNIFICANT ACCOUNTING 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.

(a) Non-cash items excluded from operating activities

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

	Notes	Adopted Budget	YTD Actual
Non-cash items excluded from operating activities			
		\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	7	(42,120)	(68,707)
Movement in liabilities associated with restricted cash		15,000	0
Add: Depreciation on assets		2,135,767	2,336,048
Total non-cash items excluded from operating activities		2,108,647	2,267,341

(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.

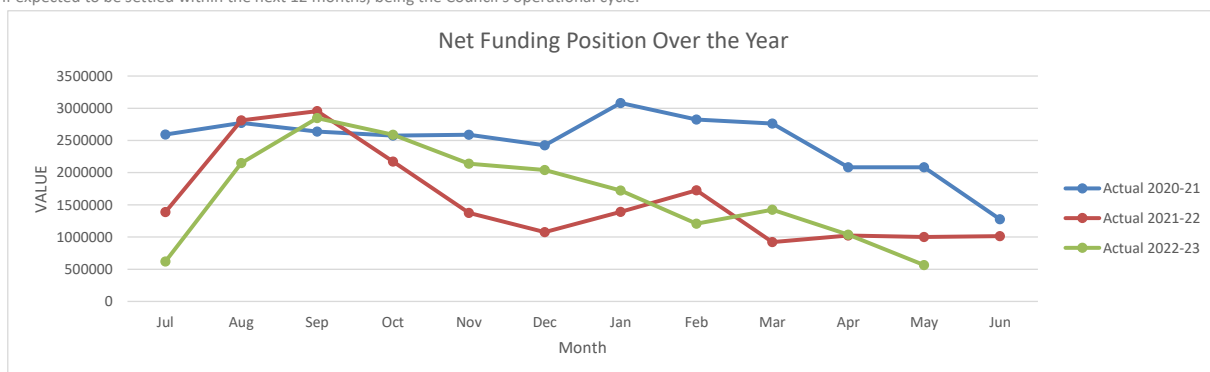
	Notes	Adopted Budget	Last Year Audited Actual 30 June 2022	This Time Last Year 31 May 2022	Year to Date 31 May 2023
Adjustments to net current assets					
Less: Reserves - restricted cash	10	(2,413,691)	(2,475,964)	(2,282,998)	(2,475,964)
Add: Borrowings	9	113,975	113,970	47,338	19,760
Add: Provisions funded by Reserve		97,883	97,883	77,864	97,883
Total adjustments to net current assets		(2,201,833)	(2,264,111)	(2,157,796)	(2,358,321)

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

	Notes	Adopted Budget	Last Year Audited Actual 30 June 2022	This Time Last Year 31 May 2022	Year to Date 31 May 2023
Current assets					
Cash and cash equivalents	2	3,553,086	3,518,379	3,598,306	3,455,582
Rates receivables	3	119,592	119,592	160,742	122,114
Receivables	3	849,018	857,489	306,956	305,068
Stock on Hand	4	37,337	5,266	27,128	65,252
Total Current Assets		4,559,033	4,500,726	4,093,132	3,948,016
Less: Current liabilities					
Payables	5	(383,329)	(472,643)	(663,634)	(546,976)
Borrowings	9	(113,975)	(113,970)	(47,338)	(19,760)
Contract liabilities	11	(436,394)	(433,769)	52,648	(267,220)
Provisions	11	(171,845)	(202,298)	(171,845)	(202,298)
Total Current Liabilities		(1,105,543)	(1,222,680)	(830,169)	(1,036,254)
Less: Total adjustments to net current assets	1(b)	(2,201,833)	(2,264,111)	(2,157,796)	(2,358,321)
Closing funding surplus / (deficit)		1,251,657	1,013,936	1,105,167	553,440

CURRENT AND NON-CURRENT CLASSIFICATION

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



Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Floats	Cash and cash equivalents	400	0	400	0	On-hand		
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	1,099,856	0	1,099,856	0	NAB	0.05%	At Call
Term Deposits								
709-6589	Financial assets at amortised cost	0	1,000,000	1,000,000	0	NAB	2.55%	25/06/2023
27-9675	Financial assets at amortised cost	0	1,000,000	1,000,000	0	Westpac	3.26%	4/07/2023
	Financial assets at amortised cost	569	475,964	476,533		Bendigo	0.45%	1/07/2023
Total		1,100,825	2,475,964	3,576,789	0			
Comprising								
Cash and cash equivalents		1,100,256	0	1,100,256	0			
Financial assets at amortised cost		569	2,475,964	2,476,533	0			
		1,100,825	2,475,964	3,576,789	0			

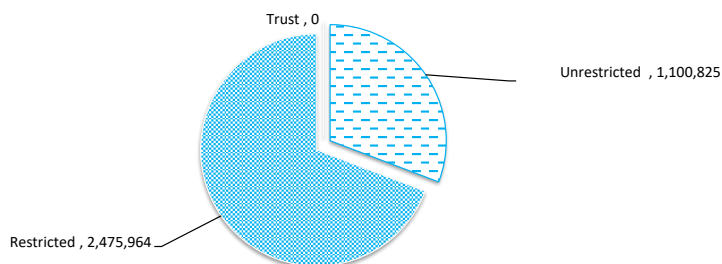
KEY INFORMATION

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 MAY 2023**

**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

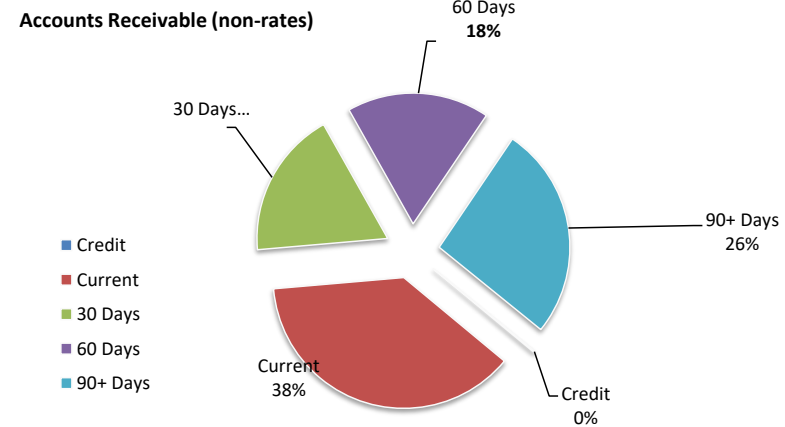
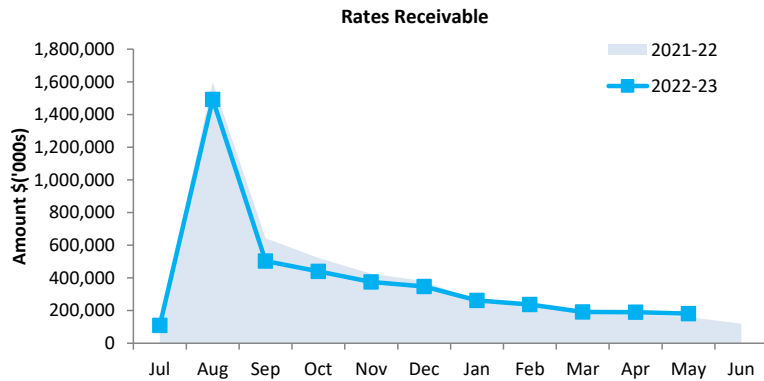
Rates receivable	30 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	133,185	119,592
Levied - Rates revenue	1,402,771	1,510,346
Less - collections	(1,416,364)	(1,448,042)
Equals current outstanding	119,592	181,896
Less allowance for impairment of receivables		(59,782)
Net rates collectable	119,592	122,114
% Collected	92.2%	88.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(114)	22,865	11,075	10,714	16,033	60,572
Percentage	(0.2%)	37.7%	18.3%	17.7%	26.5%	
Balance per trial balance						
Sundry receivable	(114)	22,865	11,075	10,714	16,033	60,572
GST receivable	0	233,587	0	0	0	233,587
Allowance for impairment of receivables	0	(138)	0	0	0	(138)
Other Receivables	0	11,047	0	0	0	11,047
Loans Club/Institutions - Current	0	0	0	0	0	0
Total receivables general outstanding						305,068

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



Other current assets	Opening Balance 1 July 2022	Asset Increase/(Decrease)	Closing Balance 31 May 2023
	\$	\$	\$
Inventory			
Stock On Hand	5,266	59,986	65,252
Total other current assets	5,266	59,986	65,252

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

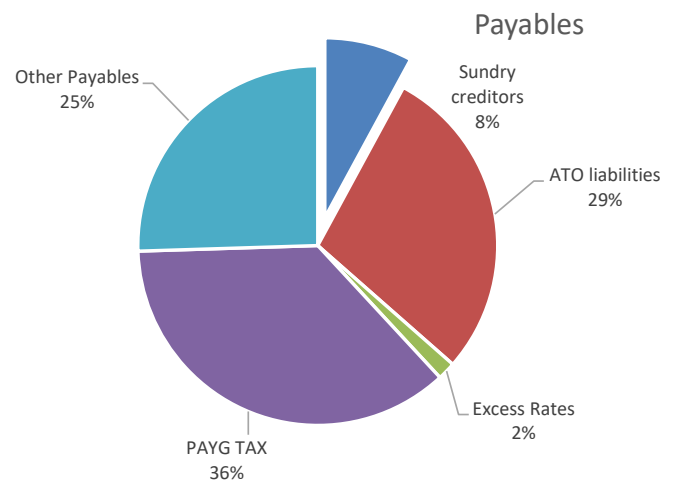
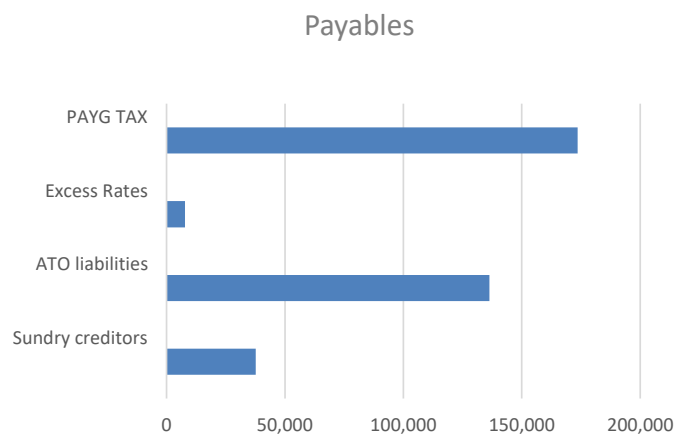
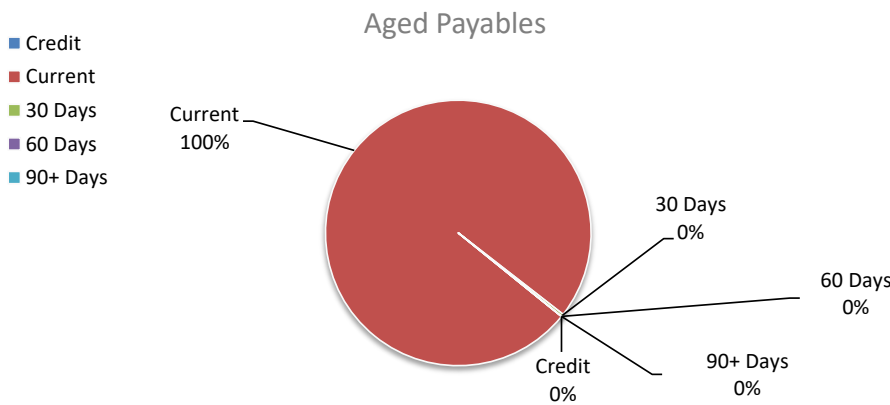
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	545,211	1,714	0	51	546,976
Percentage	0%	99.7%	0.3%	0%	0%	
Balance per trial balance						
Sundry creditors	0	35,939	1,714	0	51	37,704
ATO liabilities	0	136,301	0	0	0	136,301
Excess Rates	0	7,762	0	0	0	7,762
PAYG TAX	0	173,578	0	0	0	173,578
Other Payables	0	121,595	0	0	0	121,595
Payroll Creditors	0	66,608	0	0	0	66,608
Accrued Loan Interest	0	7,141	0	0	0	7,141
Total payables general outstanding						546,976

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

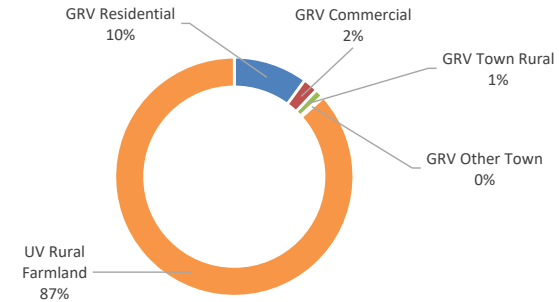
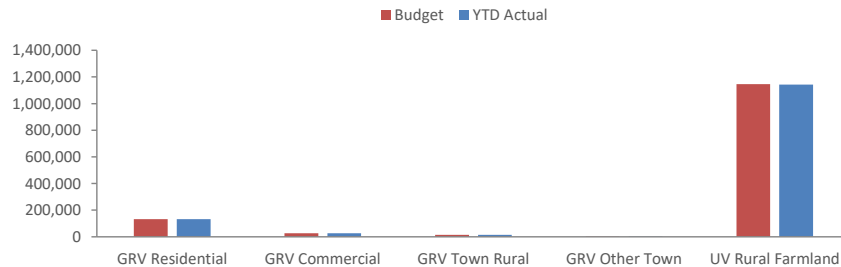


**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2023**

**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	0.10450	131	1,269,347	132,647	0	0	132,647	132,646	0	0	132,646
GRV Commercial	0.10450	15	256,474	26,802	0	0	26,802	26,802	0	0	26,802
GRV Town Rural	0.10450	12	138,892	14,514	0	0	14,514	14,514	0	0	14,514
GRV Other Town	0.10450	8	33,384	3,489	0	0	3,489	3,489	0	0	3,489
Unimproved value											
UV Rural Farmland	0.00676	223	169,617,000	1,146,611	0	0	1,146,611	1,146,611	(3,917)	0	1,142,694
Sub-Total		389	171,315,097	1,324,062	0	0	1,324,063	1,324,062	(3,917)	0	1,320,145
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	824	48	292,295	39,552	0	0	39,552	39,552	0	0	39,552
GRV Commercial	824	17	65,470	14,008	0	0	14,008	14,008	0	0	14,008
GRV Town Rural	824	16	38,685	13,184	0	0	13,184	13,184	0	0	13,184
GRV Other Town	241	20	7,974	4,820	0	0	4,820	4,820	0	0	4,820
Unimproved value											
UV Rural Farmland	824	64	4,190,300	52,736	0	0	52,736	52,736	0	0	52,736
UV Commercial	824	4	400	3,296	0	0	3,296	3,296	0	0	3,296
UV Town Rural	824	4	109,500	3,296	0	0	3,296	3,296	0	0	3,296
UV Mining	241	15	99,452	3,615	0	0	3,615	3,615	0	0	3,615
Sub-total		188	4,804,076	134,507	0	0	134,507	134,507	0	0	134,507
Amount from general rates							1,458,570	1,458,569	(3,917)	0	1,454,652
Ex-gratia rates							55,644				55,694
Total general rates							1,514,214				1,510,346

KEY INFORMATION



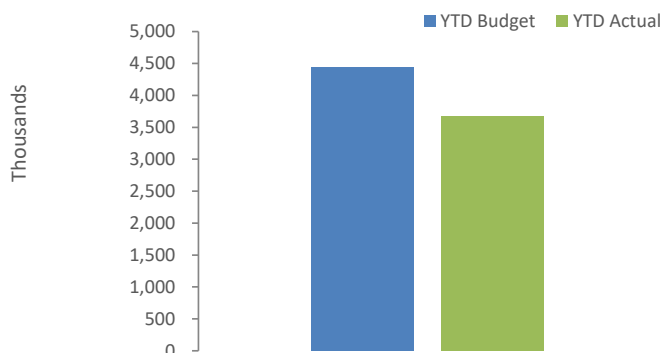
**NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 MAY 2023**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	10,000	10,000	10,000	702	(9,298)
Plant and equipment	62,000	280,059	280,059	188,730	(91,329)
Infrastructure - roads	3,710,766	4,055,890	3,865,676	3,294,819	(570,857)
Infrastructure - sewerage	0	50,000	50,000	74,959	24,959
Infrastructure -Parks And Ovals	122,000	140,085	140,085	36,168	(103,917)
Infrastructure - other	95,376	97,576	97,576	85,530	(12,046)
Payments for Capital Acquisitions	4,000,142	4,633,610	4,443,396	3,680,907	(762,489)
Total Capital Acquisitions	4,000,142	4,633,610	4,443,396	3,680,907	(762,489)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	3,470,765	3,850,259	3,627,277	2,715,783	(911,494)
Other (disposals & C/Fwd)	121,000	121,000	132,000	134,646	2,646
Cash backed reserves					
Plant Replacement Reserve	32,000	32,000	0	0	0
Swimming Pool Reserve	40,561	40,561	0	0	0
Recreation Reserve	30,000	30,000	0	0	0
Contribution - operations	305,816	559,790	684,119	830,478	146,359
Capital funding total	4,000,142	4,633,610	4,443,396	3,680,907	(762,489)

SIGNIFICANT ACCOUNTING POLICIES

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



Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)	Comments
Land and Buildings							
BC001B	Admin Building - Refurbishment - Building (Capital)	10,000	10,000	10,000	702	9,298	Complete.
Total		10,000	10,000	10,000	702	9,298	
Plant & Equipment							
PE201	Cemetery Grave Shoring Box	10,000	10,000	10,000	16,686	(6,686)	Acquisition completed.
PE206	Ride On Mower	0	0	0	10,532	(10,532)	PO from FY 22, to be funded from operational budget.
PE100	Diesel Fuel Bowser - Shire Depot	10,000	10,000	10,000	0	10,000	Not continuing in 22/23, to be addressed in 23/24 Budget.
PE105	Dual Cab 4x2 Team Leader	42,000	42,000	42,000	43,341	(1,341)	Complete.
PE704	Hino WaterCart	0	0	0	8,365	(8,365)	Services to fit upgraded pump to P704 Hino Watercart, to be funded from operational budget.
PE146	Purchase New Slasher	0	28,000	28,000	27,900	100	Funded by Plant Reserve
PE202	Light Hino Truck 500 Series	0	108,700	108,700	81,904	26,796	Funded by Plant Reserve - Arrived.
PE203	Light Hino Truck 300 Series	0	81,359	81,359	0	81,359	Funded by Plant Reserve. PO raised
Total		62,000	280,059	280,059	188,730	91,329	
Infrastructure - Roads							
RCR025	Commodity Route - Dowerin - Koorda Road	248,220	248,220	248,220	238,869	9,351	Completed, expenses not finalised pending gravel pit rehabilitation.
LRC006	LRCIP - Nambling Road	90,000	90,000	90,000	62,440	27,560	Completed, requesting variance reallocate funds to Nambling South.
LRC013	LRCIP - Berring East Road	200,000	200,000	200,000	21,174	178,826	C/Fwd to 23/24.
LRC023	LRCIP - Wongan-Koorda Road	242,000	242,000	242,000	113,114	128,886	Works near completed, expected savings to be reallocated to Nambling South.
LRC162	LRCIP - Nambling South Road	170,000	170,000	170,000	212,128	(42,128)	Completed, requesting variance reallocate funds from Nambling & Wongan-Koorda.
R2R004	Hindmarsh Road (R2R)	0	0	0	69	(69)	Costing to be corrected
R2R026	Minnivale North East Road (R2R)	72,130	72,130	66,110	58,431	7,679	Completed, expenses not finalised pending gravel pit rehabilitation.
R2R042	McHugh Road (R2R)	45,000	45,000	45,000	43,110	1,890	Works completed.
R2R056	Queiagetting West Road (R2R)	62,050	62,050	62,050	52,654	9,396	Completed, surplus C/Fwd to 23/24.
R2R162	Nambling South Road (R2R)	202,000	202,000	202,000	182,252	19,748	Completed, surplus C/Fwd to 23/24.
RRG001	Cunderdin-Minnivale Road (RRG)	195,252	195,252	178,981	98,708	80,273	Completed, approved RRG reallocation decreasing budget to \$124,686; expenses not finalised pending gravel pit rehabilitation.
RRG003	Koombekine North Road (RRG)	358,128	358,128	358,126	406,501	(48,375)	Completed, approved RRG reallocation increasing budget to \$423,128; expenses not finalised.
BS183	Dowerin-Meckering Road (BS)	104,344	104,344	104,344	21,602	82,742	Budgeted works for survey preliminaries completed, C/Fwd surplus to 23/24.
WFN182E	WSFN Dowerin-Kalannie Road SLK27.28 to SLK30.89	1,144,238	1,002,176	920,817	890,913	29,904	Completed.
WFN182F	WSFN Dowerin-Kalannie Road SLK12.28 to SLK15.70	577,404	1,064,590	978,028	892,854	85,174	Completed, expenses not finalised pending gravel pit rehabilitation.
Total		3,710,766	4,055,890	3,865,676	3,294,819	570,857	

Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance Under/(Over)
Infrastructure -Parks And Ovals					
PC070 Centenary Park Capital Works	22,000	22,000	22,000	23,693	(1,693) Works completed.
PC075 Town Site Greening Water Scheme	100,000	100,000	100,000	0	100,000 Project deferred to 23/24.
PC076 Replace Goal Posts	0	8,085	8,085	2,695	5,390 Goals installed, expenditure finalised.
PC078 Shade Sails	0	10,000	10,000	9,780	220 Works completed.
Total	122,000	140,085	140,085	36,168	103,917
Infrastructure -Sewerage					
SC002 Sewerage Pump	0	50,000	50,000	74,959	(24,959) Emergency works completed.
Total	0	50,000	50,000	74,959	(24,959)
Infrastructure - Other					
OC003 Town Oval Reticulation Upgrade (Inc Dam)	0	0	0	21,310	(21,310) 21/22 project; final payments expended in 2022/23
OC017 Dowerin Community Club Infrastructure Improvements	40,000	40,000	40,000	0	40,000 Project deferred.
OC007 Main Street Improvements	10,600	10,600	10,600	0	10,600 Decision not to proceed with Street Banner System.
OC010 Tin Dog Walk Stage 2	14,500	16,700	16,700	26,345	(9,645) Signage installed; waiting for 2 replacement signs.
OC016 Short Stay Accommodation Improvements	5,276	5,276	5,276	324	4,952 Project completed in 2021/22. Carry over underbudget.
OC008 Street Lighting LED Upgrade	25,000	25,000	25,000	25,106	(106) Works completed.
OC043 Swimming Pool - Repair Leaks - Infrastructure Other	0	0	0	12,445	(12,445) 21/22 project; Works completed in 2022/23.
Total	95,376	97,576	97,576	85,530	12,046
TOTALS	4,000,142	4,633,610	4,443,396	3,680,907	762,489

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

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Particulars	Loan No.	1 July 2022	Principal Repayments			Principal Outstanding			Interest Repayments		
			Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing											
Government Regional Officer Housing	100	244,136	11,090	11,090	11,090	233,046	233,046	233,046	4,358	8,618	8,618
Recreation and culture											
Dowerin Community Club	97	0	0	0	0	0	0	0	0	0	0
Dowerin Swimming Pool	101	143,716	9,678	19,444	19,444	134,038	124,272	124,272	1,293	2,500	2,500
DEM Interest Free Swimming Pool Loan	LP000	35,000	0	10,000	10,000	0	25,000	25,000	0	0	0
Transport											
Multi Tyre Roller	103	138,981	20,895	20,895	20,895	118,086	118,086	118,086	580	926	964
Smooth Drum Tyre Roller	104	122,625	18,437	18,437	18,437	104,188	104,188	104,188	511	793	1,137
Economic services											
Short Stay Accommodation	99	615,516	34,109	34,109	34,109	581,407	581,407	581,407	9,664	19,062	19,062
Total		1,299,974	94,210	113,975	113,975	1,170,764	1,185,999	1,185,999	16,406	31,899	32,281
Current borrowings		113,975				19,760					
Non-current borrowings		1,185,999				1,151,004					
		1,299,974				1,170,764					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

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

KEY INFORMATION

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

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

FINANCING ACTIVITIES
NOTE 10
CASH RESERVES

Cash backed reserve

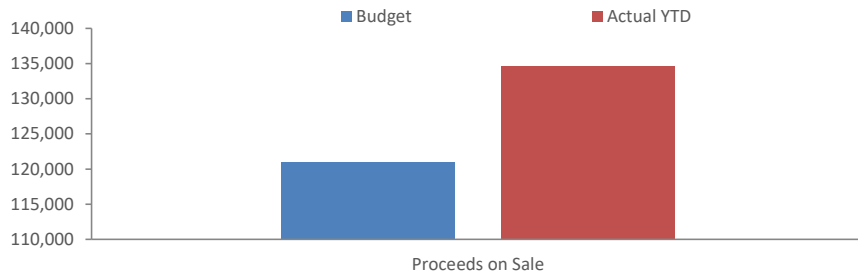
Reserve name	Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$		\$	\$		\$
Employee Entitlement Reserve	97,883	16,217	16,217	0	0	0	0	114,100	114,100	97,883
Plant Replacement Reserve	487,477	138,617	227,117	0	(32,000)	(250,059)	0	594,094	464,535	487,477
Sewerage Asset Preservation Reserve	912,088	45,336	45,336	0	0	(50,000)	0	957,424	907,424	912,088
Information Technology Reserve	39,651	20,493	20,493	0	0		0	60,144	60,144	39,651
Land & Building Reserve	349,816	13,574	13,574	0	0	0	0	363,390	363,390	349,816
Swimming Pool Reserve	40,561	0	0	0	(40,561)	(40,561)	0	0	0	40,561
Recreation Reserve	206,109	53,066	53,066	0	(30,000)	(30,000)	0	229,175	229,175	206,109
Community Housing Reserve	60,005	746	746	0	0	0	0	60,751	60,751	60,005
Economic Reserve	66,971	832	832	0	0	0	0	67,803	67,803	66,971
Bowling Green Reserve	117,245	11,457	11,457	0	0	0	0	128,702	128,702	117,245
Tennis Court Reserve	58,128	6,722	6,722	0	0	0	0	64,850	64,850	58,128
Depot Reserve	20,015	50,249	50,249	0	0	0	0	70,264	70,264	20,015
Waste Reserve	20,015	20,249	20,249	0	0	0	0	40,264	40,264	20,015
Roads and Infrastructure	0	104,680	412,878	0	0	0	0	104,680	412,878	0
	2,475,964	482,238	878,936	0	(102,561)	(370,620)	0	2,855,641	2,984,280	2,475,964

KEY INFORMATION

NOTES TO THE STATEMENT OF BUDGET REVIEW
FOR THE PERIOD ENDED 31 MAY 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												
	Transport												
*	Single Cab - Light Utility - 1GIL668	650	1,000	350	0	650	1,000	350	0	625	1,637	1,012	0
	Other property and services												
*	Toyota Hilux SR5 4WD Turbo	36,500	50,000	13,500	0	36,500	50,000	13,500	0	20,414	52,273	31,859	0
*	Passenger Vehicle; MCCS	21,730	50,000	28,270	0	21,730	50,000	28,270	0	25,230	47,954	22,724	0
**	Dual Cab 4x2; D002; Team Leader	20,000	20,000	0	0	20,000	20,000	0	0	0	0	0	0
BR	Light Hino Truck 500 Series	P009	0	0	0	20,000	32,000	12,000	0	0	0	0	0
BR	Light Hino Truck 300 Series	P005	0	0	0	19,000	31,000	12,000	0	19,669	28,182	8,513	0
BR	Ford Ranger Crew Cab D002 - P002	P002	0	0	0	14,000	22,000	8,000	0	0	0	0	0
BR	Toyota Hilux D018 - P18	P18	0	0	0	500	3,500	3,000	0	0	4,600	4,600	0
		78,880	121,000	42,120	0	132,380	209,500	77,120	0	65,938	134,646	68,707	0



** Item will not be disposed as budgeted

Toyota Hilux D018 - P18 - Disposal to be transacted in Asset register in June.

Other current liabilities	Note	Opening Balance 1 July 2022	Liability Increase	Liability Reduction	Closing Balance 31 May 2023
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		433,769	(166,549)	0	267,220
Total unspent grants, contributions and reimbursements		433,769	(166,549)	0	267,220
Provisions					
Annual leave		135,872	0	0	135,872
Long service leave		66,426	0	0	66,426
Total Provisions		202,298	0	0	202,298
Total other current assets		636,067	(166,549)	0	469,518
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.

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

OPERATING ACTIVITIES

NOTE 12

OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue

Provider	Original Budget Revenue	YTD Budget	Current Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$
Operating grants and subsidies					
General purpose funding					
GEN PUR - Financial Assistance Grant - General	0	287,023	287,023	287,023	287,023
GEN PUR - Financial Assistance Grant - Roads	0	132,762	132,762	132,762	132,762
Law, order, public safety					
ESL BFB - Operating Grant	34,000	28,335	34,000	0	24,902
Education and welfare					
AGED OTHER - Grant Funding - CHSP	226,260	188,550	226,260	0	123,865
WELFARE - Grants	3,000	10,175	11,100	8,100	0
AGED OTHER - Grant Funding - HCP	549,721	320,573	349,721	(200,000)	276,422
Recreation and culture					
OTH CUL - Grants - Other Culture	12,000	3,575	3,900	(8,100)	25,750
Transport				0	
ROADM - Direct Road Grant (MRWA)	153,588	153,588	153,588	0	156,892
ROADC - Other Grants - Roads/Streets	248,220	248,220	248,220	0	132,384
Other property and services					
ADMIN - Reimbursements	0	0	0	0	1,894
PWO - Other Reimbursements	0	0	0	0	5,664
POC - Reimbursements	1,000	913	1,000	0	0
	1,227,789	1,373,714	1,447,574	219,785	1,167,558
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	3,000	2,750	3,000	0	0
MEMBERS - Reimbursements	0	3,663	4,000	4,000	4,000
General purpose funding					
Education and welfare					
AGED OTHER - Contributions	500	451	500	0	0
AGED OTHER - Reimbursements	0	15,576	17,000	17,000	16,531
Housing					
OTH HOUSE - Rental Reimbursements	0	20,163	22,000	22,000	22,517
Community amenities					
ENVIRON - Reimbursements	0	451	500	500	273
Recreation and culture					
REC - Contributions & Donations	8,750	8,682	8,750	0	7,659
REC - Reimbursements - Other Recreation	0	0	0	0	559
LIBRARY - Other Grants	1,200	5,676	6,200	5,000	5,000
OTH CUL - Contributions & Donations - Other Culture	1,500	1,500	1,500	0	78
Transport					
ROADM - Street Lighting Subsidy	0	0	0	0	4,262
Economic services					
TOUR - Other Income Relating to Tourism & Area Promotio	0	0	0	0	404
Other property and services					
POC - Fuel Tax Credits Grant Scheme	10,000	0	10,000	0	0
	24,950	58,912	73,450	48,500	61,282
TOTALS	1,252,739	1,432,626	1,521,024	268,285	1,228,839

		Non operating grants, subsidies and contributions revenue				
		Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual	Variance
		\$	\$	\$	\$	
Non-operating grants and subsidies						
General purpose funding						
	Gen Pur - Grant Funding (No Gst)	764,276	764,276	573,207	505,614	67,593
Recreation and culture						
	Rec - Grants	70,000	70,000	70,000	14,760	
	Rec - Contributions & Donations	0	5,390	5,390	0	
Transport Funding						
RRG	Roadc - Regional Road Group Grants (Mrwa)	368,920	382,900	350,988	181,367	169,621
R2R	Roadc - Roads To Recovery Grant	381,180	381,180	381,180	355,313	25,867
WSFN	Roadc - Other Grants - Roads/Streets	1,886,389	2,246,513	2,246,512	1,658,729	587,783
TOTALS		3,470,765	3,850,259	3,627,277	2,715,783	

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

**NOTE 14
BUDGET AMENDMENTS**

The following note disclosed the approved amendments to the original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
Budget adoption - Budgeted Closing Position			Opening Surplus(Deficit)	1,251,657	1,013,936		(237,721)	(237,721)
3030210	GEN PUR - Financial Assistance Grant - General	Feb 22 Budget Review	Operating Revenue	0	287,023	287,023		49,302
3030211	GEN PUR - Financial Assistance Grant - Roads	Feb 22 Budget Review	Operating Revenue	0	132,762	132,762		182,064
3040101	MEMBERS - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	4,000	4,000		186,064
3070421	HEALTH - Health Regulatory Licenses	Feb 22 Budget Review	Operating Revenue	800	0		(800)	185,264
3080601	AGED OTHER - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	17,000	17,000		202,264
3080615	AGED OTHER - Grant Funding - HCP	Feb 22 Budget Review	Operating Revenue	549,721	349,721		(200,000)	2,264
3080710	WELFARE - Grants	Feb 22 Budget Review	Operating Revenue	3,000	11,100	8,100		10,364
3090101	STF HOUSE - Staff Rental Reimbursements	Feb 22 Budget Review	Operating Revenue	31,884	3,500		(28,384)	(18,020)
3090120	STF HOUSE - Fees & Charges	Feb 22 Budget Review	Operating Revenue	0	28,384	28,384		10,364
3090201	OTH HOUSE - Rental Reimbursements	Feb 22 Budget Review	Operating Revenue	99,197	118,197	19,000		29,364
3090235	OTH HOUSE - Other Income	Feb 22 Budget Review	Operating Revenue	0	3,000	3,000		32,364
3100501	ENVIRON - Reimbursements	Feb 22 Budget Review	Operating Revenue	0	500	500		32,864
3110300	REC - Contributions & Donations	Feb 22 Budget Review	Operating Revenue	8,750	14,140	5,390		38,254
3110320	REC - Fees & Charges	Feb 22 Budget Review	Operating Revenue	11,000	15,000	4,000		42,254
3110511	LIBRARY - Other Grants	Feb 22 Budget Review	Operating Revenue	1,200	6,200	5,000		47,254
3110710	OTH CUL - Grants - Other Culture	Feb 22 Budget Review	Operating Revenue	12,000	3,900		(8,100)	39,154
3120110	ROADC - Regional Road Group Grants (MRWA)	Feb 22 Budget Review	Operating Revenue	368,920	382,900	13,980		53,134
3120113	ROADC - Other Grants - Roads/Streets	Feb 22 Budget Review	Operating Revenue	2,134,609	2,494,733	360,124		413,258
3130221	TOUR - Caravan Park Fees	Feb 22 Budget Review	Operating Revenue	190,000	175,000		(15,000)	398,258
3130320	BUILD - Fees & Charges (Licences)	Feb 22 Budget Review	Operating Revenue	1,500	3,140	1,640		399,898
3130335	BUILD - Other Income	Feb 22 Budget Review	Operating Revenue	12,000	2,000		(10,000)	389,898
3130821	OTH ECON - Standpipe Income	Feb 22 Budget Review	Operating Revenue	5,000	40,000	35,000		424,898
3140120	PRIVATE - Private Works Income	Feb 22 Budget Review	Operating Revenue	10,000	75,000	65,000		489,898
3140201	ADMIN - Reimbursements	Feb 22 Budget Review	Operating Revenue	500	2,000	1,500		491,398
3140736	UNCLASS - Unclassified Income - GST Free	Feb 22 Budget Review	Operating Revenue	10,000	5,000		(5,000)	486,398
3140390	PWO - Profit on Disposal of Assets	Feb 22 Budget Review	Non- Cash Item	13,500	48,500	-		486,398
2030100	RATES - Employee Costs	Feb 22 Budget Review	Operating Expenses	(82,853)	(57,207)	25,646		512,044
2030103	RATES - Uniforms	Feb 22 Budget Review	Operating Expenses	(500)	0	500		512,544
2030109	RATES - Travel & Accommodation	Feb 22 Budget Review	Operating Expenses	(500)	0	500		513,044
2040100	MEMBERS - Employee Costs	Feb 22 Budget Review	Operating Expenses	(105,911)	(104,881)	1,030		514,074
2040109	MEMBERS - Members Travel and Accommodation	Feb 22 Budget Review	Operating Expenses	(2,002)	(1,500)	502		514,576
2040114	MEMBERS - Communications Allowance	Feb 22 Budget Review	Operating Expenses	(1,000)	(502)	498		515,074
2040141	MEMBERS - Subscriptions & Publications	Feb 22 Budget Review	Operating Expenses	(25,300)	(49,300)		(24,000)	491,074
2040185	MEMBERS - Legal Expenses	Feb 22 Budget Review	Operating Expenses	(1,000)	(502)	498		491,572
2040200	OTH GOV - Employee Costs	Feb 22 Budget Review	Operating Expenses	(105,911)	(104,881)	1,030		492,602
2040208	OTH GOV - Other Employee Expenses	Feb 22 Budget Review	Operating Expenses	(80,000)	0	80,000		572,602
2040211	OTH GOV - Civic Functions, Refreshments & Receipts	Feb 22 Budget Review	Operating Expenses	(6,000)	(8,000)		(2,000)	570,602
2040285	OTH GOV - Legal Expenses	Feb 22 Budget Review	Operating Expenses	(5,000)	(6,000)		(1,000)	569,602
2050100	FIRE - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		569,694
2050112	FIRE - Fire Prevention/Burning/Control - recoverable	Feb 22 Budget Review	Operating Expenses	0	515		(575)	569,119
2050140	FIRE - Advertising & Promotion	Feb 22 Budget Review	Operating Expenses	(300)	(100)	200		569,319
2050187	FIRE - Other Expenditure	Feb 22 Budget Review	Operating Expenses	(500)	(250)	250		569,569
2050216	ANIMAL - Relief Ranger Services	Feb 22 Budget Review	Operating Expenses	(6,000)	(13,000)		(7,000)	562,569
2050387	OLOPS - Other Expenditure	Feb 22 Budget Review	Operating Expenses	(5,130)	(2,594)	2,536		565,105
2050588	ESL BFB - Utilities, Rates & Taxes	Feb 22 Budget Review	Operating Expenses	(921)	(2,421)		(1,500)	563,605
2050589	ESL BFB - Maintenance Land & Buildings	Feb 22 Budget Review	Operating Expenses	(5,714)	(5,214)	500		564,105
2070553	PEST - Pest Control Programs	Feb 22 Budget Review	Operating Expenses	(833)	(1,133)		(300)	563,805
2070700	OTH HEALTH - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		563,897
2080388	FAMILIES - Building Operations	Feb 22 Budget Review	Operating Expenses	(3,084)	(5,784)		(2,700)	561,197
2080389	FAMILIES - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(14,784)	(10,884)	3,900		565,097
2080600	AGED OTHER - Employee Costs	Feb 22 Budget Review	Operating Expenses	(244,433)	(208,569)	35,864		600,961
2080609	AGED OTHER - Travel & Accommodation	Feb 22 Budget Review	Operating Expenses	(3,000)	(5,500)		(2,500)	598,461
2080610	AGED OTHER - Motor Vehicle Expenses	Feb 22 Budget Review	Operating Expenses	(12,500)	(10,000)	2,500		600,961
2080660	AGED OTHER - Client Services	Feb 22 Budget Review	Operating Expenses	(167,200)	(151,200)	16,000		616,961
2080686	AGED OTHER - Expensed Minor Asset Purchases	Feb 22 Budget Review	Operating Expenses	(1,000)	(4,000)		(3,000)	613,961
2080753	WELFARE - Events	Feb 22 Budget Review	Operating Expenses	(13,300)	(25,515)		(12,215)	601,746
2080789	WELFARE - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(21,140)	(26,780)		(5,640)	596,106
2090188	STF HOUSE - Staff Housing Building Operations	Feb 22 Budget Review	Operating Expenses	(20,577)	(18,577)	2,000		598,106
2090189	STF HOUSE - Staff Housing Building Maintenance	Feb 22 Budget Review	Operating Expenses	(49,505)	(40,622)	8,883		606,989
2090288	OTH HOUSE - Building Operations	Feb 22 Budget Review	Operating Expenses	(16,281)	(16,831)		(550)	606,439
2090289	OTH HOUSE - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(50,084)	(55,676)		(5,592)	600,848
2100111	SAN - Waste Collection	Feb 22 Budget Review	Operating Expenses	(32,370)	(33,390)		(1,020)	599,828
2100165	SAN - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(65,762)	(87,926)		(22,164)	577,664
2100265	SAN OTH - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,683)	(1,392)	291		577,955
2100289	SAN OTH - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(500)	(1,350)		(850)	577,105
2100352	SEW - Consultants	Feb 22 Budget Review	Operating Expenses	(6,000)	(4,000)	2,000		579,105
2100365	SEW - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(34,961)	(47,711)		(12,750)	566,355
2100700	COM AMEN - Employee Costs	Feb 22 Budget Review	Operating Expenses	(13,239)	(13,147)	92		566,447
2100711	COM AMEN - Cemetery Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(17,642)	(14,142)	3,500		569,947
2100788	COM AMEN - Public Conveniences Operations	Feb 22 Budget Review	Operating Expenses	(18,436)	(13,669)	4,767		574,714
2100789	COM AMEN - Public Conveniences Maintenance	Feb 22 Budget Review	Operating Expenses	(2,630)	(2,430)	200		574,914
2110189	HALLS - Town Halls and Public Bldg Maintenance	Feb 22 Budget Review	Operating Expenses	(3,834)	(6,694)		(2,860)	572,054
2110265	SWIM AREAS - Grounds Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(45,047)	(39,047)	6,000		578,054
2110364	REC - Trails & Tracks Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,000)	(2,000)		(1,000)	577,054
2110365	REC - Parks & Gardens Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(115,807)	(81,011)	34,796		611,850
2110366	REC - Town Oval Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(51,891)	(60,829)		(8,938)	602,911
2110367	REC - Sundry Dry Parks/Reserves Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(5,559)	(4,344)	1,215		604,126
2110368	REC - Playground Equipment Mtce	Feb 22 Budget Review	Operating Expenses	(6,753)	(4,984)	1,769		605,895
2110387	REC - Other Expenses	Feb 22 Budget Review	Operating Expenses	(3,000)	(3,100)		(100)	605,795
2110388	REC - Other Rec Facilities Building Operations	Feb 22 Budget Review	Operating Expenses	(67,987)	(63,507)	4,480		610,275
2110389	REC - Other Rec Facilities Building Maintenance	Feb 22 Budget Review	Operating Expenses	(55,179)	(46,144)	9,035		619,310
2110587	LIBRARY - Other Expenses	Feb 22 Budget Review	Operating Expenses	(6,000)	(10,500)		(4,500)	614,810
2110665	HERITAGE - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(2,761)	(8,836)		(6,075)	608,735


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

**NOTE 14
BUDGET AMENDMENTS**

The following note disclosed the approved amendments to the original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
2110711	OTH CUL - Australia Day	Feb 22 Budget Review	Operating Expenses	(1,900)	(3,600)		(1,700)	607,035
2110712	OTH CUL - ANZAC Day	Feb 22 Budget Review	Operating Expenses	(2,250)	(3,750)		(1,500)	605,535
2110725	OTH CUL - Festival & Events	Feb 22 Budget Review	Operating Expenses	(23,950)	(78,500)		(54,550)	550,985
2110787	OTH CUL - Other Expenses	Feb 22 Budget Review	Operating Expenses	(2,900)	(1,500)	1,400		552,385
2120211	ROADM - Road Maintenance - Built Up Areas	Feb 22 Budget Review	Operating Expenses	(145,124)	(35,137)	109,987		662,372
2120212	ROADM - Road Maintenance - Sealed Outside BUA	Feb 22 Budget Review	Operating Expenses	(190,013)	(220,476)		(30,463)	631,909
2120213	ROADM - Road Maintenance - Gravel Outside BUA	Feb 22 Budget Review	Operating Expenses	(544,299)	(339,101)	205,198		837,107
2120217	ROADM - Ancillary Maintenance - Built Up Areas	Feb 22 Budget Review	Operating Expenses	(12,466)	(92,120)		(79,654)	757,453
2120234	ROADM - Street Lighting	Feb 22 Budget Review	Operating Expenses	(27,000)	(25,000)	2,000		759,453
2120287	ROADM - Other Expenses	Feb 22 Budget Review	Operating Expenses	0	(150)		(150)	759,303
2120288	ROADM - Depot Building Operations	Feb 22 Budget Review	Operating Expenses	(13,978)	(20,478)		(6,500)	752,803
2120500	LICENSING - Employee Costs	Feb 22 Budget Review	Operating Expenses	0	(8,850)		(8,850)	743,953
2120665	AERO - Airstrip & Grounds Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(1,000)	(5,600)		(4,600)	739,353
2130111	RURAL - Noxious Weed Control	Feb 22 Budget Review	Operating Expenses	0	(200)		(200)	739,153
2130200	TOUR - Employee Costs	Feb 22 Budget Review	Operating Expenses	(88,899)	(74,493)	14,406		753,559
2130211	TOUR - Visitor Centre Contribution	Feb 22 Budget Review	Operating Expenses	(3,500)	(3,000)	500		754,059
2130240	TOUR - Public Relations & Area Promotion	Feb 22 Budget Review	Operating Expenses	(20,040)	(21,600)		(1,560)	752,499
2130265	TOUR - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(40,950)	(28,459)	12,491		764,990
2130266	TOUR - Caravan Park General Maintenance/Operat	Feb 22 Budget Review	Operating Expenses	(17,015)	(6,616)	10,399		775,389
2130288	TOUR - Building Operations	Feb 22 Budget Review	Operating Expenses	(120,636)	(108,687)	11,949		787,338
2130289	TOUR - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(19,101)	(20,083)		(982)	786,356
2130865	OTH ECON - Standpipe Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(5,300)	(6,300)		(1,000)	785,356
2130889	OTH ECON - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(2,586)	(3,936)		(1,350)	784,006
2140187	PRIVATE - Other Expenses	Feb 22 Budget Review	Operating Expenses	(500)	(18,000)		(17,500)	766,506
2140200	ADMIN - Employee Costs	Feb 22 Budget Review	Operating Expenses	(304,058)	(261,584)	42,474		808,980
2140204	ADMIN - Training & Development	Feb 22 Budget Review	Operating Expenses	(20,000)	(21,650)		(1,650)	807,330
2140205	ADMIN - Recruitment	Feb 22 Budget Review	Operating Expenses	(3,000)	(1,500)	1,500		808,830
2140206	ADMIN - Fringe Benefits Tax (FBT)	Feb 22 Budget Review	Operating Expenses	(10,000)	(27,000)		(17,000)	791,830
2140289	ADMIN - Building Maintenance	Feb 22 Budget Review	Operating Expenses	(31,205)	(40,055)		(8,850)	782,980
2140300	PWO - Employee Costs	Feb 22 Budget Review	Operating Expenses	(193,065)	(287,128)		(94,063)	688,917
2140304	PWO - Training & Development	Feb 22 Budget Review	Operating Expenses	(45,836)	(18,245)	27,591		716,508
2140308	PWO - Other Employee Expenses	Feb 22 Budget Review	Operating Expenses	0	(500)		(500)	716,008
2140324	PWO - Annual Leave	Feb 22 Budget Review	Operating Expenses	(53,575)	(41,575)	12,000		728,008
2140325	PWO - Public Holidays	Feb 22 Budget Review	Operating Expenses	(26,054)	(18,953)	7,101		735,109
2140330	PWO - OHS and Toolbox Meetings,	Feb 22 Budget Review	Operating Expenses	(24,319)	(15,319)	9,000		744,109
2140365	PWO - Maintenance/Operations	Feb 22 Budget Review	Operating Expenses	(2,500)	(9,500)		(7,000)	737,109
2140386	PWO - Expensed Minor Asset Purchases	Feb 22 Budget Review	Operating Expenses	(8,000)	(18,000)		(10,000)	727,109
2140400	POC - Internal Plant Repairs - Wages & O/Head	Feb 22 Budget Review	Operating Expenses	(10,000)	(13,500)		(3,500)	723,609
2140411	POC - External Parts & Repairs	Feb 22 Budget Review	Operating Expenses	(80,000)	(140,000)		(60,000)	663,609
2140418	POC - Expendable Tools / Consumables	Feb 22 Budget Review	Operating Expenses	(20,000)	(10,000)	10,000		673,609
2140500	SAL - Gross Salary and Wages	Feb 22 Budget Review	Operating Expenses	(1,669,149)	(1,584,443)	84,706		758,315
2140501	SAL - LESS Salaries & Wages Allocated	Feb 22 Budget Review	Operating Expenses	1,669,149	1,584,443		(84,706)	673,609
	Land and Buildings	Feb 22 Budget Review	Investing Activities	(10,000)	(10,000)		-	673,609
	Plant & Equipment	Feb 22 Budget Review	Investing Activities	(62,000)	(280,059)		(218,059)	455,550
	Infrastructure - Roads	Feb 22 Budget Review	Investing Activities	(3,710,766)	(4,055,890)		(345,124)	110,426
	Infrastructure -Sewerage	Feb 22 Budget Review	Investing Activities	0	(50,000)		(50,000)	60,426
	Infrastructure -Parks And Ovals	Feb 22 Budget Review	Investing Activities	(122,000)	(140,085)		(18,085)	42,341
	Infrastructure - Other	Feb 22 Budget Review	Investing Activities	(95,376)	(97,576)		(2,200)	40,141
	Proceeds on Disposal of Assets	Feb 22 Budget Review	Investing Activities	121,000	209,500	88,500		128,641
	Reserves Transfer In	Feb 22 Budget Review	Financing Activities	(482,238)	(878,936)		(396,698)	(268,057)
	Reserves Transfers out	Feb 22 Budget Review	Financing Activities	102,561	370,620	268,059		2
	Rounding						(2)	0
		TOTALS				2,161,830	(2,161,830)	0

11.2 List of Accounts Paid

<h1>Corporate & Community Services</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	12 June 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 - List of Accounts Paid - May 2023	

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

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

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officer’s Recommendation/Resolution - 11.2

Moved: Cr Trepp

Seconded: Cr Hudson

0790 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 - May 2023	
EFT 10854 to EFT 10985	\$776,740.42
CHQ 11015 to CHQ 11016	\$4,682.50
Direct Debit: Credit Card Payment: April 2023	\$2,994.40
Direct Debit: Synergy	\$6,866.39
Direct Debit: Bank Fees	\$271.69

Direct Debit: Water Corporation	\$21,903.36
Direct Debit: XENEX Systems	\$923.89
Direct Debit: Telstra	\$761.73
Direct Debit: Puma Fuel	\$670.14
Direct Debit: Resonline - SSA	\$484.00
Direct Debit: Boekeman Machinery	\$1,458.38
Direct Debit: DMIRS - BSL & Bond	\$1,662.60
One Off Sundry Payments	\$635.00
PPE May 2023 - Wages	\$40,816.13
PPE May 2023 - Wages	\$42,758.01
Superannuation	\$5,854.98
Superannuation	\$5,971.22
TOTAL	\$915,454.84

CARRIED 7/0



SHIRE OF DOWERIN
List of Payments for the Period Ending
31 MAY 2023

Last EFT No: 110853

<u>EFT</u>	<u>Date</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Contra</u>
EFT10854	01/05/2023	Western Australian Treasury Corporation	Loan No. 99 Interest and Principal payment - Short term Accommodation units	\$26,585.24	
EFT10855	01/05/2023	Courtney's Cleaning	Aged care domestic assistance and travel	\$139.86	Fully Funded
EFT10856	01/05/2023	Courtney's Cleaning	Aged care domestic assistance and travel	\$1,028.54	Fully Funded
EFT10857	01/05/2023	Courtney's Cleaning	Aged care domestic assistance and travel	\$389.60	Fully Funded
EFT10858	01/05/2023	Boekeman Machinery	Repair to hose on sewer jetter	\$50.04	
EFT10859	01/05/2023	Telly's Auto Electrical & Air-Conditioning	Replace window switch and motor on Ford Ranger D002	\$708.94	
EFT10860	08/05/2023	Autopro Northam	Supply 4 X M6X100 Allen head bolts and nyloc nuts	\$21.84	
EFT10861	08/05/2023	Advanced Traffic Management (Cash Flow Finance)	Supply Traffic Control services of 3-man Crew as per schedule of rates for Dowerin Kalannie Rd SLK 12.28-15.70 for Cement Stabilisation WFN182F	\$40,947.83	WSFN Funded
EFT10862	08/05/2023	Australian Community Media	The Senior WA Travel - December, March and June editions. Dowerin Short Stay Accommodation advertising. Size - 9.2cm x 12.9cm.	\$346.00	
EFT10863	08/05/2023	Boekeman Machinery	Carry out 30,000km service, supply & fit tonneau cover - D4	\$2,049.34	
EFT10864	08/05/2023	BOC Limited	Oxygen and acetylene bottle service	\$36.83	
EFT10865	08/05/2023	Bear Pantry Cafe	60x pies @ \$6 each for Pie & Pint Night for Blokes 19th April	\$360.00	
EFT10866	08/05/2023	Bitumen Distributors Pty Ltd	Supply 2000l of CRS Emulsion	\$2,310.00	
EFT10867	08/05/2023	Black Swan State Theatre Company Ltd	Youth Drama Workshop Facilitation Fees - 8 & 9 September 2023	\$3,080.00	Part LotteryWest Funded
EFT10868	08/05/2023	Complete Office Supplies	Stationery Order: Council Chambers - (Bulk purchase) tea, sugar, coffee	\$98.18	
EFT10869	08/05/2023	Corsign WA	Supply Griffiths St sign with Dowerin logo.	\$101.20	
EFT10870	08/05/2023	C&F Building Approvals	Provision of building services as per service contract - 1 January 2023 - 30 June 2023	\$1,100.00	
EFT10871	08/05/2023	Dowerin Community Resource Centre	Youth Urban Art Workshop Advertising - 31st March	\$44.00	

EFT10872	08/05/2023	Dowerin Bulk Transport Pty Ltd	Wet hire of Telehandler to erect Anzac Day banners	\$200.00	
EFT10873	08/05/2023	Dowerin Tyre & Exhaust	Supply battery for sewer jetter	\$570.00	
EFT10874	08/05/2023	Darren Hutchens - Artist	Urban Art Workshop facilitator and materials for the Youth Activity at the Dowerin Skatepark.	\$6,206.75	Part Youth Week Grant Funded
EFT10875	08/05/2023	Dowerin Gourmet Butchershop	ANZAC Day Breakfast catering	\$450.03	
EFT10876	08/05/2023	Dowerin Men's Shed	Amery Refuse Site Operations - 25X Sunday 11AM to 4PM July 2022 to December 2022	\$3,500.00	
EFT10877	08/05/2023	MWB Contracting T/A Brickmart WA	Supply & deliver 70 limestone blocks as per quote QU-0609 for 3/13 Stacy St works	\$1,591.15	
EFT10878	08/05/2023	Northam Florist	Anzac Day Wreath - Shire of Dowerin	\$120.00	
EFT10879	08/05/2023	Roadside Products Pty Ltd	Supply guide post installer for WSNF roadworks (Dowerin-Kalannie)	\$3,080.00	WSFN Part Funded
EFT10880	08/05/2023	Environmental Industries Pty Ltd	Carry out remedial works as quoted on town oval	\$2,994.75	
EFT10881	08/05/2023	Gym Care	Annual gym service - call out, time & parts allowance	\$724.55	
EFT10882	08/05/2023	Holberton Earthmoving	Supply Road Building services to align with Tender 2022-01 schedule of rates for the gravel pit rehabilitation of Metcalf Pit for Dowerin Kalannie WFN182E Variation #17	\$4,939.00	WSFN Part Funded
EFT10883	08/05/2023	Interfire Agencies	PPE for Minnivale Bush Fire Brigade	\$8,168.63	DFES Funded
EFT10884	08/05/2023	Joelectrics	Replace faulty light, exhaust fan and smoke alarm at 1/18 Memorial Ave	\$1,392.37	
EFT10885	08/05/2023	Fulton Hogan Industries Pty Ltd	Supply, spray & cover 14mm/7mm two coat C170 seal and binder application rate of 1&1.7L/m2 and aggregate spread rate of 100 & 180 m2/m3, Mobilisation and Demobilisation & traffic control as RFQ 2022-16 Koombekine North Rd SLK 2.28-4.45 RRG 003.	\$169,467.10	RRG Part Funded
EFT10886	08/05/2023	5Rivers Plumbing & Gas	Dry hire 5T excavator for gravel exploration	\$2,440.50	
EFT10887	08/05/2023	Gypsum Supplies	Football oval fertilising materials	\$234.50	
EFT10888	08/05/2023	Garden of Vegan	Aged Care - Easy Meals	\$366.52	Fully Funded
EFT10889	08/05/2023	Aurora Tenement Consulting Pty Ltd	Rates refund for assessment A1215 E70/05716	\$84.52	
EFT10890	08/05/2023	Australian Institute of Management Education and Training Pty Ltd	CEO Training Allowance - Cert IV in Human Resources Training	\$3,200.00	
EFT10891	08/05/2023	Lo-Go Appointments	Provision of Governance Projects Officer W/E 15/04/2023	\$1,598.08	
EFT10892	08/05/2023	Cheryl Murray	Reimbursement for Coffee for Admin	\$38.98	
EFT10893	08/05/2023	Marketforce	RFT T2023-01 Maintenance Grading Works West Australian Ad	\$1,044.54	
EFT10894	08/05/2023	Natural Area Consulting Management Services	Supply Revegetation plan for Amery Pit used for Dowerin Kalannie Road WFN182F	\$3,960.00	WSFN Part Funded
EFT10895	08/05/2023	Petchell Mechanical	Replace starter motor on Bomag roller	\$3,640.51	
EFT10896	08/05/2023	Perth Laundry Equipment	SSA washer and dryer rental 22/04/2023 - 21/05/2023	\$419.46	
EFT10897	08/05/2023	Rural Ranger Services	Ranger Services - April23	\$658.02	

EFT10898	08/05/2023 Stabilco Pty Ltd	Stabilise Basecourse on the Dowerin Kalannie Road between SLK 14.07 to 15.70 to a 10-metre width.	\$227,355.44	WSFN Part Funded
EFT10899	08/05/2023 Stabilisation Technology	Supply spreader truck to spread 20mm aggregate in front of stabilising machine as per quote provided. WFN182E Dowerin Kalannie Rd SLK 28.87-31.02 & 27.21-27.59.	\$4,048.00	WSFN Part Funded
EFT10900	08/05/2023 Wheatbelt Liquid Waste	Empty grease trap at DCC	\$1,848.00	
EFT10901	08/05/2023 Westrac Equipment	Supply: 16 X 149-5733 Retainer 16 X 132-4763 Pin - Loader	\$434.45	
EFT10902	08/05/2023 Work Health Professionals	Onsite Audiometric Testing - 21 April - Works; 9 Employees	\$1,793.00	
EFT10903	08/05/2023 Wallis Computer Solutions	Staff Profile setup and monthly PC lease	\$802.56	
EFT10904	08/05/2023 Zone 50 Engineering Surveys Pty Ltd	Supply design and survey for school drop of parking bays on Memorial Avenue as stated in quote.	\$3,564.00	
EFT10905	19/05/2023 Newground Water Services Pty Ltd	Supply and install Grundfos fert dosin unit, monthly pump and tank quarterly service.	\$8,557.78	
EFT10906	24/05/2023 Enviropipes Pty Ltd	Supply & Deliver: 6 X 300 HDPE pipes 6 X 375 HDPE pipes - various road maintenance	\$7,652.34	Part Commodity Route funded
EFT10907	24/05/2023 Avon Waste	Recycling collection March 2023	\$5,517.21	
EFT10908	24/05/2023 Autopro Northam	Supply P-clamps 1 pack 56491	\$59.69	
EFT10909	24/05/2023 Ampac Debt Recovery WA Pty Ltd	Debt collections expenses - A451, A380, A224, A229, A503	\$11,109.25	
EFT10910	24/05/2023 Courtney's Cleaning	Provision of domestic assistance by contractor for the period of April to June 2023	\$1,492.86	Fully Funded
EFT10911	24/05/2023 BOC Limited	Oxygen and acetylene bottle service	\$37.94	
EFT10912	24/05/2023 Bunnings Group Limited	Urban Art Workshop Preparation 3 x Dulux 1Step Prep Primer, Sealer & Undercoat 10L	\$579.99	
EFT10913	24/05/2023 Complete Office Supplies	Stationery - Various Items	\$300.66	
EFT10914	24/05/2023 Competent Solutions Pty Ltd	Outside staff uniforms	\$499.05	
EFT10915	24/05/2023 Corsign WA	Supply: 4 X Verge mowing corflute 600X600 4 X Verge spraying corflute 600X600	\$261.80	
EFT10916	24/05/2023 Dowerin Refrigeration	Replace faulty water fountain at DCC	\$2,797.85	
EFT10917	24/05/2023 Landgate	Rural UV Interim Valuation Shared	\$88.70	
EFT10918	24/05/2023 Dowerin Bulk Transport Pty Ltd	1 x 45kg bottled gas delivered to 19 Cottrell St	\$267.50	
EFT10919	24/05/2023 Dowerin Tyre & Exhaust	Supply & fit 2 X rear tyres to Ford Ranger D02, tyres for tractor, battery for skid steer, general tyre repairs	\$1,688.00	
EFT10920	24/05/2023 Dowerin Football Club	1/3 of cost to replace goals posts Dowerin Oval	\$2,964.50	
EFT10921	24/05/2023 Dowerin Men's Shed	Tip management March 2023	\$3,500.00	
EFT10922	24/05/2023 Directories of Australia Pty Ltd	Annual Charge for advertising in Directories of Australia 2023-24 period	\$975.00	
EFT10923	24/05/2023 Eastern Hills Chainsaws & Mowers	Supply chainsaw and whipper snipper	\$2,481.37	
EFT10924	24/05/2023 E Fire & Safety	6 monthly fire extinguisher checks	\$2,168.10	

EFT10925	24/05/2023 Furniture Fitouts	SSA - Replacement of various kitchenwares	\$175.60	
EFT10926	24/05/2023 Farmscan	Supply 5 Meter harness extension for Farmscan 240 (Verge Spraying Unit)	\$301.40	
EFT10927	24/05/2023 Great Southern Fuel Supplies	Supply & deliver 12,000lt diesel	\$21,081.32	
EFT10928	24/05/2023 Holberton Earthmoving	Supply road building services to align with tender 2022-01 schedule of rates for the gravel pit rehabilitation of Emmott's pit for Dowerin Kalannie WFN182E variation #19	\$6,006.00	WSFN Part Funded
EFT10929	24/05/2023 Interfire Agencies	PPE for Minnivale Bush Fire Brigade	\$934.72	DFES Funded
EFT10930	24/05/2023 Joelectrics	Install power point at Shire Admin	\$369.48	
EFT10931	24/05/2023 Lo-Go Appointments	Provision of Governance Projects Officer - w/e 6 May 2023	\$319.62	
EFT10932	24/05/2023 Lite n' Easy	Aged Care - easy meals	\$268.12	Fully Funded
EFT10933	24/05/2023 Local Government Professionals	Training attendance for EGO to the Finance for Non-Financial People - July 2023	\$450.00	
EFT10934	24/05/2023 DE Metcalf	Supply and installation of timber shelving in Council Office meeting room	\$380.00	
EFT10935	24/05/2023 Market Creations	SSA Domain name registration & renewal to 04/07/2025	\$330.00	
EFT10936	24/05/2023 Newground Water Services Pty Ltd	6 Toro Pop-up Sprinklers box of 50	\$950.07	
EFT10937	24/05/2023 Norton Rose Fulbright	Professional Legal Services rendered	\$1,100.00	
EFT10938	24/05/2023 Pattons Panel and Paint	Repairs to D003 truck door and cab as per estimate 3568	\$2,282.50	
EFT10939	24/05/2023 5Rivers Plumbing & Gas	Various plumbing works Shire of Dowerin facilities - Town Hall flashings, Dry Hire of 5T excavator for Dowerin-Kalannie, Memorial Ave residence, Rec Centre.	\$6,850.31	WSFN Part Funded
EFT10940	24/05/2023 R B Motors Pty Ltd	Carry out 40,000km service on D013 Ranger	\$570.98	
EFT10941	24/05/2023 Star Track Express Pty Ltd	Freight to Wongan Hills	\$5.22	
EFT10942	24/05/2023 Sally J Design	Design, Print and Supply of 550 Tip Passes for 23/24 - 50% Deposit Required	\$891.00	
EFT10943	24/05/2023 ST JOHN AMBULANCE WA LTD	Replace expired defibrillator pads at Minnivale campgrounds.	\$121.00	
EFT10944	24/05/2023 Shred-X Pty Ltd	Collection and Replacement of Shredding Bin - 13.04.2023	\$114.03	
EFT10945	24/05/2023 Team Global Express	April-May deliveries	\$286.18	
EFT10946	24/05/2023 Goomalling Pharmacy	Aged Care health products	\$988.90	Fully Funded
EFT10947	24/05/2023 Wallis Computer Solutions	Monthly lease - 5x PCs	\$374.00	
EFT10948	25/05/2023 Avon Waste	April 2023 Recycling and Domestic Household Waste Charges	\$2,837.12	
EFT10949	25/05/2023 Australian Audit	Commonwealth Home Support Programme Acquital - Audit - July 2019	\$3,960.00	
EFT10950	25/05/2023 Courtney's Cleaning	Provision of domestic assistance- 18/5/2023	\$1,078.40	Fully Funded
EFT10951	25/05/2023 Bunnings Group Limited	Timber Screws and Saddle Clips	\$43.48	
EFT10952	25/05/2023 Bitumen Distributors Pty Ltd	Supply 2000l CRS emulsion	\$2,310.00	Private works - Trayning
EFT10953	25/05/2023 Bandwidth Holdings Pty Ltd	SSA Wifi service - annual fee	\$1,320.00	

EFT10954	25/05/2023	Corsign WA	Supply road signage for WSFN works	\$5,910.30	WSFN Part Funded
EFT10955	25/05/2023	C&F Building Approvals	Building surveyor consultancy Fee - Monthly reporting	\$440.00	
EFT10956	25/05/2023	Landgate	Rural UV Gen Vals First 500 Shared	\$6,379.65	
EFT10957	25/05/2023	D & D Transport	Lime Cartage and Lime Sand Sale for Centenary Park	\$1,758.24	
EFT10958	25/05/2023	Dowerin & Districts Farmshed	Supply 6 packs fence droppers for road marking	\$1,861.85	WSFN & RRG Funded
EFT10959	25/05/2023	Dowerin Community Club	Bar tab for the Pie & Pint Night	\$603.00	
EFT10960	25/05/2023	Department Of Fire and Emergency Services	ESL Qtr Payment	\$5,319.60	
EFT10961	25/05/2023	E Fire & Safety	Supply fire hose reel for SSA	\$323.40	
EFT10962	25/05/2023	Holberton Earthmoving	Supply road building services for floodway re-instatement on Nambling South Road	\$5,170.00	LRCIP Funded
EFT10963	25/05/2023	KAOS Electrical	Install new private power pole to old bowling club	\$5,050.00	
EFT10964	25/05/2023	Koorda Ag Parts	October-December 2022 - garden home maintenance to assist with safe entry	\$2,167.00	Fully Funded
EFT10965	25/05/2023	Lo-Go Appointments	Project officer contract services 20/5/2023	\$319.62	
EFT10966	25/05/2023	Lite n' Easy	HCP Purchase - Lite n' Easy Packs	\$288.07	Fully Funded
EFT10967	25/05/2023	LG Best Practices Pty Ltd	Internal Audit services and training for finance staff	\$1,608.75	
EFT10968	25/05/2023	Martin's Painting Service	Painting - Shire admin internal, shire admin external, CRC external, DCC external	\$32,120.00	
EFT10969	25/05/2023	Petchell Mechanical	Carry out repairs to track rollers on CAT299D & fit new tracks	\$9,242.73	
EFT10970	25/05/2023	5Rivers Plumbing & Gas	Supply and fit new valve to Doodarding standpipe	\$4,909.94	
EFT10971	25/05/2023	Star Track Express Pty Ltd	Freight - irrigation equipment	\$67.17	
EFT10972	25/05/2023	Solomons Flooring Midland	CRC - Remaining blinds	\$950.00	
EFT10973	25/05/2023	Shire of Toodyay	Russell Holleley , Karri Lee and Amy Spencer LG Professionals course	\$990.00	
EFT10974	25/05/2023	SEEK Limited	Advertising for CRC Coordinator Role	\$335.50	
EFT10975	25/05/2023	Stabilisation Technology	Aggregate spreading for Dowerin Kalannie Road	\$5,600.00	WSFN Part Funded
EFT10976	25/05/2023	Team Global Express	Freight from Corsign and Interfire	\$389.34	
EFT10977	25/05/2023	Telly's Auto Electrical & Air-Conditioning	Mount & wire verge spray controller to vehicle	\$428.73	
EFT10978	25/05/2023	Vestone Capital Pty Limited	Computer equipment lease charges - monthly	\$1,333.37	
EFT10979	25/05/2023	WA Local Government Association	WALGA EM Training Courses - CEO Performance Review and Economic Development Essentials - Cr Trepp	\$1,915.50	
EFT10980	25/05/2023	Ray's Auto Mech & Engineering Services	Wheel alignment for Hilux D4	\$181.50	
EFT10981	25/05/2023	West Coast Shade Pty Ltd	Supply & fitment of three shade sails at Centenary Park	\$17,248.00	
EFT10982	25/05/2023	W EMMOTT & SONS	Supply gravel as per gravel agreement for Dowerin-Kalannie Rd	\$6,248.88	WSFN Part Funded
EFT10983	25/05/2023	Yleena Farm	Supply 2484m3 of gravel for RRG003 Koombekine North Road SLK	\$5,464.80	RRG Part Funded
EFT10984	29/05/2023	Lite n' Easy	HCP Purchase - Lite n' Easy meals - Graham Brooks to EOFY 2022-2023	\$453.52	Fully Funded

EFT10985	29/05/2023 Ray's Auto Mech & Engineering Services	Carry out modifications to fit tank to verge spraying skid	\$1,630.07
			\$776,740.42

Cheques

011015	09/05/2023 Commissioner of State Revenue	Local Government Authority Refunds - Pensions - 21/22 Claimed as 22/23	\$4,552.00
011016	30/05/2023 Shire of Dowerin	Petty Cash Recoup - Jan 2023 to May 2023	\$130.50
			\$4,682.50

Bpay

010523	01/05/2023 Jennifer Scott	Refund of gym fee due to inability to arrange induction.	\$230.00
250523	25/05/2023 Chris Alder	Refund of SSA booking on compassionate grounds	\$405.00
			\$635.00

Direct Debits

DD12295.1	04/05/2023 Shire of Dowerin - Visa Payments	Visa charges April 2023	\$2,994.40
DD12300.1	20/05/2023 Xenex Systems Pty Ltd	VoIP System March 2023	\$462.33
DD12300.2	20/05/2023 Synergy	Energy supplies 16/02/2023 - 15/03/2023	\$2,068.23
DD12342.1	09/05/2023 Department of Mines, Industry Regulation & Safety	Bond taken for N Kennedy 1/18 Memorial	\$1,020.00
DD12342.2	09/05/2023 Puma Energy	D018	\$643.15
DD12342.3	09/05/2023 Precision Administration Services Pty Ltd	Superannuation PPE 25/04/2023	\$5,854.98
DD12344.1	16/05/2023 Resonline Pty Ltd	SSA Room Manager March 2023	\$242.00
DD12346.1	16/05/2023 Resonline Pty Ltd	SSA Room Manager April 2023	\$242.00
DD12349.1	16/05/2023 Department of Mines, Industry Regulation & Safety	BSL March 2023	\$642.60
DD12362.1	29/05/2023 Telstra Limited	Directory charges to 07 March 23 - Account to be cancelled	\$169.82
DD12383.1	23/05/2023 Synergy	Energy supply 25/03/2023 - 24/04/2023	\$1,994.52
DD12385.1	22/05/2023 Synergy	Energy supply 28/03/2023 - 27/04/2023	\$610.87
DD12385.2	22/05/2023 Puma Energy	DHC fuel	\$26.99
DD12388.1	30/05/2023 Telstra Limited	Plan charges to 26 April 23	\$591.91
DD12390.1	30/05/2023 Synergy	Energy supply 16/03/2023 -19/04/2023	\$2,192.77
DD12394.1	10/05/2023 Precision Administration Services Pty Ltd	Super PPE 09/05/2023	\$5,971.22
DD12396.1	19/05/2023 Water Corporation	Water Corp accounts to be journaled after EOM	\$2,763.33
DD12396.2	18/05/2023 Water Corporation	Water accounts to be journaled after EOM	\$19,140.03
DD12398.1	28/05/2023 Xenex Systems Pty Ltd	Voip System April	\$461.56
130936	31/05/2023 Bank Fees	Bank Fee	\$191.11

130936	31/05/2023 Bank Fees	Bank Fee	\$24.88
130936	31/05/2023 Bank Fees	Bank Fee	\$55.70
			<u>\$48,364.40</u>

Payroll

	10/05/2023 Payroll	PPE 09/05/2023	\$40,816.13
	24/05/2023 Payroll	PPE 23/05/2023	\$42,758.01
			<u>\$83,574.14</u>

SUMMARY

EFT	10854 - 10985		\$776,740.42
Cheques	011015-011016		\$4,682.50
Bpay			\$635.00
Direct Debits			\$48,364.40
Payroll			\$83,574.14
			<u>\$913,996.46</u>

SHIRE OF DOWERIN

APRIL 2023

Date: 4/05/2023
Voucher: 711



Amount in words:

Two thousand nine hundred and ninety four dollars and forty cents

\$ 2,994.40

Dr to.

NAB VISA D89

Journal from 121402870.2700

MUNICIPAL FUND

CEO

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

Recommended by the Finance Committee

DATE OF SERVICE	GL	PARTICULARS <small>(If progress payment, state total amount of contract and amount of previous payments, if any)</small>	GST	AMOUNT
30/03/2023	W0003	Kikuyu - Oval	\$8.00	\$ 88.00
3/04/2023	FEV031	Letter drop for Pie and Pint Night	\$3.60	\$ 39.60
5/04/2023	P711	Linear Activator	\$37.50	\$ 412.50
11/04/2023	FEV031	Letter drop for Urban Art Workshop	\$3.60	\$ 39.60
19/04/2023	FEV031	Morning tea for Mens Shed	\$3.45	\$ 38.00
19/04/2023	P18	Fuel for D018	\$6.90	\$ 75.89
20/04/2023	P18	Fuel for D018	\$7.97	\$ 87.71
28/04/2023	2030211	NAB Visa Card Fee DCEO		\$ 9.00
4/04/2023	2140204	Staff Training CEO		\$ 14.98
4/04/2023	2140204	<i>Staff Training CEO</i>		\$ 100.48
5/04/2023	2140220	Corporate Internet - monthly subs	\$70.45	\$ 775.00
11/04/2023	2140241	Monthly subs - CDO	\$2.64	\$ 28.99
12/04/2023	2140210	Fuel - CEO	\$8.64	\$ 95.01
17/04/2023	2140221	Shire Zoom standard pro subs		\$ 209.90
18/04/2023	2140241	Monthly subs - EGO		\$ 21.99
20/04/2023	2130241	Branded stationery for SSA	\$58.09	\$ 638.99
28/04/2023	2040104	Wheatbelt Future's Forum 03/05/2023 CEO		\$ 150.00
28/04/2023	2040204	Wheatbelt Future's Forum 03/05/2023 President		\$ 150.00
28/04/2023	2030211	NAB Visa Card Fee CEO		\$ 9.00
28/04/2023	2030211	Interntonal transactions fees		\$ 9.76
				\$ 2,994.40

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)



40735
 DOWERIN SHIRE
 PO BOX 111
 DOWERIN WA 6461

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

Your Account Summary

Balance from previous statement	\$3,764.19 DR
Payments and other credits	\$3,764.19 CR
Purchases, cash advances and other debits	\$2,966.64 DR
Interest and other charges	\$27.76 DR
Closing Balance	\$2,994.40 DR

**YOUR DIRECT DEBIT PAYMENT OF \$2,994.40 WILL BE
 CHARGED TO ACCOUNT 000086608- 0000480807363 ON
 04/05/2023 AS PER OUR AGREEMENT.**

9-76.

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Apr 2023	\$3,764.19 CR	DIRECT DEBIT PAYMENT	74557043090
4 Apr 2023	\$0.45	NAB INTNL TRAN FEE - (MC)	74557043094
4 Apr 2023	\$3.01	NAB INTNL TRAN FEE - (MC)	74557043094
17 Apr 2023	\$6.30	NAB INTNL TRAN FEE - (SC)	74557043107
Total for this Period:	\$3,754.43 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)
4557-0455-3794-2934	MRS REBECCA LOUISE M	\$10,000	\$0.00	\$2,185.34	\$9.00	\$2,194.34
4557-0455-3822-0801	MR AARON GARTH WOOLD	\$5,000	\$0.00	\$781.30	\$9.00	\$790.30
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$3,764.19 CR	\$0.00	\$9.76 DR	\$3,754.43 CR
			\$3,764.19 CR	\$2,966.64 DR	\$27.76 DR	\$769.79 CR

Transaction type

Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%

CYBERCRIMINALS USE RANSOMWARE TO SEND CONVINCING EMAILS CONTAINING MALICIOUS SOFTWARE TO LOCK YOUR COMPUTER, THEN THEY DEMAND FUNDS, THREATEN TO LEAK DATA AND DISRUPT YOUR BUSINESS. ALWAYS BACKUP YOUR FILES AND BE VIGILANT ABOUT UNSOLICITED EMAILS CONTAINING LINKS OR ATTACHMENTS. LEARN HOW TO SPOT RANSOMWARE AT NAB.COM.AU/RANSOMWARE

Transaction record for: MRS REBECCA LOUISE MCCALL (continued)

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
18 Apr 2023	\$21.99 ✓	ADOBE ACROPRO SUBS ADOBE.LY/ENAU	Monthly subs - EGO			21.99.	74069883106
20 Apr 2023	\$638.99 ✓	Vistaprint Australia PTY Derrimut	Branded stationery - SSA			638.99.	74773883109
28 Apr 2023	\$300.00 ✓	WHEATBELTBN MERREDIN	Wheatbelt's Future Forum			300.00.	74201333117
28 Apr 2023	\$9.00	CARD FEE	CEO.		2030211	9.00	74557043118
Total for this period	\$2,194.34		Totals				

Employee declaration

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

Cardholder signature:

American R Lepp

Date:

8/16/23



STATEMENT 1/21

NAB Business Visa

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

Cardholder Details

Cardholder Name: MR AARON GARTH WOOLDRIDGE
Account No: 4557 0455 3822 0801
Statement Period: 29 March 2023 to 28 April 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
30 Mar 2023	\$88.00	WEST COAST TURF NEERGABBY	10m ² Kikuyu - Oval	W0003		88-00	01159517280
3 Apr 2023	\$39.60	AP DOWERIN LPO DOWERIN	Letter drop for Pie/Pmr night	FEV031		39-60	74940523089
5 Apr 2023	\$412.50	STATEWIDE BEARINGS CANNINGVALE	Linear Activator	P711		412-50	01314542660
11 Apr 2023	\$39.60	AP DOWERIN LPO DOWERIN	Letter drop for Urban Art Workshop			39-60	74940523096
19 Apr 2023	\$38.00	Bear Pantry Dowerin	Morning Tea - Mens Shed			38-00	74773883108
19 Apr 2023	\$75.89	PUMA DOWERIN MAHOMETS FLAT	DO18 Fuel			75-89	74211983108
20 Apr 2023	\$87.71	PUMA DOWERIN MAHOMETS FLAT	DO18 Fuel			87-71	74211983109
28 Apr 2023	\$9.00	CARD FEE	DCEO		2030211	9-00	74557043118
Total for this period	\$790.30		Totals				

Employee declaration

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

Cardholder signature: _____

Date: _____

8.6.23

0001234 118/4557049800027159 / E-12285 S-18995 L37989

11.3 Pioneers Pathways MOU Extension

Corporate & Community Services



Date:	13 June 2023
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation / Legal Services / Agreements/ Leases
Disclosure of Interest:	Nil
Attachments:	<u>Nil</u>

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The item presents the Pioneers Pathway Memorandum of Understanding (MOU) to Council for consideration and support, including a financial commitment of \$3,500 per annum.

Background

The Pioneers Pathway is a Self-Drive Trail that runs from Toodyay to Merredin, a distance of 226 kilometres. It was originally established in 1985. Signage was added along the route approximately 15 years ago in 2001. The trail passes through the following Shires:

- Dowerin
- Goomalling
- Merredin
- Nungarin
- Toodyay
- Wyalkatchem

Further product development occurred in 2020 with the implementation of 'Pioneer Stories' and in 2022 the 'Sharing Stories' via a online app was launched.

Each Shire currently makes an annual financial contribution towards the upkeep and marketing of the trail. An advisory group consisting of representatives of each of the shires oversees the management and marketing of the trail with the current lead organisation being the Shire of Goomalling. An Executive Officer is appointed to coordinate meetings and product development as well as the management of the marketing plan.

Comment

Measuring the usage of a self-drive trail is extremely challenging given that visitors do not need to register or in any way advise that they are using the trail. Visitors can either plan in advance that they are going to use it, mainly by undertaking online research, or they find out about the trail through signage or by visiting one of the Visitor Centres or Community Resource Centres along the route.

The MOU between the member councils was renewed in 2020, excluding the Shire of Trayning, and expires 30 June 2023.

The Advisory Group met on 8th June 2023 to discuss:

- Renewal of the MOU
- Future direction of Pioneers' Pathway
- Annual financial contribution

It was recommended to extend the MOU for a 12-month period (1 July 2023 to 30 June 2024) and retain the annual financial contribution of \$3,500 (\$1,500 for product development and maintenance and \$2,000 for a part-time executive officer).

The Advisory Group's target for the next six months is to determine the future direction of Pioneers' Pathway. The proposed strategic objectives will be presented to council members in February 2024 to consider the recommendation.

Consultation

Rebecca McCall, Chief Executive Officer
Karri Lee, Community Development Officer

Policy Implications

Nil

Statutory Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Economy

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

Outcome: 2.2

Reference: 2.2.3

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Unsubstantiated, localised low impact on community trust, low profile or no media item
Consequence Rating	Minor (2)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (5)
Key Controls (in place)	Risk acceptable with adequate MOU
Action (Treatment)	

Risk Rating (after treatment)	Adequate
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Financial Implications

Continuing with the Pioneer's Pathway project would result in a \$3,500 per annum expense. This has been accommodated in the 2023/24 budget.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 11.3

Moved: Cr Ward

Seconded: Cr Allsopp

0791

That, by Simple Majority in accordance with the *Local Government Act 1995*, Council endorses the extension of the Pioneers' Pathways Memorandum of Understanding for an additional twelve months at a financial contribution of \$3,500.

CARRIED 7/0

11.4 Amery Acres Incorporated

Corporate and Community Services



Date:	12 June 2023
Location:	Amery Reserve Number 40028, Lot 320 on Deposited Plan 58773
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Legal Services/Agreements/Lease
Disclosure of Interest:	Cr DP Hudson
Attachments:	<u>Nil</u>

4.52pm - Cr DP Ward left the meeting

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents to Council the intent for the Shire to enter into a five-year lease with Amery Acres Incorporated (Amery Acres Inc) for consideration and, if satisfactory, endorsement.

Background

The Shire of Dowerin for a number of years has offered Amery Reserve 40028, Lot 320 on Deposited Plan 58773 (Amery Acres) to Amery Acres Inc for the purpose of tree cultivation.

Amery Acres is a 33.6498-hectare property to the east of the townsite of Dowerin and is offered on a five-year lease commencing 1 July 2023.

Comment

The Shire of Dowerin will enter into a five-year lease agreement with Amery Acres Inc. The agreement will include the following conditions:

- Land, fences, and gates to be maintained in good and substantial repair and condition.
- Cultivation of land is to be managed skilfully and in accordance to approved agricultural methods.
- Keep the land free from noxious weeds and undergrowth.
- Use reasonable measures to keep the land free from rabbits and other noxious animals.
- Maintain firebreaks.
- Maintain adequate building contents insurance and provide Certificate of Currency to Lessor.
- Provide farm management records in respect of the Land to the Lessor annually (in December each year)

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

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

Consultation

Rebecca McCall, Chief Executive Officer
Linley Dreggorn, Executive Governance Officer
Rex Adams, Amery Acres Inc
Diane Hatwell, Amery Acres Inc

Policy Implications

Nil

Statutory Implications

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

3.58. Disposing of property

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

Strategic Implications

Strategic Community Plan

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

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

There is an allocation in the budget as a contribution for the maintenance of Amery Acres. The contribution is reviewed annually.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 11.4

Moved: Cr Allsopp

Seconded: Cr Ward

0792 That in accordance with Section 3.58 (1) and Section 3.58 (3) of the *Local Government Act 1995*, Council resolves to:

1. Lease the 33.6498ha area of land situated on Lot 320 within Amery Reserve No. 40028 for a five-year period commencing 1 July 2023 to Amery Acres Incorporated under the terms and conditions set out in the lease agreement;
2. Provide the draft lease agreement to the Minister for Lands seeking consent to sublease;
3. Approves to give local public notice of the proposed disposition in accordance with Section 3.58 of the *Local Government Act 1995*; and
4. Authorise the Shire President and the CEO to affix the Shire Common Seal.

CARRIED 6/0

4.54pm – Cr DP Ward re-entered the meeting.

11.5 New Fees and Charges for Dowerin Community Resource Centre

Governance & Compliance



Date:	14 June 2023
Location:	Dowerin Community Resource Centre
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 11.5A - Fees and Charges Schedule

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This Item presents the introduction of a new schedule of fees and charges for services provided by the Dowerin Community Resource Centre (CRC) on behalf of the Shire of Dowerin to Council for consideration and, if satisfactory, adoption.

Background

Under Section 6.19 of the *Local Government Act 1995*, Councils are required to give local public notice if it wishes to impose any new fees or changes after the budget has been adopted. This item brings a recommendation from Management before Council to give local public notice of the introduction of a new schedule of fees and charges for services provided by the CRC on behalf of the Shire of Dowerin.

Comment

Due to the decision for the Shire of Dowerin to manage the CRC there is a need to adopt the CRC's schedule of Fee's and Charges for 2023/2024.

Consultation

Rebecca McCall, Chief Executive Officer
 Aaron Wooldridge, Deputy Chief Executive Officer
 Kezia Metcalf, Dowerin CRC Board Chairperson
 Council Workshop
 Ordinary Council Meeting

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

Objective: We are recognised as a transparent, well governed, and effectively managed Local Government
 Outcome: 5.4
 Reference: 5.4.2

Community Priority: Our Economy
 Objective: We are an attractive location to invest, live, play, visit and work
 Outcome: 2.1
 Reference: 2.1.2

Asset Management Plan

Nil

Long Term Financial Plan

The fees and charges will be required to be factored into the LTFP in future budgets.

Statutory Implications

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

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

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

(a) its intention to do so; and

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

Risk Implications

Risk Profiling Theme	Business & Community Disruption
Risk Category	Financial Impact
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Moderate (3)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Moderate (6)
Key Controls (in place)	Budgetary processes
Action (Treatment)	
Risk Rating (after treatment)	Effective

Financial Implications

The introduction of fees and charges will generate unbudgeted revenue for the 2023/24 financial year.

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 11.5

Moved: Cr McMorran

Seconded: Cr Ward

- 0793** That, by Absolute Majority, in accordance with Section 6.19 of the *Local Government Act 1995*, Council resolves to give local public notice of the intention to introduce a new schedule of fees and charges for the Dowerin Community Resource Centre service as presented in Attachment 11.5A.

CARRIED BY ABSOLUTE MAJORITY 7/0



PHOTOCOPYING AND PRINTING

GST

A4	Single Side	Black & White	\$0.20	Y
	Double Sided	Black & White	\$0.30	Y
	Single Side	Colour	\$0.50	Y
	Double Sided	Colour	\$0.70	Y
A3	Single Side	Black & White	\$0.30	Y
	Double Sided	Black & White	\$0.40	Y
	Single Side	Colour	\$1.00	Y
	Double Sided	Colour	\$1.40	Y

BULK PHOTOCOPYING AND PRINTING

A4	Single Side	Black & White	50> \$0.15	100> \$0.10	Y
	Double Sided	Black & White	50> \$0.25	100> \$0.20	Y
	Single Side	Colour	50> \$0.40	100> \$0.30	Y
	Double Sided	Colour	50> \$0.60	100> \$0.50	Y

BINDING

Binding with front and back covers	\$3.00	Y
Binding with front	\$2.50	Y
Binding (own covers)	\$2.00	Y

LAMINATING

A4	\$2.00	Y
A3	\$2.50	Y
Poster	Per Meter \$6.00	Y

COMPUTER USE

15 minutes	Free	Y
Half Hour	\$2.00	Y
Per Hour	\$5.00	Y



Dowerin

Community Resource Centre

Your local connection

INTERNET WIFI USAGE

30 minutes	\$2.00	Y
Per Hour	\$5.00	Y

PHONEBOOK

Advertising	Inside front cover	\$75.00	Y
	Inside rear cover	\$75.00	Y
	¼ page inside	\$40.00	Y
Purchase	Per Book	Gold coin donation	Y

SCANNING AND EMAILING

Per Document	\$3.00	Y
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ENVELOPES

Printing	Per envelope	\$0.20	Y
Plain	Per envelope	\$0.15	Y

CARDEX

White no printing	Per page	\$0.20	Y
Colour no printing	Per page	\$0.40	Y

PAPER

A4	White no printing	Per page	\$0.20	Y
	Colour no printing	Per page	\$0.40	Y
	White	Per ream	\$7.00	Y
	Colour	Per ream	\$10.00	Y
	White	Per box	\$25.00	Y
	Colour	Per box	\$30.00	Y

DESPATCH

Advertising	Full Page	Colour	\$40.00	Y
		Black & White	\$20.00	Y



Dowerin

Community Resource Centre

Your local connection

DESPATCH

Advertising	Half Page	Black & White	\$10.00	Y
	Classified	Full year	\$80.00	Y
Fortnightly Edition		¼ page (B&W only)	\$5.00	Y
	Business Card	Full year	\$65.00	Y
		Black & White only	\$3.00	Y
	Leaflet Insert	Preprinted	\$50.00	Y
	Hard Copy		\$2.00	Y
	Online Copy		\$1.00	Y

PHOTO PRINTING

Prints	6x4		\$0.40	Y
	5x7		\$0.55	Y
	6x8		\$1.00	Y
Assistance Fee			\$5.00	Y

LABEL PRINTING

	Per Sheet		\$3.00	Y
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VIDEO CONFERENCING

	Per Hour	1 hour minimum	\$30.00	Y
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EXAM SUPERVISION

Room Hire			\$80.00	Y
Staff	Per Hour		\$33.00	Y

MEETING ROOM

Hire	Per Hour		\$25.00	Y
	Half Day	3hrs	\$60.00	Y
	Full Day		\$80.00	Y



Dowerin

Community Resource Centre

Your local connection

PROGRAMS

School Holiday Activities	Per Session	Per Child	\$5.00	Y
Seniors Activities	Per Session	Per Person	\$5.00	Y
Courses/Training/Events	Various		As per advertised	Y

MERCHANDISE

Beanies		Each	\$20.00	Y
Travel Mugs		Each	\$20.00	Y
Scarf		Each	\$15.00	Y
Tin Dog Books		Each	\$11.00	Y
Teaspoons		Each	\$7.50	Y
Cloth Badges		Each	\$5.00	Y
Hat Pin		Each	\$5.00	Y
Keyrings		Each	\$5.00	Y
Coasters		Each	\$2.00	Y
Magnets		Each	\$1.00	Y
Stickers		Each	\$1.00	Y
Merchandise Promotional Packages		Each	As per advertised	Y

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Independent Panel Member - Chief Executive Officer (CEO) Recruitment

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

Purpose of Report

Executive Decision

Legislative Requirement

Summary

This item is presented to Council to appoint an independent panel member to the CEO Recruitment Panel for consideration and, if satisfactory, adoption.

Background

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

Comment

Council is required to make several initial decisions to commence the recruitment process, some are mandatory under the Act and Regulations whilst others could be endorsed by the Selection Panel, but they have been included here to keep all councillors informed at the initial stage of the process. The following matters require consideration and decision by Council.

Appointment of a Selection Panel

As indicated in the *Local Government (Administration) Regulations 1996*, the selection panel is to comprise of council members (number to be determined by council) and at least one independent person. Whilst the selection panel could consist of all the Councillors in this instance Council resolved at its May Ordinary Council Meeting to appoint five (5) Councillors, being the Shire President, Deputy Shire President and three Councillors. This will provide a panel of six (6) plus the consultant, who would be there in an advisory role and does not vote.

Appointment of an Independent Person on the Selection Panel

Council at its May Ordinary Council Meeting requested the CEO to contact a selected list of potential candidates to ascertain their availability.

Consultation

Rebecca McCall, Chief Executive Officer
Cr Robert Trepp, Shire President

Cr Bev Ward, Deputy Shire President
Ordinary Council Meeting, 16 May 2023

Policy Implications

Council Policy "CEO Standards for Recruitment, Performance and Termination is relevant to this item, with the following parts of the policy relevant to the recruitment process.

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

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out –
 - (a) the duties and responsibilities of the position; and
 - (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

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

If a person requests the local government to provide to the person a copy of the job description form, the local government must –

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address –
 - (i) email a copy of the job description form to an email address provided by the person; or
 - (ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause –
independent person means a person other than any of the following –
 - (a) a council member;
 - (b) an employee of the local government;
 - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise –
 - (a) council members (the number of which must be determined by the local government); and
 - (b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government –
 - (a) a summary of the selection panel's assessment of each applicant; and
 - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.

- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government –
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) –
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has –
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

Statutory Implications

Local Government (Administration) Regulations 1996 18A, 18B, 18F and 18FA.

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government must give Statewide public notice of the position unless it is proposed that the position be filled by –*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*
 - (b) *a person who will be acting in the position for a term not exceeding one year.*
- (2) *The Statewide public notice must contain –*
 - (a) *the details of the remuneration and benefits offered; and*
 - (b) *details of the place where applications for the position are to be submitted; and*
 - (c) *the date and time for the closing of applications for the position; and*
 - (d) *the duration of the proposed contract; and*
 - (da) *a website address where the job description form for the position can be accessed; and*
 - (e) *contact details for a person who can provide further information about the position; and*
 - (f) *any other information that the local government considers is relevant.*

18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of –

- (a) *the value of one year’s remuneration under the contract; or*
- (b) *the value of the remuneration that the person would have been entitled to had the contract not been terminated.*

18F. Remuneration and benefits of CEO to be as advertised

The remuneration and other benefits paid to a CEO on the appointment of the CEO are not to differ from the remuneration and benefits advertised for the position under section 5.36(4).

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

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)	
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

There are no financial implications.

Voting Requirements

Simple Majority

Absolute Majority

Officers Recommendation/Resolution - 12.1

Moved: Cr Metcalf

Seconded: Cr Hudson

0794 That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council appoints Mr John Nuttall as the Independent Person to the CEO Recruitment Selection Panel.

CARRIED 7/0

12.2 Policy Manual Review – Council Related Policies

Governance & Compliance



Date:	13 June 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Local Government (Administration) Regulations 1996; Local Government (Rules of Conduct) Regulations 1996; Code of Conduct</i>
SharePoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 12.2A – Reviewed Policies

Purpose of Report

Executive Decision

Legislative Requirement

Summary

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

Background

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

Comment

Council policies are regularly reviewed for relevance and accuracy with any required amendments being presented to Council for endorsement.

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

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

Policy	Comment
6.1 Outbuildings in Residential Areas Local Planning Policy	Amended to align with current practices and terminology. A document control box has been introduced and as policies are reviewed will be applied to all policies.

6.2 Second-hand Moveable Buildings Local Planning Policy	Amended to align with current practices for "Application Requirements" and "Minimum Design Requirements". Document Control box added.
6.3 Sea Containers and Similar Storage Containers Local Planning Policy	A document control box has been introduced and as policies are reviewed will be applied to all policies.

Consultation

Rebecca McCall, Chief Executive Officer
Linley Dreghorn, Executive & Governance Officer
Laura Pikoss, Building Consultant

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

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

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution - 12.2

Moved: Cr Hudson

Seconded: Cr Ward

0795

That, by Simple Majority in accordance with Section 2.7 of the *Local Government Act 1995*, Council adopts the Council Policies, as presented in Attachment 12.2A.

CARRIED 7/0

POLICY NUMBER	-	6.1
POLICY SUBJECT	-	6.1 Outbuildings in Residential Areas Local Planning Policy
DATE ADOPTED	-	20 October 2020 (CMRef 0292)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>20 June 2023 (CMRef XXXX)</u>

Objective

The objectives of this Policy are to:

1. control the size and height of outbuildings in residential areas;
2. ensure that outbuildings are not visually intrusive to neighbouring properties or adjoining public spaces; and
3. ensure that the construction of an outbuilding does not detract from the general aesthetics and amenity of the residential area.

Policy

Definitions

'Outbuilding' is an enclosed non-habitable structure that is detached from any dwelling, but is NOT a:

1. **'Garage'** is any roofed structure, other than a carport, designed to accommodate one or more vehicles and attached to the dwelling;
2. **'Verandah'** is a roofed open platform attached to a dwelling;
3. **'Patio'** is an unenclosed structure covered in a water impermeable material which may or may not be attached to a dwelling;
4. **'Gazebo'** is an unenclosed open-framed structure covered in a water permeable material or unroofed, which may or may not be attached to a dwelling.

'Setback' is the horizontal distance between a wall at any point and an adjacent Lot boundary, measured at right angles (90 degrees) to the building.

'R Codes' is a State Planning Policy made under Section 26 of the *Planning and Development Act 2005*. This policy is cited as State Planning Policy 7.3 - Residential Design Codes Volume 1 (R-Codes). The purpose of the R-Codes is to provide a comprehensive basis for the control of residential development throughout Western Australia.

Application

This Policy applies to new residential outbuildings on land in the district of Dowerin where the R-Codes apply.

Outbuildings

Applications not meeting this development criteria and/or are of a contentious nature is to be referred to Council in the form of a written development application for determination. Where an application is to be referred to Council for consideration, comments from adjoining and/or affected owners are to be obtained and confirmed in writing.

Outbuildings that satisfy the following development criteria may be approved by the Building Surveyor without referral to the Council of the Shire of Dowerin:

1. Outbuildings that comply with the Residential Design Codes Deemed-to-comply Requirements; [OR And](#)
2. Comply with the Building Code of Australia;
 1. Are constructed of new materials. Where second-hand materials are proposed, the Building Surveyor may require a certification from a practising Structural Engineer as to the structural adequacy of the design and/or materials, [unless a certified BA3 accompanies the application from a private certifier/certifier](#). The Building Surveyor may also require the cladding of the proposed second-hand outbuilding to be painted in an approved colour or renewed to ensure they do not detract from the visual amenity of the area;
 2. Are not attached to a dwelling;
 3. Are not habitable [or contain habitable features, such as bathroom or wet bar](#);
 4. Are not within the primary street setback area;
 5. Do not reduce the amount of open space required by the Residential Design Codes to less than the prescribed amount;
 6. Are setback in accordance with the requirements of the Residential Design Codes; and
 7. Are of size or comprise an aggregate size of outbuildings on one lot, that does not exceed the specifications contained in the table below. Should the lot area exceed the table below then the proposed outbuilding will need to be referred to Council for planning consent:

LOT AREA (m ²)	MAXIMUM SINGLE OUTBUILDING (m ²)	TOTAL OUTBUILDINGS (m ²)	MAXIMUM WALL HEIGHT (m)	MAXIMUM RIDGE HEIGHT (m)
500 - 749	46	62	2.4	3.6
750 - 999	73	97	3.0	3.6
1000 - 1249	94	125	3.0	3.6
1250 - 1699	117	156	3.0	3.9
1700 - 2049	130	202	3.0	3.9
2050 - 2999	143	262	3.3	4.2
3000 - 5000	157	375	3.6	4.5

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy.

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all procurement activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Related Delegation

~~DL~~

Document Control	
<u>Policy Number</u>	<u>6.1</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>

<u>Creation Date</u>	<u>20 October 2020 (CMRef 0292)</u>
<u>Last Review Date</u>	<u>20 June 2023 (CMRef XXXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	6.2
POLICY SUBJECT	-	6.2 Second-hand Moveable Buildings Local Planning Policy
DATE ADOPTED	-	20 October 2020 (CMRef 0292)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	20 June 2023 (CMRef XXXX)

Objective

The objectives of this Policy are to:

1. maintain high amenity standards of buildings, especially within the residential areas in the Townsites of the Shire;
2. ensure that the visual aesthetics of residential areas are not compromised by the introduction of moveable buildings that are generally out of character with the predominant housing style in the locality;
3. ensure that the moveable buildings established within the Shire do not use materials considered by Council to be unacceptable (ie asbestos);
4. avoid the erection and use of extensive areas of moveable structures for accommodating temporary workforces, or other business or company activities, in inappropriate areas; and
5. prevent the introduction of housing, or other use structures, that are designed to be used on a temporary or short stay basis and that may detract from the standards already established in the residential areas of the Townsites.

Definitions

A **PERMANENT** building is generally not designed to be moved and includes the following:

1. **'Site Built'** structures are built on location as new permanent structures. They are of traditional appearance with pitched or skillion roofs and a typical house layout, designed to accommodate families.
2. **'Relocated'** dwellings are structures that have previously been constructed on a site elsewhere. The structures that are relocated are not necessarily designed to be relocated.

A **MOVEABLE** building is generally any structure capable of being transported from one location to another. There are two basic types as follows:

1. **'Transportable'** structures are those designed and constructed at a location other than where they are intended to be established. For example dwellings prefabricated in Perth, transported in sections to their building site, and assembled on location.
2. **'Donga Type'** structures are those usually designed to provide for workforce accommodation in small individual units. The structures are generally those (such as ATCO, Western Portables units) with skid mountings, metal sandwich panel and flat roof design. These portable modular structures are also used for other purposes.

Policy

This policy does not refer to new transportable dwellings and will only apply to ~~secondhand~~[second-hand](#) buildings. Generally Council is not in favour of the use of

secondhand buildings, especially in the townsite areas, however Council will consider each application on its merits.

The Council shall not permit the establishment, occupation or erection of **donga type** structures for residential purposes within a Townsite boundary in Scheme Area, unless the site is set aside for Group Housing Accommodation and used as a camp site for accommodating a workforce. In these circumstances it may be argued that the development is not a permanent improvement and may justify the use of such structures. In this case the Council must be satisfied that the development will not detract from the amenity of the surrounding area.

The Council will only permit **donga type** structures for uses *other than* residential uses where it considers the use or establishment of the structure will not be in conflict with the objectives of this policy.

The Council will only permit **site built** and **relocated** structures where it is satisfied that the standard and quality of building can satisfactorily be integrated into a residential area, and that the buildings do not contain unacceptable materials.

Application Requirements

An application for building approval for a secondhand dwelling shall only be considered by Council if it is to be erected on a "residential", "rural residential" or "rural" zoned lot considered acceptable by Council.

The building must ~~first be inspected at its existing (original) location by the Shire. If the building is located in an isolated locality or different Local Authority a charge based on time and distance will be made at the proponents expense. Is this reasonable? I would suggest that the building is to be recently (within the last 6 months) certified by a structural engineer and to comply with Building Codes of Australia (BCA) requirements, photographs with date stamps to be provided in its current condition, no less than 3 months old.~~

All applications to develop a transportable or relocated dwelling within the Shire of Dowerin shall include the following information:

1. An Application for Development Approval and the payment of the required planning fees;
2. Details of where the transported or relocated dwelling is to be removed from;
3. Detailed plans of the subject building and a comprehensive site plan indicating the proposed location of the building;
4. Recent photographs not less than 3 months old of every external elevation of the proposed dwelling which shall clearly indicate the building's current design and condition;
5. Certification from a practicing Structural Engineer stating that the structure is safe and suitable for relocation, appropriate for the condition of the Shire of Dowerin and is structurally sound;
6. Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia;
7. Specification on the works to be undertaken to the building including any modifications and additions to the dwelling and the materials and colours to be used;
8. Details of how it is proposed to transport and re-erect the building; and
9. A detailed timeframe for the relocation of the proposed dwelling and any proposed works.

Minimum Design Requirements

The approval of transported or relocated dwellings will only be considered if the following design standards can be achieved:

1. The dwelling has a minimum floor area of not less than 100m²; ~~in some cases if this is an ancillary dwelling permissible under SPP 3.1 limits ancillary dwellings to a maximum floor area of 70m²~~
2. The roof ~~shall have a minimum pitch of 15°; this is a significant pitch the R codes advise 'Roof pitch teshall be compatible with streetscape'~~

3. The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be ~~aesthetically pleasing sympathetic to the local environment~~; and

4. The external finishes, bulk, scale and design of the house are such that it will not have a detrimental impact upon the amenity of the area or landscape into which it is being relocated.

~~4.5. The relocatable dwelling is not to have material containing asbestos~~

Where any material ~~contains~~ ~~containing~~ asbestos ~~fibres~~ remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation or for any other purpose, such material shall be removed prior to the building being transported within or into the Shire.

A transported or relocated dwelling will only be approved if certification is received from a practicing Structural Engineer that states the dwelling is structurally sound, is suitable for transport and is appropriate for the conditions of the Shire. This inspection shall occur at the proponent's expense.

Approvals and Bonds

As part of the Development Approval of a transported or relocated dwelling, the Council may impose conditions that require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas etc.

The approval of a transportable or relocated dwelling will require the lodgement of a cash bond to the value of \$15,000 prior to the issue of a building permit. This bond will be used to remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Development Approval or any conditions of the Building Permit as well as providing the surety for the completion of the moveable building to a standard acceptable to the Council.

A signed statutory declaration outlining a bonding agreement is to be entered into by the owner/s prior to issue of a building permit. The agreement is to outline a staged repayment of the performance bond, as follows:

Stage One (Return of 25% of Bond)

1. Dwelling correctly positioned on site, as per approved site plan (setback correct etc) in accordance with the Development Approval;
2. Dwelling is correctly stumped and site filled, drained and graded satisfactorily, such as it is structurally adequate in accordance with the Engineer's certification; and
3. Dwelling is to lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

Stage Two (Return of second 25% of Bond)

1. All gutters, fascia and downpipe work completed;
2. All roof end/roofing work is completed (flashings on ridge and gable ends installed); and
3. All external surfaces to be painted to a tradesman like standard in accordance with the Development & Building Approvals (including wall, doors, window surrounds, sills etc).

Stage Three (Return of remaining 50% on Bond)

1. Compliance with all conditions of Development Approval;
2. Approved effluent disposal system installed. System has been inspected by the Shire's Environmental Health Officer and a permit to use has been issued;
3. Completion and certification of all electrical work;
4. Completion and certification of all plumbing work;
5. All wet area tiling completed in accordance with the Building Code of Australia;
6. Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc); and
7. Building has reached practical completion stage.

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Commented [LD1]: Is this correct? Our fee calculator only stipulate \$1,500 and there is not \$15,000 in our F&C's

Note: The agreement is to clearly state that should Stage One and Two completion not be reached within 120 days of the building's placement on site or Stage Three completion not reached within 12 months of the issue of a building license, then the bond monies are to be forfeited to the Shire of Dowerin and the building removed from the site.

Amendment & Other Legislation

The provisions of this policy shall not excuse compliance with any other legislation, policy or requirement that may apply to the proposed development.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

- Local Government Act 1995*
- Planning and Development Act 2005*
- Planning and Development (Local Planning Schemes) Regulations 2015*

Related Delegation

DL

Commented [LD2]: Meaning?

Document Control	
<u>Policy Number</u>	<u>6.2</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>20 October 2020 (CMRef 0292)</u>
<u>Last Review Date</u>	<u>20 June 2023 (CMRef XXXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

POLICY NUMBER	-	6.3
POLICY SUBJECT	-	6.3 Sea Containers and Similar Storage Containers Local Planning Policy
DATE ADOPTED	-	20 October 2020 (CMRef 0292)
RESPONSIBLE OFFICER	-	Executive & Governance Officer
REVIEWED	-	<u>20 June 2023 (CMRef XXXX)</u>

Objective

The objectives of this Policy are to control the use and placement of sea containers, or other similar structures in the townsites of the Shire such that an acceptable standard of development is achieved and that the structure does not adversely affect the amenity of the area.

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.
4. In determining applications for the placement of sea containers, Council will require the following information be provided by the applicant:
 - a) The necessary application for Development Approval and Building Permit application forms;
 - b) A scaled site plan and elevation showing the proposed location of the structure in relation to boundary setbacks, natural features and existing buildings;
 - c) A written submission detailing the proposed works to be undertaken to improve the visual amenity of the structure;
and
 - d) Payment of the relevant application fees.
5. As sea containers and other similar structures may have an adverse effect on the visual amenity of an area, their location in Commercial zones will not be supported unless the structure is for temporary building site works, as described in clause 2.

6. All sea containers and other similar structures shall comply with the following design and location criteria:
 - a) The structure is to in good condition prior to location upon any property.
 - b) structure shall be suitably screened and located so it has low visibility from any road and/or adjoining property, observing all setback requirements contained in Council's Local Planning Scheme No. 2.
 - c) The structure should be located behind existing buildings and/or screening vegetation and not be located in front of the established or proposed building line.
 - d) The structure must be painted in a colour to blend with adjacent buildings or in an earth tone to blend with the natural landscape and vegetation.
 - e) Council may consider the location of the structure in a position where it may be visible from any road or adjoining residence, or isolated from the existing buildings on a property, when the external appearance of the structure is substantially modified (which may include roofing, cladding and/or painting) so as to conceal its appearance as a sea container.
 - f) No more than one sea container or similar storage structure will be permitted on a property in a Residential or Rural Residential zones.
 - g) Sea containers or similar structures are to be used for storage purposes only and shall not be used for habitation purposes, unless it can be demonstrated that the proposal meets the provisions of the Building Code of Australia and will not detrimentally impact the amenity of the locality where the development is to be situated.
 - h) The structure shall not compromise or obstruct vehicle access ways, vehicle truncations, access to parking areas or the parking bays provided on a site.
 - i) The structure shall not compromise or obstruct vehicle or pedestrian sight lines, thereby creating a public safety concern.
 - j) The structure is not to be located over septic tanks and/or leach drains or utilities.
 - k) Council may require additional works or measures other than those already mentioned to properly address any amenity issues arising from the location of a sea container, particularly as a result of a complaint made against the sea container.
 7. Council reserves the right to approve the siting of a sea container or other similar structure on a property for a fixed period of time. Following the expiry of this approval period, the property owner is responsible for seeking the renewal of the temporary approval.
 8. Council reserves the right to revoke any approval for the siting of a sea container or other similar structure on a property where it is compromising the amenity of an area or impacts on public safety.
 9. Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.
-

Roles and Responsibilities

Chief Executive Officer

The Chief Executive Officer is responsible for implementing this policy.

Staff

Staff have the responsibility of being aware of the policy and adhering to it in respect of all activities.

Related Documentation

Related Legislation/Local Law/Policy/Procedure

Local Government Act 1995

Planning and Development Act 2005

Planning and Development (local planning schemes) Regulations 2015

Related Delegation

DL

Document Control	
<u>Policy Number</u>	<u>6.3</u>
<u>Policy Version</u>	<u>2</u>
<u>Policy Owners</u>	<u>Executive & Governance Officer</u>
<u>Creation Date</u>	<u>20 October 2020 (CMRef 0292)</u>
<u>Last Review Date</u>	<u>20 June 2023 (CMRef XXXX)</u>
<u>Next Review Due</u>	<u>This policy will be reviewed annually or more often where circumstances require.</u>

13. OFFICER'S REPORTS - WORKS AND ASSETS

Nil

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

Voting Requirements

Simple Majority Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr McMorran

0796 That, in accordance with Clauses 5.4 of the Shire of Dowerin Meeting Procedures Local Law 2022, Council accepts Late Item 14.1 Appointment of Acting Chief Executive Officer for consideration.

CARRIED 7/0

5.02pm - A Wooldridge left the meeting.

5.02pm - Mrs Lyn Phillips left the meeting not to return.

14.1 Appointment of Acting Chief Executive Officer

Governance & Compliance



Date:	20 June 2023
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, CEO
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	
Disclosure of Interest:	Mr A Wooldridge - Financial Interest
Attachments:	Nil

Purpose of Report

Executive Decision Legislative Requirement

Summary

This item is presented to Council to appoint an Acting Chief Executive Officer (ACEO) for the duration of the Chief Executive Officer's (CEO) annual leave. The ACEO to continue the appointment should the current recruitment process not be successful.

Background

The Shire is commencing a recruitment process for the replacement of the outgoing CEO. It is likely, due to the departure date of the outgoing CEO and the potential commencement date of

the incoming CEO that there will not be a CEO, as such it is imperative for Council to ensure there is an acting CEO during any overlapping period.

Comment

The current recruitment process has commenced. The advertising of the position commenced 20 May 2023 with the application submission period ending on 16 June 2023. It is expected, should acceptable candidate applications be received the recruitment process could be finalised no later than the first week in July.

Depending on the outcome of the recruitment process and the required notice period the incoming CEO would need to provide, the commencement date could be anything from four (4) weeks to three (3) months. This would result in a potential commencement date of between July 2023 and September 2023.

With the outgoing CEO's last day being 2 August 2023 (leave until 8 September 2023) and the official employment end date being 8 September 2023, there is a possibility of the CEO position being unoccupied for more than 48 hours.

Consultation

Rebecca McCall, Chief Executive Officer
Aaron Wooldridge, Deputy Chief Executive Officer
Cr Robert Trepp, Shire President
Ordinary Council Meeting 16 May 2023
Council Workshop 20 June 2023

Policy Implications

Council Policy 2.6 Senior Employees and Acting Chief Executive Officer Policy is relevant to this item, with the following parts of the policy relevant.

Acting Chief Executive Officer

Council has determined that employees that are appointed in one of the above positions are suitably qualified to be appointed as Acting CEO by the CEO, from time to time, when the CEO is on periods of leave subject to the following conditions;

1. The CEO is not an interim CEO or Acting in the position;
2. The term of appointment is no longer than 10 working days consecutive;
3. That the employee's employment conditions are not varied other than the employee is entitled at the CEO's discretion, no greater than the salary equivalent to that of the CEO during the Acting period.

In the case of the unavailability of the CEO due to an emergency, the Deputy Chief Executive Officer is automatically appointed as the Acting CEO for up to 10 working days from commencement, and continuation is then subject to determination by the Council.

All other interim, Acting or CEO appointments to be referred to Council.

Statutory Implications

Section 5.39 and 5.39C of the *Local Government Act 1995* is relevant.

5.39. Contracts for CEO and senior employees

- (1) *Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.*

(1a) *Despite subsection (1) –*

- (a) *an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and*
- (b) *a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.*

- (2) *A contract under this section –*
 - (a) *in the case of an acting or temporary position, cannot be for a term exceeding one year;*
 - (b) *in every other case, cannot be for a term exceeding 5 years*
- (3) *A contract under this section is of no effect unless –*
 - (a) *the expiry date is specified in the contract; and*
 - (b) *there are specified in the contract performance criteria for the purpose of reviewing the person’s performance; and*
 - (c) *any other matter that has been prescribed as a matter to be included in the contract has been included.*
- (4) *A contract under this section is to be renewable and subject to subsection (5), may be varied.*
- (5) *A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.*
- (6) *Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.*
- (7) *A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7A.*
- (8) *A local government is to ensure that subsection (7) is complied with in entering into, or renewing, a contract of employment with a CEO.*

5.39C. Policy for temporary employment or appointment of CEO

- (1) *A local government must prepare and adopt* a policy that sets out the process to be followed by the local government in relation to the following –*
 - (a) *the employment of a person in the position of CEO for a term not exceeding 1 year;*
 - (b) *the appointment of an employee to act in the position of CEO for a term not exceeding 1 year.*

** Absolute majority required.*

- (2) *A local government may amend* the policy.*

** Absolute majority required.*

- (3) *When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.*
 - (4) *The CEO must publish an up-to-date version of the policy on the local government’s official website.*

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3
Reference: 5.3.1

Asset Management Plan

Nil

Long Term Financial Plan

There will be no impact on the Long-Term Financial Plan as remuneration is factored into the proposed 2023/24 budget.

Risk Implications

Risk Profiling Theme	Employment Practices
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Possible (3)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Council Policies
Action (Treatment)	Recruitment and enactment of Council Policies.
Risk Rating (after treatment)	Adequate

Financial Implications

The cost to engage an Acting CEO can be covered under the existing budget allocation in (GL 2140500) so no additional financial implications.

Voting Requirements



Simple Majority



Absolute Majority

Resolution - 14.1

Moved: Cr Allsopp

Seconded: Cr McMorran

0797 That, by Simple Majority, in accordance with the *Local Government Act 1995*, Council resolves to:

1. Appoint Brian Jones as the Acting Chief Executive Officer for the period of 2 August until 8 September whilst the Chief Executive Officer is on annual leave.
2. Approve the remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the CEO's total reward package.
3. Nominates the Shire President in conjunction with the Deputy Shire President to appointment Brian Jones as the Acting Chief Executive Officer should the successful candidate's commencement date be greater than the date of the outgoing CEO official last day, or until such time as a substantive Chief Executive Officer has been recruited and commences employment with the Shire, but not for a period exceeding twelve (12) months, subject to the following:
 - a. The remuneration of the above Acting Chief Executive Officer to be 100% of the cash component of the outgoing CEO's total reward package; and
 - b. The Acting Chief Executive Officer to have the same use of a Council vehicle as the outgoing Chief Executive Officer.

CARRIED 7/0

5.08pm - A Wooldridge returned to the meeting.

15.	Elected Members' Motions
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Nil

16.	Matters Behind Closed Doors
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Nil

17.	Closure
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The President thanked those in attendance and declared the meeting closed at 5.11pm.