



SHIRE OF
DOWERIN
TIN DOG TERRITORY

AGENDA

Ordinary Council Meeting

To be held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 21 December 2021
Commencing 2.00pm





NOTICE OF MEETING

Dear Elected Members,

The next Ordinary Meeting of Council of the Shire of Dowerin will be held on Tuesday 21 December 2021 in the Shire of Dowerin Council Chambers, 13 Cottrell Street, Dowerin. The format of the day will be:

1.30pm	Presentation Caroline Robinson - NEWROC
2.00pm	Council Meeting
Following conclusion of Council Meeting	Council Workshop


Rebecca McCall
Chief Executive Officer
16 December 2021

DISCLAIMER

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

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

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

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Shire of Dowerin
Ordinary Council Meeting
2.00pm Tuesday 21 December 2021



1. Official Opening / Obituaries

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

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff

Ms R McCall	Chief Executive Officer
Mr L Vidovich	Manager Works & Assets
Mr A Wooldridge	Manager Corporate & Community Services
Ms L Dreghorn	Executive & Governance Officer

Members of the Public:

Apologies:

Approved Leave of Absence: Cr AJ Metcalf, Cr LG Hagboom

3. Public Question Time

4. Disclosure of Interest

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

5. Applications for Leave of Absence

6. Petitions and Presentations

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

7.1 Ordinary Council Meeting held on 16 November 2021

[Attachment 7.1A](#)

7.1 Special Council Meeting held on 23 November 2021

Attachment 7.1B

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 7.1

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 November 2021, as presented in Attachment 7.1A, and the Minutes of the Special Council Meeting held on 23 November 2021, as presented in Attachment 7.1B, be confirmed as a true and correct record of proceedings.

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

8.1 GECZ Minutes for meeting held 22 November 2021

Attachment 8.1A

8.1 Australia Days Honours Committee Minutes for meeting held 13 December 2021

Attachment 8.1B

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 8.1

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the GECZ Meeting (unconfirmed) held on 22 November 2021, as tabled in Attachment 8.1A, and Australia Day Honours Committee Meeting (unconfirmed) held on 13 December 2021, as tabled in Attachment 8.1B.

9. Recommendations from Committee Meetings for Council Consideration

9.1 Australia Day Honours Committee Recommendation(s)

This Item will be considered Behind Closed Doors – refer [Item 16.1](#)

10. Announcements by the President Without Discussion

11. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

11.1 Financial Activity Statements

Corporate and Community Services		
Date:	14 December 2021	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Manager Corporate and Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.1A – November Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending November 2021.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6 – Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8 – Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 – Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Aaron Wooldridge, Manager Corporate and Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

managed Local Government

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.1

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period November 2021, as presented in Attachment 11.1A.

11.2 List of Accounts Paid

Corporate & Community Services		
Date:	14 December 2021	
Location:	Not Applicable	
Responsible Officer:	Aaron Wooldridge, Manager Corporate & Community Services	
Author:	Jasmine Pietrocola, Accounts Finance 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	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

Nil

Comment

The List of Accounts Paid as presented has been reviewed by the Manager Corporate & Community Services.

Consultation

Rebecca McCall, CEO

Aaron Wooldridge, Manager Corporate & Community Services

Jasmine Pietrocola, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with Council's adopted 2021/22 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 11.2

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

List of Accounts Paid – November 2021

EFT9230 to EFT9329

\$595,104.95

Cheque 10933 to 10936	\$45,466.32
Direct Debit 11497: Credit Card Payment: October 2021	\$8,411.17
Direct Debit 11511: Puma Energy: Fuel: October 2021	\$695.84
Direct Debit 11505 & 11516 Superannuation	\$15,557.59
Direct Debit 11508 & 11509: WATC Loan & Interest Repayments	\$20,716.27
130886: Bank Fees	\$809.70
Net Payroll; PPE 9 November 2021	\$59,235.04
Interim Pay Run; PPE 9 November 2021 (Missed Employee)	\$2,134.97
Net Payroll; PPE 23 November 2021	\$49,332.47
TOTAL	\$797,464.32

11.3 Recalcitrant Rates Debtors

<h2>Corporate and Community Services</h2>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	1 December 2021	
Location:	Various	
Responsible Officer:	Aaron Wooldridge, Manager Corporate and Community Services	
Author:	Sheldon Cox, Rates Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2021 Recalcitrant Rates Debtors	
Disclosure of Interest:	Nil	
Attachments:	<u>Attachment 11.3A</u> – Recalcitrant Rates Debtors	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Comment

Currently there are 13 properties with three or more years of outstanding rates at a total of \$138,701.90. This is down from 16 properties with a total debt of \$144,162.04 at the end of October (over \$5,000 recovered within one month). Prior to the 2021/2022 Billing, outstanding rates were at \$116,517.56.

Of these 13 properties, one is undergoing the sale by auction process. Staff expect to complete this process within the next twelve months.

Another property cannot be sold by bailiff auction, so a further agenda item is to be presented to council with various options and recommended actions.

Most recalcitrant rates debtors have commenced payment arrangements, helping to reduce what is currently outstanding, with multiple assessments making significant payments or being paid in full.

A long existing recalcitrant debtor has also paid three assessments in full, having previously not made any payments since 2017. On top of the recent bailiff auction, another three properties holding large debts have recently been sold, with the outstanding amounts – approximately \$18,000 – to be paid at settlement.

As long as the proactive debt recovery action continues, it is expected that at least \$76,000 or more of recalcitrant debts will be significantly reduced and/or finalised within the next three years.

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

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

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

The Shire's Rates Officer will continue to monitor and undertake all available debt recovery actions as the work done to date shows that this results in positive outcomes.

Due to robust rate recovery procedures now in place and with some properties now sold, debt is again reduced, with more ratepayers paying outstanding accounts and/or adhering to payment arrangements.

Since the raising of the 2021/2022 Rates, all prior rates debts have moved into arrears. It is noted that no further ratepayers have been added into the Recalcitrant Debtors list which is considered to be part of the positive outcome of robust debt recovery.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Aaron Wooldridge, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

Damian Barr, Director, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

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

Financial Implications

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

Our signed, audited Annual Financial Report for 2019/2020 required staff to create a provision for doubtful rates debt to the value of \$64,422 due to this amount being considered unrecoverable. As the debt increases, the impact on Councils' revenue stream increases.

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 11.3

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.3A.

11.4 Application – Café Alfresco

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	9 December 2021	
Location:	Bear Pantry Café – 36 Stewart Street, Dowerin	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Ashlee Banks, Community Development Officer	
Legislation:	<i>Local Government Act 1995: Schedule 3.21</i>	
Sharepoint Reference:	Organisation / Rates & Valuations / Property Correspondence / A359 36 Stewart Street, Dowerin	
Disclosure of Interest:	Nil	
Attachments:	Attachment 11.4A - Application Form - Bear Pantry Café & Supporting Documents	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose of this report is for Council to consider the application for alfresco dining at the front of the Bear Pantry Café located at 36 Stewart Street, Dowerin. The alfresco dining decision is made by the Shire of Dowerin and does not require building or planning approval due to the nature of the application.

Background

The Shire of Dowerin has received an application from Bear Pantry Café for the construction of three alfresco booths to be erected along the kerb at the front of the recently purchased business, located at 36 Stewart Street Dowerin. The application received will provide a functional dining space, whilst not hindering on the accessibility of the foot path or traffic along Stewart Street. The applicant has received written permission from the landlord for the development to proceed and the space has been inspected by the Shire of Dowerin Manager of Works & Assets who has deemed the space appropriate and does not believe there will be any issues raised with the proposed development.

Comment

Alfresco dining can be beneficial to the commercial centres/main streets through locating people and social activities within public spaces, it can give a feeling of vibrancy and sense of place and assist in improving of the viability of commercial centres.

It can also have benefits of:

- improving the ambience and amenity of a streetscape, by providing points of interest and activity.
- assisting with promotion of tourism, allowing dining to occur whilst utilising views.
- Providing an alternative to indoor dining and diversity in the service that owner/operators can provide to customers, as well as alternative dining options on the main street to tourists; and

- Promotes visibility and exposure of business to customers and tourists.

Alfresco dining is considered a positive inclusion in town centres.

Consultation

Rebecca McCall, Chief Executive Officer
Ashlee Banks, Community Development Officer
Les Vidovich, Manager Works & Assets

Policy Implications

The application relates to Local Law; *Activities in Thoroughfares and Public Spaces and Trading Local Law 2021. Part 6; Trading in Thoroughfares and Public Spaces; Division 3 - Outdoor eating facilities on public places:*

6.15 Interpretation

In this Division -

Facility means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

*Permit holder means the person to whom a permit has been issued for the purpose of clause 6.16; and
public place has the meaning given to it in clause 6.1.*

6.16 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.17 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.16, the local government may consider in addition to any other matter it considers relevant, whether or not-

- the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;*
- any abutting food business is registered in accordance with the Food Act 2008 and whether the use of the business is permitted under the town planning scheme;*
- users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;*
- the Facility would -*
 - obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or*
 - impede pedestrian access; and*
- the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.*

6.18 Obligations of permit holder

(1) The permit holder for a Facility shall -

- ensure that the Facility is conducted at all times in accordance with the provisions of this local law;*
- ensure that the eating area is kept in a clean and tidy condition at all times;*
- maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times; and*
- be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility.*

(2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.

(3) In subclause (2), "work" includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.19 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

6.20 Use of Facility by public

- (1) *A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.*
- (2) *A person shall leave a Facility when requested to do so by the permit holder.*

6.21 Temporary removal of Facility may be requested

- (1) *The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service.*
- (2) *The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.*

Strategic Implications

Strategic Community Plan

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Property (Plant, Equipment, Buildings)
Risk Description	Localised damage rectified by routine internal procedures
Consequence Rating	Insignificant (1)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Ensure annual inspection of footpaths is conducted
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

The financial implications for the application are solely the responsibility of the applicant. The applicant is responsible for all cleaning and on-going maintenance of the alfresco dining space.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council, by Simple Majority in accordance with Local Government Act 1995; Section 3.21 approves the application for development of an alfresco dining space along the kerb but not obstructing the foot path at the premises known as Bear Pantry Café, 36 Stewart Street, Dowerin.

12. OFFICER'S REPORTS - GOVERNANCE AND COMPLIANCE

12.1 Policy Manual Review - Policy 7.20 - Management of Bushfire Volunteers Policy

<h1>Governance & Compliance</h1>		
Date:	14 December 2021	
Location:	Shire of Dowerin	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dregghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i> <i>Bush Fires Act 1954</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A - Policy 7.20 - Management of Bushfire Volunteers Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 7.20 - Management of Bushfire Volunteers Policy to Council for consideration and, if satisfactory, adoption.

Background

Workplace health and safety laws are changing in WA with the *Workplace Health & Safety (WHS) Act (WA) 2020*. Volunteers, particularly bushfire volunteers are now included in the legislation.

The WHS Act will come into operation once all the supporting regulations are finalised. Work to develop the regulations is underway and due for completion in early 2022.

Key elements of the WHS Act for local governments to be aware of include:

The new term 'Person conducting a business or undertaking' or PCBU expands the old concept of 'employer'. It's a broad term used to describe all forms of modern working arrangements, which we commonly refer to as business.

The PCBU is considered as the primary duty of care.

A person who works for a PCBU is considered a worker. The definition of a worker has been expanded and now covers and includes all forms of paid and unpaid work including volunteers and bushfire volunteers.

PCBU responsibilities include: providing a safe place of work; providing for safe systems of work; provide information, instruction, training and supervision on how to deal with hazards; monitoring the health and safety of workers; and provide for the safe use of plant, substances and structures.

Comment

It is proposed to adopt this policy to provide guidance in managing the Shire's bushfire volunteers in relation to their competency in fighting fires and expectations and requirements when attending a bush fire.

This policy includes requirements for volunteers who attend a bushfire to:

- Follow orders of a Fire Control Officer (FCO)
- Wear appropriate fire-fighting PPE
- Understand and use the correct communication methods
- Notify when arriving and leaving fire grounds
- Ensure firefighting plant and equipment is operational

The Officer's Recommendation therefore is to adopt this policy.

Consultation

Senior Management Team

Council Workshop – 16 November 2021

Policy Implications

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

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation - 12.1

That Council, by Simple Majority, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, adopts Policy 7.20 - Management of Bushfire Volunteers Policy, as presented in Attachment 12.1A.

12.2 Policy Manual Review – Policy 7.21 – Welcome to Country Policy

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	14 December 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Ashlee Banks, Community Development Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Council Policies	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.2A – Policy 7.21 – Welcome to Country Policy	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 7.21 – Welcome to Country Policy to Council for consideration and, if satisfactory, adoption.

Background

The Welcome to Country policy is in conjunction with the Community Engagement Framework which was adopted by Council at its Ordinary Meeting held on the 28 September 2021 (CMRef 0487)

Comment

Throughout many events in 2021, the Shire of Dowerin has been requested to supply a copy of our Welcome to Country Policy and a significant number of grant applications require organisations to demonstrate how they show respect to traditional custodians of the land. The Welcome to Country Policy will assist the Shire of Dowerin staff and Council on all matters relating to acknowledging the traditional custodians of the land and the appropriate format for which this is undertaken.

The Officer's Recommendation therefore suggests the policy be adopted.

Consultation

Rebecca McCall, Chief Executive Officer
Ashlee Banks, Community Development Officer
Council Workshop – 16 November 2021

Policy Implications

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

Statutory Implications

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

"2.7. Role of council

(1) The council –

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

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

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2

Reference: 5.2.1

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Business & Community Disruption
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Policies
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 12.2

That Council, by Simple Majority, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, adopts Policy 7.21 – Welcome to Country, as presented in Attachment 12.2A

13. OFFICER'S REPORTS - WORKS AND ASSETS

13.1 Light Fleet Changeover

<h2>Works & Assets</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 December 2021	
Location:	Not applicable	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As Above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
SharePoint Reference:	Nil	
Disclosure of Interest:	Nil	
Attachments:	Attachment 13.1A – Light Fleet Changeover Comparison	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal for Council to consider the changeover of two vehicles.

Background

Council's 2021/22 Budget made provisions to replace four vehicles.

It was requested during budget deliberations by Councillors if motor vehicle quotations could be referred to a Council workshop for viewing prior to any purchase. In line with Council policies 3.11 (Purchasing) and 3.15 (Regional Price Preference) staff obtained three quotations for the supply and trade of these vehicles, and these were previously submitted to the September & October workshop, along with the November Council meeting for further discussion.

Vehicle	Purpose	Supply New	To Trade	Current Km's	Expected Km's
D02	MWA	4x4 Toyota Dual Cab	2020 Toyota Hilux	37,808	56,712
D4	MCCS	Toyota Fortuner	2020 Toyota Fortuner	38,897	58,345
D002	Leading hand	4x2 Toyota Dual Cab	2017 Ford Ranger	139,137	156,529
1GIL 668	Fuel Ute	4x2 Toyota Single Cab	2005 Toyota Hilux	207,423	213,905

Note * Current Vehicle Kilometre reading as of the 04/11/2021

Expected Vehicle Kilometre reading as of the 04/05/2022

Comment

A breakdown of each submission previously presented is attached, including upgrading the leading hands vehicle to a 4x4. All prices previously presented were ex Gst.

Within the adopted 2021/22 annual budget there is an estimate for the capital purchase and an associated estimate for the disposal of the asset:

Vehicle	Budget Capital Estimate	Budget Trade Estimate	Budget Changeover
D02	\$52,500	\$40,000	\$12,500
D4	\$52,500	\$40,000	\$12,500
D002	\$42,000	\$18,000	\$24,000
1GIL 668	\$35,000	\$12,000	\$23,000
Total			\$72,000

All the companies that have submitted quotations have the experience and capability to carry out the requirements of the contract to the complete satisfaction of Council. Purchasing from a local dealer will save time and travel costs for any warranty, service or repair work that maybe required and having one make of vehicle should minimise the storage of any stock that is to be kept at the Shire depot.

Full details of the vehicle changeover proposal can be found in Attachment 13.1A.

By postponing the purchasing of the 4x2 Toyota Dual Cab and 4x2 Toyota Single Cab there will be a further delay in finalising the implementation of the fuel management system, a non-compliant finding identified during the audit process.

Consultation

Rebecca McCall, Chief Executive Officer

Les Vidovich, Manager Works & Assets

Avon Valley Toyota

Midland Toyota

Boekeman Toyota

R.B Motors Goomalling

Policy Implications

Asset Management Policy and, if adopted, the Replacement of Plant & Vehicles Policy.

Statutory Implications

Local Government Act 1995 & the Local Government (Functions & General) Regulations 1996.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

Changeover of vehicles will not impact the Plant Replacement Program, which is a component of the Asset Management Plan.

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)	Asset Management Policy, Replacement of Plant & Vehicles Policy
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

The changeover of vehicles is allocated within the 2021/2022 Annual budget and future trade prices will be sought closer to delivery due to the supplier not willing to lock in a trade price until vehicles are secured.

Voting Requirements



Simple Majority




Absolute Majority

Officer's Recommendation – 13.1

That, in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MWA and MCCS Vehicles);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated values to auction;
- 3) Commence the trade or auction of the Leading Hand, Fuel Ute & MCCS vehicles after determining the best value or option for disposal; and
- 4) Approves the reallocation of funds from the 2021/2022 Annual Budget as follows:
PE205 – Purchase of MCCS light vehicle \$52,500 to
PE107 – Purchase of a new small sedan vehicle \$25,000.

13.2 Regulatory Signage - Cottrell & Fraser Street Intersection

<h1>Works & Assets</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	15 December 2021	
Location:	Cottrell & Fraser Street Intersection	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As above	
Legislation:	Road Traffic Act 1974; Road Traffic (Vehicle) Regulations 2014	
Sharepoint Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

For Council to consider a request to change the existing give way signs to a stop sign at the intersection of Cottrell and Fraser Roads in Dowerin.

Background

At a recent council workshop meeting it was mentioned that the giveaway signs at the intersection of Cottrell and Fraser Roads should be changed to a stop sign. The Shire of Dowerin is responsible for the installation and maintenance of the following signage within a road reserve.

- No stopping
- No parking including on verges
- Time parking restrictions
- Paid parking
- Bus zones
- Loading/Taxi zones
- ACROD parking
- Street name signs
- Directional signs

The approval and installation of all other regulatory signs including stop, give way, keep left and speed signs etc. is the responsibility of Main Roads WA.

Comment

Works and Assets staff have been in contact with Main Roads WA in Northam and were advised that before the installation of a stop sign would be considered a Council resolution is requested with the full support of its members.

The intersection in question is currently showing no crash data history within the last five years and has a daily traffic volume count of approximately 75 vehicles per day.

There is no guarantee Main Roads WA will approve this request but will evaluate it as per their requirements and standards if a Council resolution is provided.

Consultation

Gren Putland, Network Operations Manager (Wheatbelt Region) Main Roads WA

Rebecca McCall, Chief Executive Officer

Les Vidovich, Manager Works & Assets

Policy Implications

The provision of traffic signs and pavement markings in Western Australia, should be in accordance with

- Road and Traffic Engineering Guidelines - Traffic Management Guidelines for Traffic Signals
- Austroads Guide to Traffic Engineering Practice - Part 7 Traffic Signals
- Austroads Guide to Traffic Engineering Practice - Part 8 Traffic Control Devices
- Austroads Design Vehicles and Turning Path Templates
- Standards Australia Manual of Uniform Traffic Control Devices Parts 1 - 14 (AS 1742)
- Main Roads Road & Traffic Design - Technical Standards Main Roads Index of Signs Manual 3100/05/10-2
- Main Roads Road & Traffic Design - Technical Standards Sign Post Design Manual 3100/05/10-6
- Main Roads Traffic Design - Design Guidelines for Channelisation, Pavement Marking and Regulatory Signing 2000/001

Statutory Implications

Under Clause 297 (1) of the Road Traffic Code 2000, the Commissioner of Main Roads has sole power to "erect, establish or display, and may alter and or take down any road sign or traffic-control signal."

Under Clause 297 (2) of the Road Traffic Code 2000, "the Commissioner of Main Roads may allow an authorised body to erect, establish, display, alter or take down any particular road sign or traffic-control signal, or road signs or traffic-control signals of a class or type of classes or types, and in the circumstances (if any), specified in the instrument of authorisation."

The Commissioner of Main Roads has authorised all rural councils to carry out non-regulatory signing works (including maintenance) along local roads, and all traffic signing works (including maintenance) associated with parking controls along local roads. This authorisation does not include pavement markings except for those associated with parking controls.

Strategic Implications

Strategic Community Plan

Community
Priority:

Our Infrastructure

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

Outcome: 1

Reference: I2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Asset Management Practices
Risk Category	Compliance
Risk Description	Fatality, permanent disability
Consequence Rating	Major (4)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)
Key Controls (in place)	Regular Inspections by staff to ensure minimal damage
Action (Treatment)	Reporting of regulatory signage to Main Roads WA
Risk Rating (after treatment)	Effective

Financial Implications

There are no financial implications for the Shire of Dowerin with the installation or maintenance of regulatory signage. If approved by MRWA all costs associated with these works will be paid for and carried out by the department.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That Council authorise the Chief Executive Officer to contact Main Roads WA and request that the existing give way signs at the intersection of Cottrell and Fraser Streets be assessed and if possible, replaced with stop signs.

13.3 Disposal of Assets – Recycling Trailer

<h2>Works & Assets</h2>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	14 December 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dregghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
SharePoint Reference:	Technical/Asset Management/Asset Acquisition & Disposal	
Disclosure of Interest:	Nil	
Attachments:	Nil	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to Council for consideration and, if satisfactory, adoption.

Background

The Dowerin Men's Shed has approached the CEO requesting the option to purchase the Dowerin Community Event Recycling trailer with the intent of re-purposing into a water/fire unit. The trailer is currently stored down at the bottom yard. Information we have to date is as follows:

- Ownership – Shire of Dowerin
- How it was acquired – no record
- Past use – collection of recyclables
- Current use - as not been used for at least 4 years
- Is it surplus of our needs – appears to be in excess to needs at this present time
- Asset Value is fully written down as it has reached its useful life as per the asset register

Comment

The trailer was raised to Council at its November workshop to establish the history of the trailer and any significance for the community. Although the CEO has Delegation of Authority to dispose of property under Delegation 4.5, gifting is not stipulated. Therefore, the gifting of the asset needs to be resolved by Council.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets

Council Workshop – November 2021

Policy Implications

Asset Management Policy.

Statutory Implications

Local Government Act 1995 & Section 30(3) Local Government (Functions & General) Regulations 1996.

- (3) *A disposition of property other than land is an exempt disposition if –*
- (a) *its market value is less than \$20 000; or*
 - (b) *the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75 000.*

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

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)	Asset Management Policy
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Should Council decide not to dispose of the assets, the Shire of Dowerin would be responsible for the ongoing costs associated with the maintenance of the trailer.

Financial Implications

The financial implications of the disposal of the trailer would be the transfer of ownership and licensing to be borne by the Dowerin Men's Shed Inc. The value of the asset is fully written down as per the asset register.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation – 13.3

That Council, by Absolute Majority, in accordance with Division Thirty of the *Local Government (Functions and General) Regulations 1996*, resolves to:

- a. **Dispose of the recycling trailer to the Dowerin Men's Shed Inc, for the cost of transfer and licensing; and**
- b. **Authorise the President and Chief Executive Officer to sign the Contract of Sale and transfer the recycling trailer to the Dowerin Men's Shed Inc.**

14.	Urgent Business Approved by the Person Presiding or by Decision
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15.	Elected Members' Motions
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16.	Matters Behind Closed Doors
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16.1 Australia Day Honours Committee Recommendations

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

16.2 Senior Officer Appointment – Manager Corporate & Community Services

In accordance with Sections 5.23(2)(a) and 5.23(2)(c) of the *Local Government Act 1995*, Council will go Behind Closed Doors to discuss a matter affecting an employee and a contract which may be entered into by the local government.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 16.1
--

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

The matters of Australia Day Honours Committee Recommendations and Staff Appointment will be discussed, and resolutions made.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation – 16.1A

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

The President will read aloud the Council Resolutions made Behind Closed Doors. This will be reported in the Minutes.

17.	Closure
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MINUTES

Ordinary Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 16 November 2021

ABN: 35 939 977 194

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

 www.dowerin.wa.gov.au

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17.	Closure

Shire of Dowerin
Ordinary Council Meeting
Tuesday 16 November 2021



1. Official Opening / Obituaries

The President welcomes those in attendance and declare the Meeting open at 2.00pm.
In opening the meeting, the President and Councillors acknowledged the passing of Dowerin Resident Andrew Wright with a minute silence.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

Cr RI Trepp	President
Ms BA Ward	Deputy President
Mr W Allsopp	
Mr DP Hudson	
Ms N McMorran	
Cr JC Sewell	

Staff:

Ms R McCall	Chief Executive Officer
Mr L Vidovich	Manager Works and Assets
Ms L Dreghorn	Executive and Governance Officer

Members of the Public:

Mrs Lyn Phillips, Mr Rob Boase

Apologies:

Ms C Delmage, Manager Corporate and Community Services,

Approved Leave of Absence:

Cr AJ Metcalf, Mr LG Hagboom

3. Public Question Time

Nil

4. Disclosure of Interest

Amery Acre Cropping Tenure

Proximity Interest – Cr DP Hudson

Impartiality Interest – Cr WG Allsopp, Cr BA Ward, Cr JC Sewell, Cr NP McMorran, Cr RI Trepp, Ms L Dreghorn, Ms R McCall.

Fleet Changeover

Impartiality Interest – Cr WG Allsopp

5. Applications for Leave of Absence

Nil

6. Petitions and Presentations

Mrs Lyn Phillips & Mr Rob Boase – Re-instate the Road Verge Management Advisory Committee

2.28pm - Mrs Lyn Phillips and Mr Rob Boase left the meeting not to return

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

- 7.1 Ordinary Council Meeting held on 19 October 2021
Attachment 7.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council confirms the Minutes of the Ordinary Council Meeting held on 19 October 2021, as presented in Attachment 7.1A, is a true and correct record of proceedings.

Officers Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Ward

0512

That the minutes of the Ordinary Council Meeting held on 19 October 2021 be confirmed as a true & correct record of proceedings, subject to the amendment to 17.2 List of Payments. The list of payments presented as Attachment 17.2A are a true and accurate record. All payments listed in the table are a true and accurate record, however the total was incorrectly noted in the motion and resolution.

CARRIED 6/0

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

- 8.1 NEWROC Council Minutes
Attachment 8.1A

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 8.1

Moved: Cr Hudson

Seconded: Cr Allsopp

0513

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, Council receives the Minutes of the NEWROC Council Meeting (unconfirmed) held on 26 October 2021, as tabled in Attachment 8.1A.

CARRIED 6/0

9. Recommendations from Committee Meetings for Council Consideration

Nil

10. Announcements by the President Without Discussion

We are a community and being a part of that is looking out for our neighbours. In the past month 2 deaths and a suicide in the area, please reach out to your fellow neighbours and friends and check they are ok.

11. OFFICER'S REPORTS – CORPORATE AND COMMUNITY SERVICES

11.1 List of Accounts Paid

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	November 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Jasmine Pietrocola, Accounts Finance 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 11.1A – List of Accounts Paid

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

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

Background

Nil

Comment

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

Consultation

Rebecca McCall, CEO

Cherie Delmage, M CCS

Jasmine Pietrocola, Finance Officer

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

Risk Implications

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

Financial Implications

Funds expended are in accordance with Council's adopted 2021/22 Budget.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.1

Moved: Cr McMorran

Seconded: Cr Hudson

0514

That, in accordance with 6.8(1)(a) of the *Local Government Act 1995* and Regulations 12 and 13 of the *Local Government (Financial Management) Regulations 1996*, Council receives the report from the Chief Executive Officer on the exercise of delegated authority in relation to creditor payments from the Shire of Dowerin Municipal Fund, as presented in Attachment 11.1A, and as detailed below:

List of Accounts Paid - October 2021

EFT9156 to EFT9229	\$770,761.97
Cheque 10933 to 10936	\$10,526.74

Direct Debit 11456: Credit Card Payment: September 2021	\$5,041.10
Direct Debit 11488 & 11490: Superannuation	\$21,733.82
Direct Debit 11464 & 11465: WATC Loan & Interest Repayments	\$36,438.86
130885: Bank Fees	\$1,272.22
Net Payroll; PPE 13 October 2021	\$53,642.45
Net Payroll; PPE 27 October 2021	\$53,799.11
TOTAL	\$953,216.27

CARRIED 6/0

11.2 Recalcitrant Rates Debtors

<div>Corporate and Community Services</div> <div>  <div>SHIRE OF DOWERIN TIN DOG TERRITORY</div> </div>	
Date:	2 November 2021
Location:	Various
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services
Author:	Sheldon Cox, Rates Officer
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>
Sharepoint Reference:	Organisation/Rates and Evaluations/Reporting/2021 Recalcitrant Rates Debtors
Disclosure of Interest:	Nil
Attachments:	Attachment 11.2A – Recalcitrant Rates Debtors

Purpose of Report



Executive Decision



Legislative Requirement

Summary

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

Background

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

Comment

Currently there are 15 properties with three or more years of outstanding rates at a total of \$143,156.57. Prior to the 2021/2022 Billing, outstanding rates were at \$116,517.56.

Of these 15 properties, one is undergoing the sale by auction process. Staff expect to complete this process within the next eighteen months.

Another property cannot be sold by bailiff auction, so a further agenda item is to be presented to council with various options and recommended actions.

Most recalcitrant rates debtors have commenced payment arrangements, helping to reduce what is currently outstanding, with multiple assessments making significant payments or being paid in full.

A long existing recalcitrant debtor has also paid three assessments in full, having previously not made any payments since 2017. On top of the recent bailiff auction, another three properties holding large debts have recently been sold, with the outstanding amounts – approximately \$18,000 – to be paid at settlement.

As long as the proactive debt recovery action continues, it is expected that at least \$76,000 or more of recalcitrant debts will be significantly reduced and/or finalised within the next three years.

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

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

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

The Shire’s Rates Officer will continue to monitor and undertake all available debt recovery actions as the work done to date shows that this results in positive outcomes.

Due to robust rate recovery procedures now in place and with some properties now sold, debt is again reduced, with more ratepayers paying outstanding accounts and/or adhering to payment arrangements.

Since the raising of the 2021/2022 Rates, all prior rates debts have moved into arrears. It is noted that no further ratepayers have been added into the Recalcitrant Debtors list which is considered to be part of the positive outcome of robust debt recovery.

Consultation

Sheldon Cox, Rates Officer

Tara Donnelly, Casual Rates Officer

Cherie Delmage, Manager Corporate and Community Services

Lauren Marsh, Senior Account Manager – AMPAC Debt Recovery

Damian Barr, Director, Local Government Services, AMPAC Debt Recovery

Association of Rates Officers

Troy Hancock, Legislation Officer, DLGSC

Policy Implications

Nil

Statutory Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$50,001 - \$200,000

Consequence Rating	Major (4)
Likelihood Rating	Likely (4)
Risk Matrix Rating	Extreme (20)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Undertake debt recovery as per procedures and legislation
Risk Rating (after treatment)	Effective

Financial Implications

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

Our signed, audited Annual Financial Report for 2019/2020 required staff to create a provision for doubtful rates debt to the value of \$64,422 due to this amount being considered unrecoverable. As the debt increases, the impact on Councils' revenue stream increases.

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.2

Moved: Cr Ward

Seconded: Cr Allsopp

0515

That Council, by Simple Majority, receives the report of Recalcitrant Rates Debtors, as presented in Attachment 11.2 A.

CARRIED 6/0

11.3 Policy Manual Review – Policy 3.16 – Covid-19 Financial Hardship Policy

<div> <div>Corporate & Community Services</div> <div>  <div>SHIRE OF DOWERIN TIN DOG TERRITORY</div> </div> </div>	
Date:	8 November 2021
Location:	Not applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
Sharepoint Reference:	Organisation/Governance/Council Policies
Disclosure of Interest:	Nil
Attachments:	Attachment 11.3A – Policy 3.16 – COVID-19 Financial Hardship Policy

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents Policy 3.16 – COVID-19 Financial Hardship Policy to Council for rescission.

Background

Policy 3.16 – COVID-19 Financial Hardship Policy was adopted by Council in April 2020 (CMRef 0174) and reviewed at its meeting held 16 June 2020 (CMRef 0212).

The State of Emergency for Western Australia is still active, however the Shire of Dowerin does not believe that COVID-19 is having the impact on our community to the extent of our western state counterparts that warrants such a policy.

Comment

Upon the adoption of the policy no applications for financial hardship due to COVID have been received, therefore Management considers the policy surplus to requirements.

The Officer's Recommendation therefore suggests the policy be rescinded.

Consultation

Senior Management Team

Council Workshop – 19 October 2021

Policy Implications

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

Statutory Implications

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

“2.7. Role of council

(1) *The council –*

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Nil
Action (Treatment)	Nil
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 11.3

Moved: Cr Allsopp

Seconded: Cr Hudson

0516

That, in accordance with Section 2.27(2)(b) of the *Local Government Act 1995*, Council rescinds Policy 3.16 – Covid-19 Financial Hardship Policy, as presented in Attachment 11.3A

CARRIED 6/0

11.4 Reserve 30874 (Former St Johns Ambulance Site) & Reserve 10647 – Excise land from Reserve 10647

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	8 November 2021
Location:	Lot 15, 13 Cottrell Street, Dowerin Lot 271, 23 East Street, Dowerin
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995; Land Administration Act 1997</i>
SharePoint Reference:	Organisation/Legal Services/Reserve Register
Disclosure of Interest:	Nil
Attachments:	Attachment 11.4A - Reserve 30874 Aerial

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal to excise land from Reserve 10647 (Lot 15, 13 Cottrell Street, Dowerin) to create a new reserve comprising of the excise land and Reserve 30874 (Lot 271, 23 East Street, Dowerin) to Council for consideration and, if satisfactory, endorsement.

Background

The Department of Planning, Lands and Heritage (DPLH) is currently working on a proposal issuing tenure over Reserve 30874 to the Dowerin Men's Shed (DMS). The site is a former St Johns Ambulance site which adjoins Reserve 10647 being a Shire-managed reserve for the purposes of 'Municipal Purposes'.

DPLH is also aware that the proposal involving Reserve 10647 is in the early stages of discussion between the Shire of Dowerin and DMS. This site is a former Fire Brigade site currently utilised by DMS under a MOU arrangement.

DMS proposes to secure the former St Johns Ambulance and Fire Brigade sites for the not-for-profit community organisation with the intent of developing the sites to suit the purposes of DMS.

DPLH is consulting with all stakeholders to ensure all scenarios and implications are considered. The DPLH is seeking direction/clarification from the Shire of Dowerin;

- The proposal to excise land from Reserve 10647 to create a new reserve comprising of the excise land and Reserve 30874 has received initial consideration by the Shire.
- If yes, who is the proposed management body for the reserve?
- Who would be responsible for the survey and other costs of the proposal? The Shire has already indicated to DMS they will be responsible for costs.

Associated fees include:

- Sheet fee - \$293.00 per sheet
- Lot fee - \$76.00 per lot on a Deposited Plan
- Lodgement Fee to Landgate - \$369.00 (for 1 lot)
- Survey Costs - approximately \$1,500 to \$2,500

If the proposal proceeds DMS will also need consider the cost of installing a water meter on Reserve 10647. Installation of a water meter may not be required if DMS considers access to water on Reserve 30874 will suffice.

Comment

Men's Sheds are recognised as one of Australia's largest make based community development organisations.

The Dowerin Men's Shed is a community-based, non-profit organisation that is accessible to all men residing in the Shire of Dowerin and whose primary activity is the provision of a safe and friendly environment where men are able to work on meaningful projects at their own pace in their own time in the company of other men. A major objective is to advance the well-being and health of their male members.

Consultation

Rebecca McCall, Chief Executive Officer

Dowerin Men's Shed

Alex Murray – Department of Planning, Lands and Heritage

Council Workshop – 28 September 2021

Policy Implications

Nil

Statutory Implications

Section 51 and 51A of the *Land Administration Act 1997* is applicable and states:

"50. Cancelling, changing etc. reserves, Minister's powers as to

Subject to sections 42, 43 and 45, the Minister may by order cancel, change the purpose of or amend the boundaries of, or the locations or lots comprising, a reserve.'

"51A. Certain prescribed land taken to be reserved under s. 41

(1) The regulations may prescribe land that has been reserved to the Crown for one or more purposes in the public interest –

(a) by or under a written law other than section 41; and

(b) before 30 March 1998.

(2) Land prescribed by regulations referred to in subsection (1) is, by virtue of this subsection, to be regarded as having been reserved to the Crown under section 41 –

(a) for the purpose or purposes for which it was reserved by or under the other written law; and

(b) with the classification, if any, given by or under the other written law.

(3) A reference in section 42(2) to the relevant order made under section 41 is, in relation to land prescribed by regulations referred to in subsection (1), a reference to the written law, or to the instrument under the written law, by which the land was reserved, as is relevant to the case.

[Section 51A inserted: No. 76 of 2003 s. 4.]

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.2

Reference: 5.3.2

Asset Management Plan

Excising a portion of Reserve 10647 the Shire of Dowerin will not be responsible for the management and maintenance of the old fire shed facility, therefore reducing operational costs.

Long Term Financial Plan

Long Term Financial operational cost will be reduced.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	\$5,001 - \$50,000
Consequence Rating	Minor (2)
Likelihood Rating	Unlikely (2)
Risk Matrix Rating	Low (4)
Key Controls (in place)	Financial Management Framework; Debt Recovery Procedures; Legislation
Action (Treatment)	Nil
Risk Rating (after treatment)	Not Rated

Financial Implications

There are no financial implications at the time of writing this report.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.4

Moved: Cr Sewell

Seconded: Cr Ward

0517

That, in accordance with Section 51 and Section 51A of the *Land Administration Act 1997*, Council advises the Department of Planning, Lands and Heritage that it wishes to excise land from Reserve 10647 to create a new reserve comprising of the excised land and Reserve 30874 for the purpose of 'community use' for Dowerin Men's Shed.

CARRIED 6/0

11.5 Amery Acres Cropping Tenure

Corporate and Community Services



Date:	8 November 2021
Location:	Amery Reserve Number 49356, Lot 321 on 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:	Proximity - Cr DP Hudson Impartiality - Cr WG Allsopp, Cr BA Ward, Cr JC Sewell, Cr NP McMorran, Cr RI Trepp, Ms L Dreghorn, Ms R McCall.
Attachments:	Nil

2.53pm - Cr Hudson 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 three year tenure for the purpose of Community Cropping for consideration and, if satisfactory, endorsement.

Background

The Shire of Dowerin for a number of years has offered Amery Reserve Number 49356, Lot 321 on Plan 58773 (Amery Acres) to the community for the purpose of community cropping.

Amery Acres is a 47-hectare property to the east of the townsite of Dowerin and is offered on a three-year tenure commencing 1 February 2022.

All community groups were invited to submit an EOI which was to include:

- Outline of proposed cropping program
- Outline of how cropping program will be financed
- Purpose of cropping program
- Outline the community benefit
- Identify Cropping Manager and relevant experience
- Provision of audited financials

One submission was received from Dowerin Community Club Inc.

At its Ordinary Council Meeting held on 19 October 2021, Council resolved to advertise the Shires intention to enter into a three year tenure with Dowerin Community Club Inc (CMRef 0508). The public notice was advertised via the Shires website and noticeboards from 22 October 2021 to 5 November 2021. Upon the closure of the advertising period there were no submissions received.

Comment

The Shire of Dowerin will enter into a three-year tenure agreement with the Dowerin Community Club Inc, for the sum of one dollar (\$1.00) payable in advance. The agreement will include the following conditions:

- Land, fences, and gates to be maintained in good and substantial repair and condition.
- Agistment of livestock upon the land to be maintained in good condition and free of disease.
- 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 public liability insurance and provide Certificate of Currency to Lessee.
- Provide annually farm management records to the Lessee to include details of chemical and fertiliser application, type of crop, area of crop and yield of crop.

Consultation

Rebecca McCall, Chief Executive Officer
Linley Dregghorn, Executive Governance Officer
Council workshop – 19 October 2021
Council Ordinary Meeting – Late Item 19 October 2021

Policy Implications

Nil

Statutory Implications

Section 3.58 (2)(b) of the *Local Government Act 1995* is applicable and states:

3.58. Disposing of property

- 2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

Strategic Implications

Strategic Community Plan

Community Priority: Our Community
Objective: We live in a diverse, healthy, and connected community
Outcome: 1.1
Reference: 1.1.3

Asset Management Plan

Money raised contributes toward maintaining Dowerin Community Club, therefore reducing renewal costs and upgrades.

Long Term Financial Plan

Money raised contributes toward maintaining Dowerin Community Club, therefore reducing renewal costs and upgrades.

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 are no financial implications for the Shire, however there are significant positive financial benefits for the DCC and community users.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution - 11.5

Moved: Cr Ward

Seconded: Cr Allsopp

0518 That in accordance with Section 5.85 (2)(b) of the *Local Government Act 1995*, Council resolves to:

1. Lease the 47ha area of land situated within Amery Reserve No. 49356 and being Avon Lot 321 for a peppercorn rent for a three year period commencing 1 April 2022 to the Dowerin Community Club Inc under the terms and conditions set out in the cropping agreement; and
2. Authorise the Shire President and the CEO to affix the Shire Common Seal.

CARRIED 5/0

2.54pm – Cr Hudson returned to the meeting

11.6 Chief Executive Officer - Australian Golden Outback Board Member Appointment

Corporate and Community Services



Date:	10 November 2021
Location:	Not Applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive and Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Primary & Annual Returns
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents to Council the appointment of the Chief Executive Officer (CEO) to the Australian Golden Outback Board for consideration and, if satisfactory, endorsement.

Background

The Gold Region Tourism Organisation Inc (GRTTO) trading as Australia's Golden Outback was established in early 2004 following the development of the "New Concept for State Tourism" by the Western Australian Tourism Commission.

The Region comprises of four tourism precincts - Goldfields, Gascoyne/Murchison, Wheatbelt and Coastal sub-regions.

It is the recognised marketing organisation under the umbrella of Tourism Western Australia (TWA) formerly the Western Australia Tourism Commission and has the specific task of marketing and undertaking promotional activities that will establish the region as a highly desirable tourism destination for intrastate, interstate and international visitors.

The objectives of the organisation are as follows:

- To establish Australia's Golden Outback region as a recognised and highly desirable visitor destination.
- To increase visitor numbers, length of stay and visitor spending in the region.
- To manage stakeholder contributions to achieve the maximum and most efficient marketing outcomes for Australia's Golden Outback region.
- To work with all industry partners and stakeholders to ensure that all issues of infrastructure and development, tourism-related communication and business opportunities of the region are best achieved.

Comment

Reasons for the CEO electing to become a board member is to ensure that the Wheatbelt has representation and a voice advocating for our region. The CEO endeavours to foster relations between Tourism WA, AGO and the regions, specifically the Wheatbelt. Strengthen the collaboration between AGO, Wheatbelt Way and Pioneers' Pathway for the betterment of our

region will be undertaken. The intention is to strategically position the Wheatbelt as a destination, utilising AGO and Tourism WA, and to build stronger partnerships between stakeholders.

Consultation

Nil

Policy Implications

Shire of Dowerin Code of Conduct

Statutory Implications

Section 5.84 of the *Local Government Act 1995* is applicable and states:

5.84. *Interests and positions in corporations*

- (1) *A relevant person is to disclose in a primary return and in an annual return —*
 - (a) *the name of each corporation of which the person was a member or in which he or she otherwise had an interest or held any position (whether remunerated or not) in the case of —*
 - (i) *a primary return, on the start day; and*
 - (ii) *an annual return, at any time during the return period;*
 - and*
 - (b) *the nature of the interest, or the description of the position held, in each corporation to which paragraph (a) applies; and*
 - (c) *for each corporation to which paragraph (a) applies, other than corporations whose shares are quoted on a prescribed financial market in Australia —*
 - (i) *its address; and*
 - (ii) *a description of its principal business.*

Strategic Implications

Strategic Community Plan

Community Priority: Our Community
Objective: We live in a diverse, healthy, and connected community
Outcome: 1.1
Reference: 1.1.1
1.1.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Risk Implications

Risk Profiling Theme	Engagement Practices
Risk Category	Reputation (Social/Community)
Risk Description	Substantiated, localised impact on community trust or low media item
Consequence Rating	Minor (2)
Likelihood Rating	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 no financial impact to the Shire of Dowerin.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution - 11.6

Moved: Cr Hudson

Seconded: Cr Allsopp


0519

That in accordance with Section 5.84 of the *Local Government Act 1995*, Council resolves to approve the Chief Executive Officers appointment to the Board of Australian Golden Outback.

CARRIED 6/0

12. OFFICER'S REPORTS – GOVERNANCE AND COMPLIANCE

12.1 Delegations Register Review

<h1>Governance & Compliance</h1>		 <p>SHIRE OF DOWERIN TIN DOG TERRITORY</p>
Date:	8 November 2021	
Location:	Not applicable	
Responsible Officer:	Rebecca McCall, Chief Executive Officer	
Author:	Linley Dreghorn, Executive & Governance Officer	
Legislation:	<i>Local Government Act 1995</i>	
Sharepoint Reference:	Organisation/Governance/Delegations	
Disclosure of Interest:	Nil	
Attachments:	Attachment 12.1A – Review of Delegations Attachment 12.1B – Policy 3.3 – Disposal of Property Policy	

Purpose of Report

☐

Executive Decision

☒

Legislative Requirement

Summary

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

Background

Council adopted a comprehensive review of its Delegations Register at its June 2020 Meeting (CMRef 0214). As a result of current policy reviews it was identified that a review and update of the Delegations Register was required.

Subsequently, Delegations 4.5, 5.1 and 5.5 have been reviewed and is presented to Council for consideration.

Comment

The proposed amendments to the delegations bring them into alignment with current Council policies and provide a clear delineation and segregation for the approval of payments and payment limits.

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

Consultation

Rebecca McCall, Chief Executive Officer

Cherie Delmage, Manager Corporate & Community Services

Linley Dreghorn, Executive & Governance Officer

Sheldon Cox, Rates Officer

Policy Implications

These amendments bring delegations into alignment with current Council policies.

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Section 3.58 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.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender”.

Section 6.49 of the *Local Government Act 1995* is applicable and states:

“6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person”.

Regulation 12(1)(a) of the *Local Government (Financial Management) Regulations 1996* is applicable and states:

“12. Payments from municipal fund or trust fund, restrictions on making

- (1) A payment may only be made from the municipal fund or the trust fund —
 - (a) if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or
 - (b) otherwise, if the payment is authorised in advance by a resolution of the council”.

Section 5.42 of the *Local Government Act 1995* states that a number of the local government’s powers and duties can be delegated to the CEO. Section 5.43 details the limitations on those delegations. Section 5.44 states the CEO may delegate powers and duties to other employees.

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

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	Unlikely (2)
Risk Matrix Rating	Low (2)
Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Nil

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation/Council Resolution – 12.1

Moved: Cr McMorran

Seconded: Cr Ward

0520

That, in accordance with Sections 3.58(2)(3), 5.42, 5.44 and 6.49 of the *Local Government Act 1995*, Council adopts the review of Delegation 4.5 Disposing of Property, 5.1 Payments from the Municipal or Trust Funds and 5.5 Agreement as to Payment of Rates and Service Charges, as presented in Attachment 12.1A.

CARRIED 6/0

12.2 2022 Ordinary Council Meeting Dates

Governance & Compliance



Date:	8 November 2021
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Local Government Act 1995</i>
SharePoint Reference:	Organisation/Governance/Council Meetings
Disclosure of Interest:	Nil
Attachments:	Nil

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents the proposed dates for the 2022 Ordinary Council Meetings to Council for consideration and, if satisfactory, adoption.

Background

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

As such, the Shire of Dowerin is required to advertise the meeting dates for the Ordinary Meetings of Council for 2022.

Comment

Since November 2019, Council's Ordinary Meetings have been held on the third Tuesday of the month commencing at 2.00pm.

Easter 2022 is on Friday 15 April 2022 to Monday 18 April 2022 hence the Ordinary Council Meeting will not be affected.

Conducting the Ordinary Meetings of Council on the third Tuesday also avoids conflict with the Field Days therefore, in accordance with Council Policy 1.7 – Council Meetings, and as there has been no suggestion of a need to change the date or time of the Ordinary Meetings, the Officer's Recommendation suggests that the status quo remain.

Consultation

Nil

Policy Implications

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

"Ordinary Meetings of Council shall be held on the third Tuesday of each month commencing at 2.00pm."

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

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

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

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

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

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

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

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Compliance
Risk Description	No noticeable regulatory or statutory impact
Consequence Rating	Insignificant (1)
Likelihood Rating	Rare (1)
Risk Matrix Rating	Low (1)

Key Controls (in place)	Governance Management Framework
Action (Treatment)	Document Governance Framework
Risk Rating (after treatment)	Adequate

Financial Implications

Funds are included in the 2021/22 Budget to cover any costs associated with conducting Council Meetings, and to advertise and promote the dates of Ordinary Council Meetings.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

Officer's Recommendation/Resolution - 12.2

Moved: Cr Ward

Seconded: Cr McMorran

0521

That, in accordance with Regulation 12(1) of the *Local Government (Administration) Regulations 1996*, Council resolves to conduct its 2022 Ordinary Meetings of Council, commencing at 2.00pm, on the following dates:

Tuesday 18 January 2022	Tuesday 19 July 2022
Tuesday 15 February 2022	Tuesday 16 August 2022
Tuesday 15 March 2022	Tuesday 20 September 2022
Tuesday 19 April 2022	Tuesday 18 October 2022
Tuesday 17 May 2022	Tuesday 15 November 2022
Tuesday 21 June 2022	Tuesday 20 December 2022

CARRIED BY ABSOLUTE MAJORITY 6/0

12.3 Development Assessment Panels – Appointment of Representatives

Governance & Compliance



Date:	10 November 2021
Location:	Not applicable
Responsible Officer:	Rebecca McCall, Chief Executive Officer
Author:	Linley Dreghorn, Executive & Governance Officer
Legislation:	<i>Planning and Development Act 2005</i>
SharePoint Reference:	Organisation/Governance
Disclosure of Interest:	Nil
Attachments:	Attachment 12.3A – Development Assessment Panel Correspondence

Purpose of Report



Executive Decision



Legislative Requirement

Summary

The purpose the Development Assessment Panel (DAP) is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making. This Item presents to Council the opportunity to nominate 2 local DAP members and 2 alternate (or deputy) local DAP members.

Background

The Planning & Development (Development Assessment Panels) Regulations 2011 commenced on 24 March 2011. Part 11A of the Planning & Development Act 2005 which enabled DAP's came into operation the same day.

Comment

The Minister must establish and maintain a register of local DAP members. Each local government must nominate 2 local DAP members and 2 alternate (or deputy) local DAP members from its pool of elected members. The Minister then considers nominations received and appoints for a 2-year term.

If, within the 2-year term, a local DAP member is not re-elected, they cannot hold the position of local DAP member.

Local government elections may result in a change to local DAP membership if current councillors, who are DAP members, are not re-elected. In this instance, the deputy local DAP members will take the place of the former local DAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to renominate and the Minister to reappoint.

Council should consider the above in selecting nominees as local DAP members.

Once specialist member appointments are finalised by the Minister, each local government will be advised.

Council will need to appoint two Councillors and two deputies for local government members on the Local Development Assessment Panel. The Department of Planning is to train the appointed members.

DAP meetings are utilised to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making. DAP only convene when there is a DAP application to be determined. Local government representatives will only sit

on the panel when the application(s) being determined by the panel have been made under their local planning scheme, and the likelihood of convening a meeting to determine development applications within the Shire of Dowerin is low.

If Council nominates not to appoint local DAP members, the consequences will mean no local representation at DAP decision-making hearings concerning the Shire of Dowerin.

Consultation

Nil

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

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Regulation 23 of the *Planning & Development (Development Assessment Panels) Regulations 2011* came into force on the 24 March 2011 and states:

23. LDAP members

- (1) *The members of a LDAP are –*
 - (a) *2 persons appointed to the LDAP as local government members; and*
 - (b) *3 persons appointed to the LDAP as specialist members.*
- (2) *The members must be appointed in writing by the Minister.*
- (3) *Regulation 24 applies to the appointment of local government members.*
- (4) *Regulation 37 applies to the appointment of specialist members.*

Risk Implications

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

Financial Implications

Nil

Voting Requirements



Simple Majority



Absolute Majority

Officers Recommendation/Resolution – 12.3

Moved: Cr Allsopp

Seconded: Cr Ward

0522


That, in accordance with Regulation 23(1)(a) of the *Planning & Development (Development Assessment Panels) Regulations 2011*, Council appoints Cr Hudson and Cr Trepp as members to DAP and appoints Cr McMorran and Cr Allsopp as Deputies respectively. (Deliberately left blank to permit Council to determine the DAP Members).

CARRIED 6/0

3.07pm – Cr Allsopp left the meeting

13. OFFICER'S REPORTS – WORKS AND ASSETS

13.1 Light Fleet Changeover

<h1>Works & Assets</h1>		 SHIRE OF DOWERIN TIN DOG TERRITORY
Date:	8 November 2021	
Location:	Not applicable	
Responsible Officer:	Les Vidovich, Manager Works & Assets	
Author:	As Above	
Legislation:	<i>Local Government Act 1995; Local Government (Functions & General) Regulations 1996</i>	
SharePoint Reference:	Nil	
Disclosure of Interest:	Impartiality - Cr WG Allsopp	
Attachments:	Attachment 13.1A – Light Fleet Changeover Comparison	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This Item presents a proposal for Council to consider the changeover of three vehicles.

Background

Council's 2020/21 Budget made provisions to replace three vehicles.

It was requested during budget deliberations by Councillors if motor vehicle quotations could be referred to a Council workshop for viewing prior to any purchase. In line with Council policies 3.11 (Purchasing) and 3.15 (Regional Price Preference) staff obtained three quotations for the supply and trade of these vehicles, and these were submitted to the August workshop for discussion. At this meeting it was requested that an additional quote be obtained from Goomalling Ford.

Vehicle	Purpose	Supply New	To Trade	Current Km's	Expected Km's
D02	MWA	4x4 Toyota Dual Cab	2020 Toyota Hilux	37,808	56,712
D4	MCCS	Toyota Fortuner	2020 Toyota Fortuner	38,897	58,345
D002	Leading hand	4x2 Toyota Dual Cab	2017 Ford Ranger	139,137	156,529
1GIL 668	Fuel Ute	4x2 Toyota Single Cab	2005 Toyota Hilux	207,423	213,905

Comment

Goomalling Ford were approached and they advised that they are not willing to commit to a trade in price on any of Councils existing fleet as their replacement vehicles would not be available for a 6 - 12 months period. With the delay in placing an order, staff have reapproached each supplier and all are now stating a similar delivery time frame for each vehicle and that a review of the trade allowance will be necessary, closer to the time of delivery, given the lead time and extra kilometres the trade vehicles will travel in that period.

A breakdown of each submission previously presented is attached, including upgrading the leading hands vehicle to a 4x4. **Please note that the trade and changeover price are now subject to change and a copy of the supplier estimates are included at the end of this document.** All prices previously presented were ex Gst.

Within the adopted 2021/22 annual budget there is an estimate for the capital purchase and an associated estimate for the disposal of the asset:

Vehicle	Budget Capital Estimate	Budget Trade Estimate	Budget Changeover	Previous Recommended Vehicle Trades
D02	\$52,500	\$40,000	\$12,500	\$2,944*
D4	\$52,500	\$40,000	\$12,500	\$870*
D002	\$42,000	\$18,000	\$24,000	\$23,127*
1GIL 668	\$35,000	\$12,000	\$23,000	\$25,569*
Total			\$72,000	\$52,569*

It has been requested by the new MCCS that a vehicle not be included in his contract arrangements, however there is presently a need for this vehicle to be utilised as a pool vehicle by admin staff. If it was to be sold, this would only leave the CEO's Prado vehicle available for staff use. It is proposed that this vehicle be kept and reassessed as part of the annual budget deliberations for 2022/23.

All the companies that have submitted quotations have the experience and capability to carry out the requirements of the contract to the complete satisfaction of Council. Purchasing from a local dealer will save time and travel costs for any warranty, service or repair work that maybe required and having one make of vehicle should minimise the storage of any stock that is to be kept at the Shire depot.

Consultation

Rebecca McCall, Chief Executive Officer
Les Vidovich, Manager Works & Assets
Avon Valley Toyota
Midland Toyota
Boekeman Toyota
R.B Motors Goomalling

Policy Implications

Asset Management Policy and, if adopted, the Replacement of Plant & Vehicles Policy.

Statutory Implications

Local Government Act 1995 & the Local Government (Functions & General) Regulations 1996.

Strategic Implications

Strategic Community Plan

Community Priority: Our Infrastructure

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

Outcome: 3.2

Reference: 3.2.1

Asset Management Plan

Changeover of vehicles will not impact the Plant Replacement Program, which is a component of the Asset Management Plan.

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)	Asset Management Policy, Replacement of Plant & Vehicles Policy
Action (Treatment)	
Risk Rating (after treatment)	Adequate

Financial Implications

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 13.1

Moved: Cr Hudson

Seconded: Cr Sewell

0523

That, in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MCCS Vehicle);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated values to auction; and
- 3) Commence the trade or auction of the three vehicles asap after determining the best value or option for disposal.

LOST 4/1

Against – Cr Hudson, Cr Ward, Cr McMorran & Cr Sewell

3.21pm – Cr Allsopp returned to the meeting.

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

14.1 Financial Activity Statement

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr McMorran

0524 That, in accordance with Clauses 3.2 and 3.9 of the Shire of Dowerin Local Law (Standing Orders) 2001, Council accepts Late Item 14.1 Financial Activity Statement for consideration.

CARRIED 6/0

14.1 Financial Activity Statements

Corporate and Community Services		
Date:	12 November 2021	
Location:	Not Applicable	
Responsible Officer:	Cherie Delmage, Manager Corporate and Community Services	
Author:	As above	
Legislation:	<i>Local Government Act 1995; Local Government (Financial Management) Regulations 1996</i>	
SharePoint Reference:	Organisation / Financial Management / Reporting / Financial Statements / 2021-2022 Monthly Financial Statements	
Disclosure of Interest:	Nil	
Attachments:	Attachment 14.1A - October Financial Activity Statement	

Purpose of Report



Executive Decision



Legislative Requirement

Summary

This item presents the Statement of Financial Activity to Council for the period ending October 2021.

Background

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

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

Comment

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

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

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

Note 1 – Statement of Financial Activity

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

Note 2 – Cash and Financial Assets

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

Note 3 – Receivables

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

Note 4 – Other Current Assets

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

Note 5 – Payables

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

Note 6– Rate Revenue

This note provides details of rates levied during the year.

Note 7 – Disposal of Assets

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

Note 8– Capital Acquisitions

This note details the capital expenditure program for the year.

Note 9 –Borrowings

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

Note 10 – Cash Backed Reserves

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

Note 11 – Other Current Liabilities

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

Note 12 – Operating Grants and Contributions Received

This note provides information on operating grants received.

Note 13 – Non-Operating Grants and Contributions Received

This note provides information on non-operating grants received.

Note 14 – Explanation of Material Variances

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

Consultation

Rebecca McCall, Chief Executive Officer

Megan Shirt, Consultant

Cherie Delmage, Manager Corporate and Community Services

Policy Implications

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

Strategic Implications

Strategic Community Plan

Community Priority: Our 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

Moved: Cr Sewell

Seconded: Cr Ward

0525

That Council, by Simple Majority pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, receives the statutory Financial Activity Statement report for the period October 2021, as presented in Attachment 14.1A.

CARRIED 6/0

UNCONFIRMED

15.	Elected Members' Motions
	Nil
16.	Matters Behind Closed Doors
	Nil
17.	Closure

The President thanked those in attendance and declared the Meeting closed at 3.37pm.

UNCONFIRMED



MINUTES

Special Council Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Tuesday 23 November 2021



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6.1	<u>Dowerin Oval Irrigation Tender</u>
7.	Closure

Shire of Dowerin
Special Council Meeting
Tuesday 23 November 2021



1. Official Opening

The President welcomed those in attendance and declared the meeting open at 5.00pm.

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff

Ms R McCall	Chief Executive Officer
Mr L Vidovich	Manager Works & Assets
Ms L Dreghorn	Executive & Governance Officer

Members of the Public:

Nil

Apologies:

Ms C Delmage, Manager Corporate & Community Services

Approved Leave of Absence: Nil

Request for Attendance via Teleconference

In accordance with Regulation 14A of the *Local Government (Administration) Regulations 1996* Cr AJ Metcalf has requested attendance at this Special Meeting of Council Meeting via telephone communication.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Sewell

Seconded: Cr McMorran

0524 That, pursuant to Regulation 14A of the *Local Government (Administration) Regulations 1996*, the Council:

1. Approves Cr AJ Metcalf's attendance at the November 2021 Special Council Meeting via telephone communication; and
2. Approves Goomalling as a suitable place for Cr AJ Metcalf's attendance.

CARRIED BY ABSOLUTE MAJORITY 7/0

5.02pm – Cr AJ Metcalf was contacted by telephone and joined the meeting.

3.	Public Question Time
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Nil


4.	Disclosure of Interest
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Nil

UNCONFIRMED

5. OFFICER'S REPORTS - CORPORATE AND COMMUNITY SERVICES

5.1 Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Short Term Borrowings

<div>Corporate & Community Services</div> <div>  SHIRE OF DOWERIN TIN DOG TERRITORY </div>	
Date:	17 November 2021
Location:	Not Applicable
Responsible Officer:	Cherie Delmage, Manager Corporate & Community Services
Author:	Cherie Delmage, Manager Corporate & Community Services
Legislation:	<i>Local Government Act 1995;</i> <i>Local Government (Financial Management) Regulations 1996</i>
SharePoint Reference:	
Disclosure of Interest:	Nil
Attachments:	Attachment 5.1A – Public Submissions Received

Purpose of Report



Executive Decision



Legislative Requirement

Summary

Recommendation to Council for the approval of unbudgeted borrowings via the Western Australian Treasury Corporation (WATC) Short Lending Facility up to the value of \$1.5 million dollars for a period of eighteen months.

Background

The Shire experienced widespread damage to its roads during the February 2020 flooding event. To receive State funding via Disaster Recovery Funding Arrangements Western Australia (DRFAWA), there are several criteria that must be met:

1. The damage must be confirmed to be the result of a natural disaster (determined by DRFAWA);
2. The total value of the damage must exceed \$250,000;
3. Excluding any emergency reopening works, the works must be undertaken by a contractor and not the Shire; and
4. The Shire must contribute a portion of own funding which is determined by DRFAWA. In this instance, the Shire of Dowerin must contribute a total of \$164,000.

Les Hewer Consulting Services (HCS) prepared and submitted the original emergency reopening works claim which, once approved, is 100% claimable and the Shire is able to use its own resources along with contractors. HCS claims for initial reopening works were accepted to a total value of \$313,866.

An original assessment conducted by Les Hewer Consulting Services gave an estimated reinstatement cost of \$2,322,970.

A tender for the project management of the reinstatement of flood damaged roads occurred and GHD were awarded the tender at its Ordinary Council Meeting held on 16 June 2020, Item 15.3, CMRef 0221.

An extensive review of required works undertaken by GHD, and approved by DRFAWA, has been costed at an estimated \$5,740,902.48.

For the first time, DRFAWA provided an advance payment of 20% to the value of \$1,148,180. These funds were put into a separate account to allow for better financial management. As at 13 October 2021, the cost of flood damage works not covered by the initial emergency funding is as follows:

Year	\$
2020/2021	798,569
2021/2022	1,091,358
Total	1,889,927

On 18 August 2021, funds of \$800,000 were transferred from the DRFAWA Account into the Shire of Dowerin's Municipal Account. The remaining \$348,180 will be transferred by 31 October 2021.

All payments received from DRFAWA have an amount of 25% of each claim withheld to offset the advance payment. GHD have submitted 11 claims to the Shire approving contractor payments. To date, DRFAWA has confirmed:

2020/2021	Claim 1	\$26,359.52 minus 25% for a total of \$19,769.64 (Claim provided to DFES 8 June 2021)
	Claim 2	\$127,662.50 currently under review
	Claim 3	\$321,964.38 submitted but review has not commenced
2021/2022	Claim 1	\$210,644.17 submitted but review has not commenced
	Claim 2	\$61,522.50 submitted but review has not commenced

The current lag time between expenditure and funding is significant. Claim 1 was lodged on 8 June 2021 and payment was not received until 23 September 2021.

If the Officer Recommendation is not supported by Council by Absolute Majority, it is likely that the Shire will be unable to meet general operational costs as well as capital works and flood damage works. In the event of a stand down due to insufficient funding, DRFAWA will not absorb any associated costs that this incurs. All work MUST be completed and ALL claims submitted by 30 June 2022.

Comment

At its Ordinary Meeting in October 2021, Council resolved to:

Officer's Recommendation/Resolution

Moved: Cr Metcalf

Seconded: Cr Allsopp

0503 That, in accordance with Section 6.20(1) of the *Local Government Act 1995*, Council approves that the Shire:

1. Authorise the CEO to advertise for a period of one-month via public notice, the intention of the Shire to apply for a short-term loan with Western Australian Treasury Corporation (WATC) for the amount of \$1.5 million dollars to assist with cash-flow due to the lag time between expenditure and funding as outlined above;
2. Request that the CEO provides a report to Council after the one-month notice period has passed to advise Council of any submissions received; and
3. Authorise the CEO to commence the process of taking out a short-term loan for up to \$1.5 million dollars by the WATC.

CARRIED 8/0

The intention to borrow was advertised on the Shire website on Thursday 21 October 2021 for a period of one month. At the close of the advertising period, Monday 22 November 2021, 1 public submission was received as seen in Attachment 5.1A.

It remains the recommendation of the Officer to proceed with the application for a short-term loan facility with the Western Australian Treasury Corporation (WATC).

Consultation

Rebecca McCall, Chief Executive Officer
Cherie Delmage, Manager Corporate & Community Services
Wayne Syme, Disaster Recovery Funding Officer, DFES
Tamara Marsh, Senior Client Relationship Manager, WATC

Policy Implications

Nil

Strategic Implications

Strategic Community Plan

Community Priority: Our Organisation

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

Outcome: 5.3

Reference: 5.3.2

Asset Management Plan

Nil

Long Term Financial Plan

Nil

Statutory Implications

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Subdivision 3 - Borrowings; 6.20 (1) and Power to borrow 6.20 (2) (a); and (b)

All borrowings not included in the annual adopted budget are required to advertise for a minimum of one months' notice and the resolution to undertake this proposal must be made by absolute majority.

Risk Implications

Risk Profiling Theme	Failure to fulfil statutory regulations or compliance requirements
Risk Category	Financial Impact
Risk Description	More than \$500,000
Consequence Rating	Major (4)
Likelihood Rating	Almost Certain (5)
Risk Matrix Rating	Extreme (20)

Key Controls (in place)	Governance Calendar, Financial Management Framework & Legislation
Action (Treatment)	Establish a Short-Term Liquidity Facility with WATC
Risk Rating (after treatment)	Effective

Financial Implications

The Short-Term Liquidity Facility is set up like a bank overdraft where there is no cost until the funds are drawn down. The interest rate will be determined at the time of drawdown and based on the intended period of coverage ie: draw down \$500,000 for a period of three months, a percentage of 0.37% will apply along with a Guarantee Fee of 0.7% (total of 1.07%). The Guarantee Fee is fixed and is not impacted by either the amount of funding drawn down nor the period of draw down. The interest rate will vary between drawdowns based on the interest rate at the time of draw down and the anticipated duration of drawdown.

The financial implications will depend on the amount drawn down and the length of time it is drawn down. At this point in time, it is unlikely that Council will need to utilise the full recommended facility of \$1.5m and it is further anticipated that any draw down, would not exceed a period of four months. Four months is based on the current lag time.

If Council proceeds with the Officer Recommendation, associated interest costs will be allocated to GL: 2120270 – ROADM – Loan Interest Payments and the Guarantee Fee cost of 0.70% will be allocated to GL: 2030211 GEN PUR – Bank Fees & Charges. The 0.70% Guarantee Fee is invoiced on a semi-annual basis. Currently there is no budget allocation for GL: 2120270 but this will be addressed in the budget review if the proposal goes ahead.

If the full \$1,500,000 is drawn down at once, the guarantee fee will increase by approximately \$10,000 but this is neither the intention of the facility nor likely to occur.

In essence, any increase of the overdraft would result in an application fee which is not applicable to the WATC offering. It is unlikely that an overdraft of funds to the amount we require would be an appropriate tool and would be better served using a similar short term loan product. The Shire of Dowerin NAB Account Manager is due to call the MCCS on Monday to discuss options but in this instance, it is considered that the WATC option to be the most financially viable option and will not be able to be matched by NAB.

The Shire has a current overdraft facility of \$60,000 which has not been drawn on. Although not in writing, the NAB representative did acknowledge that the capacity for them to match what is available at WATC is extremely unlikely. The current overdraft rate if funds are drawn down is currently over 4% and any changes made to the overdraft will incur an application/establishment fee.

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution – 5.1

Moved: Cr Ward

Seconded: Cr Allsopp

0525

That, in accordance with Section 6.20(1) of the *Local Government Act 1995*, Council authorises the CEO to finalise the short-term loan facility with the Western Australian Treasury Corporation (WATC) as per Council Resolution (CMRef 0503) from the Ordinary Meeting of Council held on 19 October 2021.

CARRIED BY ABSOLUTE MAJORITY 8/0

6.	Matters Behind Closed Doors
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6.1	Tender T2021-04 – Acceptance of Tender Submissions
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Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution
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Moved: Cr Sewell **Seconded:** Cr McMorran

0526 That, in accordance with Section 5.23(2)(a) of the *Local Government Act 1995*, Council go Behind Closed Doors to discuss the matter of Tender T2021-04 – Determination of Tender Submissions.

CARRIED 8/0

5.07pm – Council went Behind Closed Doors

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution
--

Moved: Cr Sewell **Seconded:** Cr Allsopp

0527 That, in accordance with Section 5.23 of the *Local Government Act 1995*, Council come out from Behind Closed Doors.

CARRIED 8/0

2.25pm – Council came out from Behind Closed Doors.

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

Officer's Recommendation/Resolution
--

Moved: Cr Hudson **Seconded:** Cr McMorran

0528 That in accordance with Regulation 18(4) of the *Local Government (Functions & General) Regulations 1996*, Council:

1. Accepts the Tender submitted by Newground Water Services Pty Ltd (ABN 96 627 694 393) for Tender T2021-04 – Dowerin Oval Irrigation Development in the amount of \$399,430.00 excluding GST as the most advantageous tender to form a Contract; and
2. In accordance with Regulation 20(1) of the *Local Government (Functions & General) Regulations 1996*, Council delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.

CARRIED 7/1
Against Cr Hagboom

6.	Closure
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There being no further business the President thanked those in attendance and declared the meeting closed at 5.27pm.



Great Eastern Country Zone

Minutes

Held at Kellerberrin Recreation and Leisure Centre

**Commenced at 9:30am
Monday 22 November 2021**

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Great Eastern Country Zone

Meeting held at Kellerberrin Recreation and Leisure Centre

Commenced at 9.30am, Monday 22 November 2021

Agenda

1. ELECTIONS

1.1 Elections of Chair and Deputy Chair of the Great Eastern Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of office bearers.

Guidelines for elections were distributed to Member Councils via email dated 20 October 2021.

The election for the Chairperson and Deputy Chairperson shall be conducted and the term set at two years expiring in November 2023, in line with the terms of State Council representatives and in sync with Local Government Elections.

Chairperson:

The following nomination was received for the positions of Chair for 2 years, November 2021 to November 2023.

- Cr Tony Sacshe, Shire of Mount Marshall

DECLARATION

That Cr Tony Sacshe, be elected as Chairperson of the of the Great Eastern Country Zone for the term of 2 years, November 2021 to November 2023.

Deputy Chairperson:

No written nominations were received for the position of Deputy Chairperson. Nominations will be called from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidates with the greater number of votes will be elected.

DECLARATION

That Cr Quentin Davies, be elected as Deputy Chairperson of the Great eastern Country Zone for the term of 2 years, November 2021 to November 2023.

1.2 Elections of State Council Representatives and Deputy State Council Representatives to the Great Eastern Country Zone

Pursuant to the WALGA Constitution, the Secretariat shall assume the Chair for conducting the election of representatives and deputy representatives to the State Council.

Guidelines for elections were distributed to Member Councils via email dated 20 October 2021.

WALGA incorporates a 24 members State Council with its members derived from Metropolitan and Country Zones. The State Council is chaired by the Association President.

In accordance with sub-clause 9(3) of the WALGA Constitution representatives and deputy representatives to the State Council shall be elected by Zones of the Metropolitan and Country constituencies for two (2) year terms, commencing from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council two years later.

For the Great Eastern Country Zone, there is one (1) representative positions on State Council and one (1) deputy representative positions. The term is from the Ordinary Meeting of State Council in December 2021 and concluding at the Ordinary Meeting of State Council in December 2023.

State Councillor:

The following written nominations were received for the position of State Council Representative:

- Cr Stephen Strange, Shire of Bruce Rock

DECLARATION

That:

Cr Stephen Strange, Shire of Bruce Rock

be elected as State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2021 to December 2023.

Deputy State Councillor:

The following written nomination was received for the position of Deputy State Councillor Representative.

- Cr Stephen Strange, Shire of Bruce Rock
- Cr Tony Sachse, Shire of Mount Marshall

DECLARATION

That:

Cr Tony Sachse, Shire of Mount Marshall

be elected as Deputy State Council Representative of the Great Eastern Country Zone to the State Council for the term of 2 years, December 2021 to December 2023.

Elected delegates to note the following details:

WALGA will host a 'State Councillor Induction Session' on 24 November at 4pm.

Further information will be e-mailed shortly.

1.3 Election of up to three (3) Zone Executive Committee Members of the Great Eastern Country Zone

Automatic Executive Committee membership will include the Zone President, Deputy Zone President and the State Councillor Representative.

The election for the Zone Executive Committee representatives shall be conducted and the term set at two years expiring in November 2023, in line with the terms of Zone Delegates and in sync with Local Government Elections.

Nominations for up to three Zone Executive Committee Representatives will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.

The candidates with the greater number of votes will be elected.

- Cr Kellie Mortimore, Shire of Narembeen
- Cr Melanie Brown, Shire of Trayning
- Cr Karen Day, Shire of Westonia

DECLARATION

That Cr Kellie Mortimore, Cr Melanie Brown and Cr Karen Day, be elected as Zone Executive Committee representative for the term of 2 years, November 2021 to November 2023.

1.4 Election of Local Government Agricultural Freight Group of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The election for the Local Government Agricultural Freight Group delegates of the Great Eastern Country Zone shall be conducted.

Delegate

Nominations for the Local Government Agricultural Freight Group Delegate will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidates with the greater number of votes will be elected.

- Cr Tony Sachse

DECLARATION

That Cr Tony Sachse, be elected as Local Government Agricultural Freight Group Delegate of the Great Eastern Country Zone.

Deputy Delegate

Nominations for the Local Government Agricultural Freight Group Deputy Delegate will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidates with the greater number of votes will be elected.

- Cr Mark Crees, Shire of Westonia

DECLARATION

That Cr Mark Crees, be elected as Local Government Agricultural Freight Group Deputy Delegate of the Great Eastern Country Zone

We ask the elected delegates to note the details of the next meeting of the Agricultural Freight Group:

on	FRIDAY 26 NOVEMBER 2021
at	WATTLE ROOM, WALGA
	170 RAILWAY PARADE, WEST LEEDERVILLE
commencing	1.00 PM

1.5 Wheatbelt District Emergency Management Committee of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The election for the Wheatbelt District Emergency Management Committee delegates of the Great Eastern Country Zone shall be conducted.

The following nomination was received:

Delegate

- Cr Tony Sachse, Shire of Mount Marshall

Further nominations will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidates with the greater number of votes will be elected.

DECLARATION

That Cr Tony Sachse, be elected as Wheatbelt District Emergency Management Committee Delegate of the Great Eastern Country Zone

Deputy Delegate

Nominations for the Wheatbelt District Emergency Management Committee Deputy Delegate will be called from the floor.

- Cr Glenice Batchelor, Shire of Tammin

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidates with the greater number of votes will be elected.

DECLARATION

That Cr Glenice Batchelor, be elected as Wheatbelt District Emergency Management Committee Deputy Delegate of the Great Eastern Country Zone

1.6 Election of the Regional Health Advocacy Representative of the Great Eastern Country Zone – 1 Delegate and 1 Deputy Delegate

The election for the Regional Health Advocacy Representative of the Great Eastern Country Zone shall be conducted.

Delegate

Nominations for the Regional Health Advocacy Representative will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidate with the greater number of votes will be elected.

- Cr Alison Harris, Shire of Cunderdin

DECLARATION

That Cr Alison Harris, be elected as the Regional Health Advocacy Representative Delegate of the Great Eastern Country Zone.

Deputy Delegate

Nominations for the Regional Health Advocacy Representative Deputy Delegate will be taken from the floor.

Each voting delegate will be entitled to cast one (1) vote in the ballot process.
The candidate with the greater number of votes will be elected.

- Cr Glenice Batchelor, Shire of Tammin

DECLARATION

That Cr Glenice Batchelor, be elected as the Regional Health Advocacy Representative Deputy Delegate of the Great Eastern Country Zone.

2. OPENING AND WELCOME

3. ATTENDANCE AND APOLOGIES

Attendance

Great Eastern Country Zone Delegates and CEO's

Shire of Bruce Rock	President Cr Stephen Strange Deputy President Cr Anthony Cook Mr Darren Mollenoyux, Chief Executive Officer, Shire of Bruce Rock
Shire of Cunderdin	President Cr Alison Harris Mr Stuart Hobley, Chief Executive Officer, non-voting delegate
Shire of Dowerin	President Cr Robert Trepp Cr Darrel Hudson Ms Rebecca McCall, Chief Executive Officer, non-voting delegate
Shire of Kellerberrin	Deputy President Cr Emily Ryan Mr Raymond Griffiths, Chief Executive Officer Ms Codi Brindley-Mullen, Officer
Shire of Kondinin	Deputy President Cr Beverley Gangell Mr David Burton, Chief Executive Officer, non-voting delegate
Shire of Koorda	President Cr Jannah Stratford Mr Darren Simmons, Chief Executive Officer, non-voting delegate
Shire of Merredin	President Cr Mark McKenzie Cr Donna Crook Ms Lisa Clack, Chief Executive Officer, non-voting delegate
Shire of Mount Marshall	President Cr Tony Sachse
Shire of Narembeen	President Cr Kellie Mortimore Mr David Blurton, Chief Executive Officer, non-voting delegate
Shire of Nungarin	President Cr Pippa de Lacy Deputy President Cr Gary Coumbe
Shire of Tammin	President Cr Glenice Batchelor Ms Joanne Soderlund, Chief Executive Officer, non-voting delegate
Shire of Trayning	President Cr Melanie Brown Ms Leanne Parola, Chief Executive Officer, non-voting delegate
Shire of Westonia	President Cr Karen Day Deputy President Cr Mark Crees Mr Jamie Criddle, Chief Executive Officer, non-voting delegate
Shire of Wyalkatchem	Mr Peter Klein, Chief Executive Officer, non-voting delegate
Shire of Yilgarn	Mr Nic Warren, Chief Executive Officer, non-voting delegate

WALGA Representatives

Tony Brown, Executive Manager Governance & Organisational Services
Naomh Donaghy, Governance and Organisational Services Officer
Cliff Simpson, Road Safety Advisor, WALGA

Guests

Richard Burnell, Executive Director Corporate Services, Department of Fire and Emergency Services
Warren Pearce, Chief Executive Officer, Association of Mining and Exploration Companies
Mandy Walker, Director Regional Development, RDA Wheatbelt Inc
Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads
Jennifer Collins, Department of Local Government, Sport & Cultural Industries – Regional Manager Wheatbelt
Kathleen Brown, Electorate Officer, Office of Hon Mia Davies MLA
Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer

Apologies

Martin Aldridge MLC, Member for the Agricultural Region
Mia Davies MLC, Member for the Agricultural Region
Hon Colin de Grussa MLC

President Cr Alison Harris, Shire of Cunderdin
Deputy President Cr Buster Cooper, Shire of Koorda
President Cr Kent Mouritz, Shire of Kondinin
Deputy President Cr Nick Gillett, Shire of Mount Marshall
Mr John Nuttall, Chief Executive Officer, Shire of Mount Marshall
President Cr Gary Shadbolt, Shire of Mukinbudin
Deputy President Cr Romina Nicoletti, Shire of Mukinbudin
Mr Dirk Sellenger, CEO Shire of Mukinbudin
Deputy President Cr Scott Stirrat, Shire of Narembeen
Mr Leonard Long, CEO, Shire of Nungarin
Deputy President Cr Tanya Nicholls, Shire of Tammin
Deputy President Cr Geoff Waters, Shire of Trayning
President Cr Quentin Davies, Shire of Wyalkatchem
Deputy President Cr Owen Garner, Shire of Wyalkatchem

Mike Roberts, Regional Manager, Water Corporation
Dayna O'Leary, Policy Officer, Association of Mining and Exploration Companies
Vicki Barlow, Senior Policy Advisor Community - Strategy, Policy and Planning

Attachments

The following were provided as attachments to the agenda:

- 1 6.3, Aboriginal Engagement Presentation
- 2 7.1, Minutes, 23 August 2021, Zone Meeting
- 3 8.1, Audit Report
- 4 8.5, Local Government Reform Initiatives
- 5 WALGA Roadwise Report
- 6 WALGA President's Report
- 7 11.4, Wheatbelt RDA

In addition, please find attached additional documents which were circulated prior to the meeting:

- 8 6.1, Warren Pearce - presentation
- 9 6.2, Richard Burnell - presentation
- 10 12.2, Wheatbelt Development Commission Report
- 11 9.3, Wheatbelt District Emergency Management Report

State Council Agenda – via link: [State Council Agenda December 2021](#)

4. DECLARATIONS OF INTEREST

NIL

5. ANNOUNCEMENTS

- 5.1 Vickki Barlow, Senior Policy Advisor Community - Strategy, Policy and Planning was an apology for the meeting.
- 5.2 Zone Chair Cr Tony Sachse sought feedback from Members on editing the format of the meeting. The Chair suggested moving *Members of Parliament* and *Agency Speakers* to follow *Guest Speakers*, and then break for 10 minutes before commencing the business of the meeting. This suggestion was received by the Zone and initiated at today's meeting.

For the purpose of these Minutes, original Item numbers will remain the same however will not run concurrently due to the change of format on the day.

Noted

6. GUEST SPEAKERS / DEPUTATIONS

6.1 Warren Pearce, CEO, Association of Mining and Exploration Companies
--

Warren Pearce, Chief Executive Officer, Association of Mining and Exploration Companies, was invited to speak at the August meeting of the Zone. His presentation ensured that Local Governments (as well as other key stakeholders – MPs, WDC, WAFF etc) were aware of the increased activity – the companies involved, and how they are approaching their exploration programs and surrounding communities.

Information was provided on:

- Why there is increased mineral exploration now taking place across the Wheatbelt – and what that means for the region.
- The basics around mineral exploration, land access, and how it interacts with other land users / landholders.
- The companies that are taking up tenure and where and what they are exploring for.

Warren, presented to the Zone, the presentation is attached (Attachment 8)

Noted

6.2 Richard Burnell, Executive Director Corporate Services, Department of Fire and Emergency Services
--

Richard Burnell, Executive Director Corporate Services, Department of Fire and Emergency Services

Richard has previously presented to the Great Eastern Country Zone and returned to provide an update on:

- ESL and related funding matters
- STAND project update
- Update on Workplace Health & Safety legislation transition support to assist LGs and farming industry groups

Richard, presented to the Zone.

Comment:

Richard received a question on notice from the Shire of Nungarin in regard to who is determining what the requirements are for new buildings. Conflicting opinions were heard on if it is the direction of the Department of Fire and Emergency, or requests from the Local Government itself. Richard will reply directly to the Shire of Nungarin and to the Zone.

Richard's presentation is attached (Attachment 9)

Noted

6.3 Natalie Contos, Principal Policy Officer, Aboriginal Engagement
--

Natalie was invited to present on Native Title. In her absence, she has provided the attached slides (Attachment 1) from a presentation earlier this year.

Noted

6.4 Jody Nunn, CEO, Reconciliation WA
--

Jody was invited to present on Reconciliation Plans and how each Local Government can better engage with their aboriginal communities. Jody is unavailable to attend this meeting however has asked for 2022 dates in the hope of attending a future meeting.

Noted

11. MEMBERS OF PARLIAMENT

Kathleen Brown, Electorate Officer, Office of Hon Mia Davies MLA

Ms Brown attended on behalf of Mia Davies MLC, Member for the Agricultural Region and highlighted the following information:

- The Aboriginal Cultural Heritage Bill was introduced last week to the Lower House. The Bill was forced through with little consultation time which will have flow on consequences. Mia encourages all Local Governments to put their views forward.
- From the Opposition point of view, they have raised the health system question if Covid does get in, can the hospital system handle it? They also want to ensure there is a teacher in front of all classes and that the vaccine roll out is available to everyone.
- The Regional Banking Taskforce is open for submissions, Local Governments are encouraged to participate.

NOTED

12. AGENCY REPORTS

12.1 Department of Local Government, Sport and Cultural Industries

Jennifer Collins, Department of Local Government, Sport & Cultural Industries – Regional Manager Wheatbelt, presented to the Zone.

Jennifer let the Zone know that the Department are hosting three "Work Health and Safety Act 2020" webinars for the sport and recreation industry:

- 26 November
- 29 November

- 30 November

Further information can be found on the [DLGSC home page](#).

Kid sport is 10 years old. There has been about 245,000 vouchers delivered to kids across the region. Jennifer thanked all those who have been involved.

Noted

12.2 Wheatbelt Development Commission

Renee Manning, Wheatbelt Development Commission - Principal Regional Development Officer, provided an update to the Zone.

Renee tabled a report prior to the meeting, now attached (Attachment 10)

Noted

12.3 Main Roads Western Australia

Ammar Mohammed, A/Regional Manager Wheatbelt, Main Roads, provided an update to the Zone.

During his presentation, Ammar let Members know that Main Roads Manager of Heavy Vehicles is happy to attend a future meeting to present. This will be brought to the Executive Committee for consideration.

Noted

12.4 Wheatbelt RDA

Mandy Walker, Director Regional Development RDA Wheatbelt presented to the Zone, a report is attached (Attachment 7)

Noted

12.5 Water Corporation

Mike Roberts, Regional Manager, Goldfields and Agricultural Regions was an apology for this meeting.

Noted

7. MINUTES

7.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Monday 23 August 2021 (Attachment 2)

The Minutes of the Great Eastern Country Zone meeting held on Monday 23 June 2021 have previously been circulated to Member Councils.

RECOMMENDATION

Moved: Cr Karen Day

Seconded: Cr Glenice Batchelor

That the Minutes of the Great Eastern Country Zone meeting held Monday 23 August 2021 are confirmed as a true and accurate record of the proceedings.

CARRIED

7.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Monday 23 August 2021

NIL

7.2.1 Item 7.4, State Planning Policy

Background:

At the August Zone meeting, it was suggested we seek a speaker to present on the extraction and carting of Morrel Lime in the Eastern Wheatbelt. The Executive Officer is still seeking confirmation of a speaker to attend a 2022 meeting of the Zone to address this topic.

Zone Comment:

To be discussed again by Executive Committee at the next Executive meeting in February.

Noted

8. ZONE BUSINESS

8.1 Audit Report

The 2021 Audited Financial Statements are attached (Attachment 3).

RECOMMENDATION:

Moved: Cr Mortimore

Seconded: Cr Glenice Batchelor

That Audited Financial Statements for the Great Eastern Country Zone be received.

CARRIED

8.2 Proposed Meeting Dates for 2021

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings were presented for the Zone's review and acceptance.

The Executive Committee dates are 1.5 weeks prior to the Zone meeting. Zone meetings are scheduled to align with State Council meetings.

NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2022

Exec Comm Meeting Dates Thursday	Time	HOST COUNCIL
10 February	Thursday 7.30 am	Teleconference
14 April	Thursday 7.30 am	Teleconference
16 June	Thursday 7.30 am	Teleconference
11 August	Thursday 7.30 am	Teleconference
17 November	Thursday 7.30 am	Teleconference

Please note WALGA's annual convention is being held 2-5 October 2022. Therefore all suggested meetings above will be held via teleconference.

NOTICE OF MEETINGS
GREAT EASTERN COUNTRY ZONE 2022

Zone Meeting Dates Monday	Time	Host Council	State Council meeting Dates 2022
21 February	Monday 9.30 am	Merredin	Wednesday 2 March
26 April	Tuesday 9.30 am	Kellerberrin	Wednesday 4 May
27 June	Monday 9.30 am	Merredin	Wednesday 6 July
22 August	Monday 9.30 am	Kellerberrin	Regional Meeting 1-2 September
28 November	Monday 9.30 am	Merredin	Wednesday 7 December

Zone Comment:

The Zone raised the possibility of changing the day of the Great Eastern Country Zone meetings. This suggestion will be discussed at the next meeting of the Executive committee.

ZONE RECOMMENDATION

Moved: Cr Glenice Batchelor

Seconded: Cr Karen Day

That the Great Eastern Country Zone endorse the proposed dates, with the Executive Committee reviewing the dates at the next Executive meeting.

CARRIED

8.3 Agricultural Freight Group feedback request
--

Zone Executive Officers were asked to provide feedback from the Agricultural Freight Group's member Zones as to the continuation of the Group. Feedback is requested on the role it should play particularly with regards to advocacy to the State Government and the frequency of meetings. The Group's current objectives are:

1. To achieve an integrated road/rail network to support the agricultural freight task.
2. To facilitate the development of local government policy and capacity for a coordinated efficient approach to the use of roads by heavy vehicles in the agricultural freight task.
3. To provide input to the Western Australian Local Government Association on the agricultural freight task.
4. To provide a forum to promote and advocate an understanding of the issues associated with local roads supporting the agricultural freight task.
5. To advocate a community and industry understanding of the issues associated with the agricultural freight task.

Zone Comment:

The Zone discussed the structure of the Group isn't working. Cr Strange highlighted the work that has been achieved through the Group.

As the new representative, Cr Tony Sachse will attend the next meeting of the Agricultural Freight Group and participate in a discussion on how the Group can move forward, or if it should be dissolved.

Noted

8.4 Zone meeting start time

The Executive Officer was asked to receive feedback on a suggestion from one of the Zone's member Councils to change the start time of the Zone meetings from 9.30am to 10am moving forward.

If this change is recommended by the Zone, morning tea will be available from 9.30am with a meeting start time of 10am.

Zone Comment:

The Zone decided to keep the Zone meeting start time at 9.30am.

Noted

8.5 Local Government Legislative Reform

Tony Brown, Executive Manager, Governance and Organisational Services, WALGA

Background

The Minister for Local Government, the Hon John Carey, MLA announced Local Government legislative reform initiatives on Wednesday 10 November 2021.

The reform proposals are based on the following six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

The reform proposals are based on consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament's Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

The information on the reform initiatives can be found [here](#) and is attached (Attachment 4).

The State Government have advised of a 3 month consultation period ending on 4 February 2022.

Comment

Many of the initiatives outlined as a part of this package have been informed by engagement between our Members and the Minister for Local Government. The Local Government sector will welcome the tiered approach to many requirements according to the differing size and scale of Local Governments.

The Local Government sector has been advocating for the following reform initiatives including:

- introduction of a contemporary intervention framework
- greater clarity of roles and responsibilities of Elected Members and Chief Executive Officers
- tiered compliance approach to financial reporting requirements according to size and scale of Local Governments
- model financial statements and fit for purpose financial ratios
- improved processes relating to regional subsidiaries to facilitate collaborative service delivery
- reducing unnecessary red-tape and a more flexible approach to enable resource sharing
- retention of current election cycle for Elected Members, and
- simplification of strategic planning processes and community engagement models.

WALGA will prepare information to the sector analysing the proposals against current sector positions and recommending positions on proposals that currently do not have a formal position. Sector feedback will be requested with a view to providing a sector response to all of the proposals.

Zone Comment:

The Zone raised consultation timeframes being an issue. Most Local Governments don't meet until February, however country Shires want to have an input. It was discussed whether an online meeting at the end of January would be of benefit, or if Members should review the document released by WALGA on 23 November and either provide feedback through the State Councillor, or go ahead with an online meeting.

It was decided to review the WALGA document initially and provide feedback through the Great Eastern Country Zone's State Councillor. If WALGA does not address concerns, then a meeting can be considered.

Noted

8.6 Work Health and Safety (WHS) Legislation Update

Susie Moir, Policy Manager, Resilient Communities

Executive Summary

- The Work Health and Safety Act 2020 (WHS legislation) was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.
- The new WHS legislation introduces a number of new legal terms and concepts, including the term Person Conducting a Business or Undertaking (PCBU). Further, volunteers are now included in the definition of Workers.
- The Local Government sector has expressed concern with the new WHS legislation, particularly around the implications for the management of volunteer bushfire brigades (BFBs).
- A Duty of Care may be shared with others, and if more than one person has a duty in relation to the same matter, they must consult, cooperate and coordinate their activities, which adds additional complexity in the case of BFBs.
- WALGA and LGIS are working to provide support and resources to the sector to assist with the transition to the new WHS legislation.

Background

The Work Health and Safety Act 2020 was passed by the West Australian Parliament in November 2020, and is expected to come into effect in January 2022 with the Regulations and transition period still to be finalised.

The main changes in the new legislation are:

- The primary duty holder is the 'person conducting a business or undertaking' (PCBU) which is intended to capture a broader range of contemporary workplace relationships;
- A broader definition of 'worker' which specifically includes volunteers, including BFB volunteers;
- Broader and overlapping duties of care attach to those who have the capacity to exercise influence and control over health and safety matters and a duty to consult with other duty holders;
- A positive duty of due diligence for officers of a PCBU; and
- Increased penalties for offences under the WHS legislation and the introduction of industrial manslaughter provisions;

On 31 August WALGA and LGIS delivered a webinar on the new WHS legislation which was attended by more than 140 people from 80 Local Governments. A panel of presenters from LGIS, Department of Fire and Emergency Services (DFES), McLeods Barristers and Solicitors, and the City of Mandurah shared their knowledge and experience in relation to the new legislation, WHS obligations, and BFB volunteer training and management. The webinar is available on the WALGA website and a FAQ document is being developed jointly by LGIS and DFES. LGIS has also prepared a Volunteer Handbook and CEO Briefing Note on the WHS legislation available on their website.

Comment

WALGA and LGIS are continuing to liaise with DFES and DMIRS on these issues, recognising the need for further information and clarification regarding the implications and requirements of the WHS legislation for the sector's management of bushfire brigade volunteers. Other activities that WALGA is undertaking include:

- Meetings with the Workplace Commissioner Darren Kavanagh and other groups responsible for Volunteer organisations and DFES to discuss the concerns being raised by volunteers and relevant organisations.
 - This was a positive meeting with all wanting to put in place reasonable and practical measures to assist Local Governments and Volunteers. The Workplace Commissioners' department DMIRS has released a Guide to Work health and safety for volunteer organisations which WALGA provided feedback on.
 - On 12 November DMIRS delivered a webinar for volunteers and volunteer organisations;
- LGIS is obtaining legal advice about which Local Government officers are considered 'officers' for the purposes of the WHS legislation which will be provided to the sector;
- WALGA is developing a scope of works for a WHS consultant to develop additional tools and resources to support the sector; and
- WALGA will advocate to the Minister for the commencement of the WHS legislation for Local Governments to be delayed until June 2022 to allow additional time to ensure that safe work practices are implemented for volunteers.

To inform its advocacy on this and sector emergency management issues more generally, WALGA is also undertaking an Emergency Management Survey of Local Governments to ascertain the sentiment of the sector to their emergency management obligations, and to understand how they are undertaking their management of BFBs. The survey includes questions about the types of additional support that Local Governments require in order to comply with the WHS legislation. Preliminary survey feedback indicates:

- Local Governments need more information on Work Health and Safety and Guidelines and templates to support compliance with the legislation;

- Further work is needed to ensure that Local Governments are well prepared to meet WHS requirements in relation to:
 - Providing up to date Standard Operating Procedures and directives for incident response;
 - Training for use of vehicles and equipment use;
 - Ensuring Bush Fire brigade stations do not present a risk to health and safety; and
 - Providing for volunteer fatigue management and access to welfare services; and
- Local Governments generally feel well prepared in relation to WHS regarding provision of personal protective equipment for volunteers.

Recommendation

That the update on the Work Health and Safety (WHS) legislation be noted.

Noted

8.7 Bridges Renewal Program

The Liberal and Nationals Government is investing \$250 million in initiatives that will improve heavy vehicle safety, keep freight moving and create new economic opportunities and jobs.

Applications are now open for the Bridges Renewal Program (BRP) and the Heavy Vehicle Safety and Productivity Program (HVSPP).

The Media release can be found [Here](#) , and Further information and links to apply can be found [Here](#)

Noted

8.8 Social Housing Information Item

The Hon John Carey MLA, Minister for Housing; Local Government; released this press release, [Regional WA to benefit from record investment in social housing](#), in early September. The release outlines a record social housing investment to deliver up to 275 new regional homes by mid-2023. Please see link for further information.

Noted

9. ZONE REPORTS

9.1 Zone President Report

New Zone President Cr Tony Sachse, acknowledged the outgoing President, Rhona Cole, previous Councillor at Naremburn for all she has done during her time as a Councillor and as the Zone President.

Noted

9.2 Local Government Agricultural Freight Group

The Chair thanked Rod Forsyth for his time on the Committee.

Noted

9.3 Wheatbelt District Emergency Management Committee

By Cr Tony Sachse (Delegate)

Cr Tony Sachse tabled a report prior to the meeting (Attachment 11) and provided his report to the Zone.

Comment:

Cr Sachse highlighted action relating to information on any decisions that have been made regarding MOUs or understandings developed between Local Governments for resource sharing, particularly regarding specific expertise such as Environmental Health Officers. This is following on from the Wooroloo Fire Recovery this year. Cr Sachse would appreciate feedback to bring forward to the next meeting of the Wheatbelt District Emergency Management Committee.

RECOMMENDATION

Moved: Cr Wayne Della Bosca
Seconded: Cr Pippa de Lacy

That the Wheatbelt District Emergency Management Committee Report and attachments be received.

CARRIED

9.4 Regional Health Advocacy Group

By Cr Glenice Batchelor

Cr Batchelor reported on the Regional Health Advocacy Group at the meeting.

Comment:

- Cr Batchelor congratulated Cr Alison Harris on being the new representative of the group and asked all initial feedback be given through Cr Harris, with Cr Batchelor as proxy.
- There are four existing priorities for the Group, should Members feel the priority areas are incorrect, please provide feedback;
 1. GP and health workforce attraction and retention
 2. Guaranteed availability of services and transportation
 3. Aged care services, packages, and policy
 4. Volunteer workforce management and support e.g., St John's Ambulance

The next meeting of the Regional Health Group will be on Friday 10 December.

RECOMMENDATION

Moved: Cr Melanie Brown
Seconded: Cr Emily Ryan

That the Regional Health Advocacy Group Report be received.

CARRIED

9.5 WALGA Roadwise

Cliff Simpson, Road Safety Advisor (Wheatbelt North), Infrastructure, provided an update to the Zone (Attachment 5)

RECOMMENDATION

Moved: Cr Glenice Batchelor
Seconded: Cr Pippa de Lacy

That the WALGA Roadwise Report be received.

CARRIED

**10. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA)
BUSINESS**

10.1 State Councillor Report

Cr Stephen Strange

During his address, Cr Strange highlighted the resignation of Tracy Roberts, WALGA President, at the next meeting of State Council on Wednesday 1 December.

RECOMMENDATION

Moved: Cr Stephen Strange

Seconded: Cr Karen Day

That the State Councillor Report be received.

CARRIED

10.2 WALGA Status Report

By Tony Brown, Executive Officer



BACKGROUND

Presenting the Status Report for November 2021 which contains WALGA's responses to the resolutions of previous Zone Meetings.

COMPLETE ZONE STATUS REPORT NOVEMBER 2021

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2018 November 29 Zone Agenda Item 7.3 Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none">1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Container Deposit Scheme was launched in October 2020. To date the Scheme has delivered over 200 refund points across WA. This will increase to the required 229 by 1 October 2021.</p> <p>WALGA will continue to advocate for, as a minimum, one flexible refund point per Local Government area. WALGA has also raised with Government the definitions of flexible refund points and how this is applied. The former Environment Minister indicated the definitions would be reviewed in May 2021 and WALGA and other stakeholders would be consulted as part of the process.</p> <p>MWAC provided a Submission to the Department of Water and Environmental Regulation regarding this matter and continued to advocate for these matters.</p>	Ongoing	Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	<p>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</p>	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none">• That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	Ongoing	Nicole Matthews A/Executive Manager, Strategy, Policy and Planning nmatthews@walga.asn.au 9213 2039

			<p>RESOLUTION 37.1/2020</p> <p>WALGA has continued its advocacy on drought assistance for Western Australia with representations to the Hon David Littleproud MP, Minister for Agriculture, and Northern Australia; the Hon Alannah MacTiernan MLC, Minister for Regional Development and Food; Hydrogen Industry; and WA Federal Government members, including meetings between the WALGA Deputy President and Senators Dean Smith and Slade Brockman. WALGA also met with Minister MacTiernan's Chief of Staff on this issue.</p> <p>Correspondence from Minister Littleproud received in October 2020 indicated that details of the Commonwealth's Regional Drought Resilience Planning Program were still being worked through with the WA Government, which was yet to commit to co-funding the program. WALGA subsequently sought an assurance that Minister MacTiernan remained committed to 'working with the Minister for Water to ensure WA local government optimally benefit from the Future Drought Fund'.</p> <p>On 4 July 2021 it was announced that the WA Government had been allocated \$1.3m of the \$9.85m available under the Regional Drought Resilience Planning Program for 2021-22 to undertake planning for the Northern Midwest, Southern Wheatbelt and Great Southern Inland regions. This work will be led by Regional Development Commissions working with Local Governments and is due for completion by 30 June 2022. The WA Government not provided a matching cash contribution for this program.</p> <p>The WA Government's application to the National Water Grid Fund seeking \$3.65 million in Federal funding to support the State's \$3.65 million investment to refurbish 70 agricultural area dams in dryland communities was unsuccessful. The Minister for Water has indicated that he is working closely with the Minister MacTiernan, to secure Federal funding for priority WA water projects in WA.</p>		
Grt Eastern C	2021 23 August Zone Agenda Item 7.1 Regional Telecommunications Review	<p>That the Great Eastern Country Zone provides the following input to the WALGA submission:</p> <p>1. The Zone would like to establish a better policy with the providers on the use of backup generators for better service reliability and delivery.</p>	<p>The WALGA submission to the Regional Telecommunications Review 2021 included narrative specific to the use of backup generators identified by the Great Eastern Country Zone, and included the following Recommended Solution:</p>	November 2021	<p>Ian Duncan, Executive Manager Infrastructure • Infrastructure, 9213 2031 iduncan@walga.asn.au</p>

		2. More engagement with Local Governments for input, particularly in regards to local blackspots and optimum tower locations.	4. When developing funding programs ensure that power supply (including improved back up and Stand-Alone Power Systems) is a key consideration to any solution sought, and that a collaborative approach between power and telecommunication providers is essential to any funding application.		
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ZONE COMMENT

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

RECOMMENDATION

Moved: Cr Wayne Della Bosca

Seconded: Cr Melanie Brown

That the Great Eastern Country Zone WALGA August 2021 Status Report be noted.

CARRIED

10.3 Review of WALGA State Council Agenda – Matters for Decision

Background

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link [State Council Agenda December 2021](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Paid Family and Domestic Violence Leave Entitlements

That WALGA:

Endorse the submission to the Fair Work Commission (FWC) regarding paid family and domestic violence leave (FDVL) which:

1. highlights that FDVL for employees is an important issue for the sector;
2. supports the introduction of a new entitlement in modern awards for employees to receive five days' paid FDVL per year;
3. advocates for employees to be able to access their paid personal/carer's leave in circumstances of family and domestic violence; and
4. opposes the introduction of a new entitlement in modern awards for employees to receive 10 days' paid FDVL per year as sought by the Australian Council of Trade Unions (ACTU).

5.2 Payment to Independent Committee Members

That WALGA request the Minister for Local Government to amend the *Local Government Act 1995* to allow the payment of meeting attendance fees to, and/or defined reimbursements for time committed by, 'other persons' appointed as Committee members under s.5.8 of the *Local Government Act 1995*.

5.3 2021 Annual General Meeting

That:

1. The following resolutions from the 2021 WALGA Annual General Meeting be endorsed for action:

Cost of Regional Development

That WALGA makes urgent representation to the State Government to address the high cost of development in regional areas for both residential and industrial land, including the prohibitive cost of utilities headworks, which has led to market failure in many regional towns.

CSRFF Funding Pool and Contribution Ratios

That WALGA lobby the State Government to:

1. Increase the CSRFF funding pool to \$25 million per annum and revert the contribution ratio to 50% split to enable more community programs and infrastructure to be delivered.
2. Increase the \$1 million per annum quarantined for female representation to \$2 million per annum.

Regional Telecommunications Project

That WALGA strongly advocates to the State Government to increase funding for the Regional Telecommunications Project to leverage the Federal Mobile Black Spot Program and provide adequate mobile phone coverage to regional areas that currently have limited or no access to the service.

2. The following resolution passed at the 2021 WALGA Annual General Meeting be referred to the Mining Communities Policy Forum and the People and Place Policy Team for advocacy work to be undertaken:

Review of the Environmental Regulations for Mining

Regarding a review of the Mining Act 1978:

1. To call on Minister Bill Johnston, Minister for Mines and Petroleum; Energy; Corrective Services to instigate a review of the 43-year-old Mining Act to require mining companies to abide by environmental regulations, and to support research and development into sustainable mining practices that would allow mining without detriment to diversification and community sustainability through other industries and development.
2. That abandoned mines in regional Western Australia receive a priority action plan with programmes developed to work with rural and remote communities to assist in the rehabilitation of these mines as a job creation programme, with funding allocated for diversification projects for support beyond mine life across Western Australia.

5.4 Review of advocacy positions relating to the Building Act 2011 and Building Regulations 2012

That State Council endorses the replacement of Section 6.7: Building Act and Fees of WALGA's advocacy positions document relating to the *Building Act 2011* and Building Regulations 2012 with the following:

1. Support the retention of Local Government as the primary permit authority in Western Australia for decisions made under the *Building Act 2011*.
2. Supports mandatory inspections for all classes of buildings, however, Local Government should not be solely responsible for all mandatory inspections.
3. Advocate for the State Government to urgently prioritise legislative reform that addresses systemic failures in the current building control model and to provide clarification on the role of Local Government in building control to ensure building legislation supports the following objectives:
 - a. Quality buildings that are cost efficient.
 - b. Functional, safe and environmentally friendly buildings.
 - c. Good decision making in all aspects of building.

- d. Efficiency and effectiveness in building management, administration and regulation.
 - e. Openness and accountability with respect to all building matters.
 - f. Recognition of the rights and responsibilities of all parties in building matters in an equitable manner.
4. Existing and proposed building control related fees and charges to be cost recovery for Local Government.
 5. WALGA will work with members, state agencies and industry groups to develop training opportunities and to promote the Local Government building surveying profession to ensure sustainability of Local Government building control services.
 6. WALGA supports the Australian Building Codes Boards Trajectory for Low Energy Buildings by supporting Local Governments to meet community strategic objectives of a net zero carbon future by 2050 through work with members, state agencies and industry groups.

5.5 Draft WA Building Surveyors Code of Conduct

That WALGA:

1. Recommend to the Department of Mines, Industry Regulation and Safety (DMIRS) that the Draft WA Building Surveyors Code of Conduct be reviewed to ensure it addresses the following matters:
 - a) The impact of the obligations recommended in the draft Code be considered in relation to the current Western Australian building control model to ensure Local Government are able to maintain their statutory functions in line with community expectations.
 - b) That other building reform that will greatly impact the role of Local Government in the current Western Australian building control model, such as mandatory inspections and minimum documentation, be formalised prior to the Code of Conduct being introduced to ensure Local Government in Western Australia are able to maintain their statutory functions in line with community expectations.
 - c) Ensure that communities in remote and regional areas are considered when developing policy to restrict building surveyors being involved in design consultation work.
2. Endorse the attached consultation response summary on the draft Code.

Matters for Noting

- 6.1 Local Government Support for Single Use Plastic Bans**
- 6.2 Report Municipal Waste Advisory Council**
- 6.3 WALGA submission on the National Climate Resilience and Adaptation Strategy**
- 6.4 Closing the Gap Update**
- 6.5 Submission to the Senate Inquiry into Provision of General Practitioner and related primary health services to outer metropolitan, rural, and regional Australians**
- 6.6 Wooroloo Independent Review Letter of Support**
- 6.7 State Budget Outcomes**
- 6.8 Foundations for a Stronger Tomorrow – Submission to the Draft State Infrastructure Strategy**
- 6.9 Regional Telecommunications Review 2021**
- 6.10 WALGA submission on Guideline: Native Vegetation Referral, Part V Environmental Protection Act 1986**
- 6.11 WALGA submission on Draft Native Vegetation Policy for Western Australia**
- 6.12 Submission on Cost Recovery Part IV of the Environmental Protection Act 1986 – assessments by the Environmental Protection Authority**

6.13 Student Transport Assistance Policy Framework Inquiry – WALGA Submission

Key Activity Reports

7.1.1 Report on Key Activities, Commercial and Communications Unit

7.1.2 Report on Key Activities, Governance and Organisational Services Unit

7.1.3 Report on Key Activities, Infrastructure

7.1.4 Report on Key Activities, Strategy, Policy and Planning Unit

7.2 Policy Forum Report

RECOMMENDATION

Moved: Cr Kellie Mortimore

Seconded: Cr Glenice Bachelor

That the Great Eastern Country Zone:

- 1. Supports Items 5.1 to 5.5, as listed above in the 1 December 2021 State Council Agenda.**
- 2. Notes the matters for noting contained in the 1 December 2021 State Council Agenda.**

CARRIED

10.4 WALGA President's Report

The WALGA President's Report was circulated prior to the meeting (Attachment 6)

RECOMMENDATION

Moved: Cr Glenice Bachelor

Seconded: Cr Stephen Strange

That the Great Eastern Country Zone notes the WALGA President's Report

CARRIED

13. EMERGING ISSUES

13.1 Meeting format

Zone Chair, Cr Tony Sachse, sought feedback on the new format carried out today, of having all Guest Speakers and Agency reports at the beginning of the meeting. Members were in agreeance of continuing with the new format.

13.2 LG Pro Conference – CEO recognition

Cr Strange highlighted Darren Mollenoyux, Chief Executive Officer, Shire of Bruce Rock, on his award at the recent LG Pro conference. Mr Mollenoyux was noted for his efforts when the town lost their supermarket during extreme weather/natural disaster earlier this year.

Minutes Great Eastern Country Zone – 23 August

RECOMMENDATION

Moved: Cr Karen Day

Seconded: Cr Pippa de Lacy

That the Great Eastern Country Zone acknowledge Mr Mollenoyux receiving this award.

CARRIED

13.3 Acknowledgement of Service – Jamie Criddle, CEO Shire of Westonia

Cr Karen Day thanked Jamie Criddle on behalf of the Zone for his contribution over the last 9.5 years. He was noted as being a CEO with passion, and was wished well in his new Chief Executive Officer position at the Shire of Chapman Valley.

13.4 Zone Welcomes

The Zone welcomed the addition of some new Chief Executive Officers and Council Members to the Great Eastern Country Zone region, namely;

- Nic Warren, Chief Executive Officer, Shire of Yilgarn.
- Joanne Sutherland, Chief Executive Officer, Shire of Tammin.
- Lisa Clack, Chief Executive Officer, Shire of Merredin.
- President Cr Mark McKenzie, Shire of Merredin.

14. URGENT BUSINESS

NIL

15. DATE, TIME AND PLACE OF NEXT MEETINGS

The next meeting of the Great Eastern Country Zone will be held in Merredin on Monday 21 February 2022, commencing at 9.30am.

16. CLOSURE

There being no further business the Chair declared the meeting closed at 12.40pm



MINUTES

Australia Day Honours Committee Meeting

Held in Council Chambers
13 Cottrell Street, Dowerin WA 6461
Monday, 13 December 2021

ABN: 35 939 977 194

P (08) 9631 1202 E dowshire@dowerin.wa.gov.au

13 Cottrell Street, Dowerin WA 6461

 www.dowerin.wa.gov.au

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6.	Matters Behind Closed Doors / Officer's Reports - Corporate & Community Services
6.1	<u>Award Nominations - Community Citizen of the Year</u>
6.2	<u>Award Nominations - Senior Community Citizen of the Year (65 years and over)</u>
6.3	<u>Award Nominations - Young Community Citizen of the Year (under 25 years)</u>
6.4	<u>Award Nominations - Active Citizen Award (community group or event)</u>
7.	Next Meeting
8.	Meeting Closure

Shire of Dowerin
Australia Day Honours Committee Meeting
4:00pm Monday 13 December 2021



1. Official Opening

The Chair welcomed those in attendance and declared the meeting open at 4.16pm

2. Record of Attendance / Apologies / Leave of Absence

Councillors:

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

Staff

Ms R McCall	Chief Executive Officer
Ms A Banks	Community Development Officer
Ms L Dreghorn	Executive & Governance Officer

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. Public Question Time

Nil

4. Disclosure of Interest

Cr McMorran – Impartiality

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

5.1 Australia Day Honours Committee Meeting held on 9 December 2020

[Attachment 5.1A](#)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Allsopp

Seconded: Cr McMorran

0529

That, in accordance with Sections 5.22(2) and 3.18 of the *Local Government Act 1995*, the Minutes of the Australia Day Honours Committee Meeting held on 9 December 2020 as presented in Attachment 5.1A, be received.

CARRIED 3/0

6. Matters Behind Closed Doors

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0530 That, pursuant to Section 5.23(2)(b) of the *Local Government Act 1995*, the Australia Day Honours Committee move Behind Closed Doors.

CARRIED 3/0

4.19pm the Committee went Behind Closed Doors

6.1A Award Nominations - Citizen of the Year

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

3 nominations were received.

The highest rating nominee was declared as the recipient of the 2022 Citizen of the Year award.

6.1B Award Nominations - Senior Citizen of the Year (65 years and over)

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

1 nomination were received.

The highest rating nominee was declared as the recipient of the 2022 Senior Community Citizen of the Year award.

6.1C Award Nominations - Young Citizen of the Year (under 25 years)

No nominations were received.

6.1D Award Nominations - Active Citizen Award (community group or event)

No nominations were received.

6.1A Award Nominations - Citizen of the Year

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0531 That the Australia Day Honours Committee recommends to Council that * be awarded the 2022 Citizen of the Year Award, to be announced and presented on Wednesday 26 January 2022 at the Australia Day Breakfast.

CARRIED 3/0

6.1B Award Nominations - Senior Citizen of the Year (65 years and over)

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr Allsopp

Seconded: Cr McMorran

0532

That the Australia Day Honours Committee recommends to Council that * be awarded the 2022 Senior Citizen of the Year Award, to be announced and presented on Wednesday 26 January 2022 at the Australia Day Breakfast.

CARRIED 3/0

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

Voting Requirements



Simple Majority



Absolute Majority

Officer's Recommendation/Resolution

Moved: Cr McMorran

Seconded: Cr Allsopp

0533

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

CARRIED 3/0

4.42pm – the Committee came out from Behind Closed Doors

7.

Meeting Closure

There being no further business the Chair thanked those in attendance and declared the meeting closed at 4.50pm

SHIRE OF DOWERIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 30 NOVEMBER 2021

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

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Funding surplus / (deficit) Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.06 M	\$2.06 M	\$1.26 M	(\$0.80 M)
Closing	\$0.00 M	\$2.25 M	\$1.36 M	(\$0.89 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.17 M	% of total
Unrestricted Cash	\$0.79 M	24.8%
Restricted Cash	\$2.38 M	75.2%

Refer to Note 2 - Cash and Financial Assets

Payables		
	\$0.39 M	% Outstanding
Trade Payables	\$0.30 M	
Over 30 Days		4.4%
Over 90 Days		4.3%

Refer to Note 5 - Payables

Receivables		
	\$0.78 M	% Collected
Rates Receivable	\$0.41 M	73.9%
Trade Receivable	\$0.78 M	
Over 30 Days		100.1%
Over 90 Days		97.8%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.09 M)	\$0.85 M	(\$0.08 M)	(\$0.93 M)

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.45 M	% Variance
YTD Budget	\$1.45 M	0.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions		
YTD Actual	\$1.54 M	% Variance
YTD Budget	\$2.46 M	(37.4%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges		
YTD Actual	\$0.26 M	% Variance
YTD Budget	\$0.25 M	3.1%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.03 M)	(\$0.62 M)	\$0.22 M	\$0.85 M

Refer to Statement of Financial Activity

Proceeds on sale		
YTD Actual	\$0.06 M	%
Adopted Budget	\$0.16 M	(62.2%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition		
YTD Actual	\$0.40 M	% Spent
Adopted Budget	\$3.01 M	(86.8%)

Refer to Note 8 - Capital Acquisition

Non-Operating Grants		
YTD Actual	\$0.56 M	% Received
Adopted Budget	\$1.82 M	(69.2%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.06 M	(\$0.04 M)	(\$0.04 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	\$0.04 M
Interest expense	\$0.02 M
Principal due	\$1.40 M

Refer to Note 9 - Borrowings

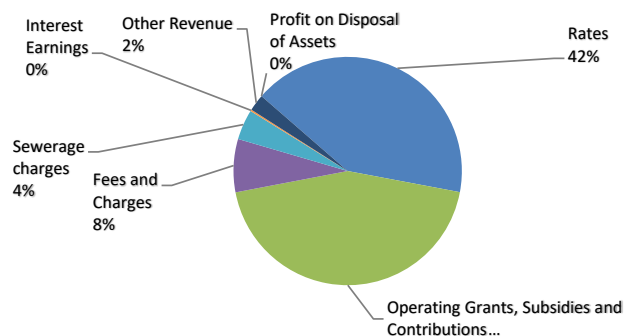
Reserves	
Reserves balance	\$2.28 M
Interest earned	\$0.00 M

Refer to Note 10 - Cash Reserves

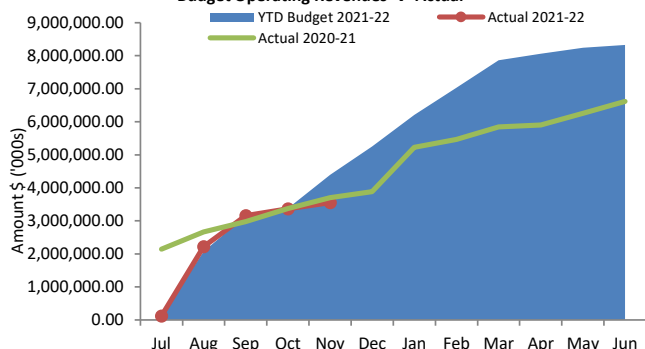
This information is to be read in conjunction with the accompanying Financial Statements and notes.

OPERATING ACTIVITIES

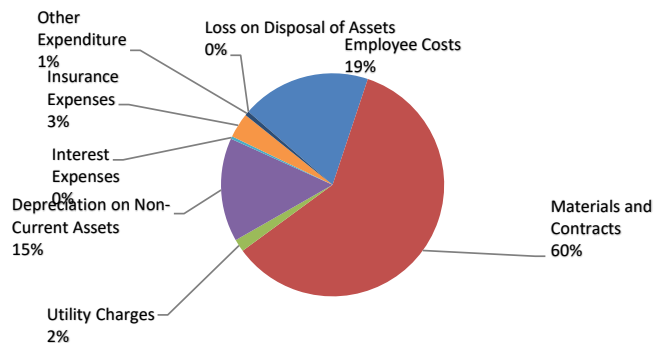
OPERATING REVENUE



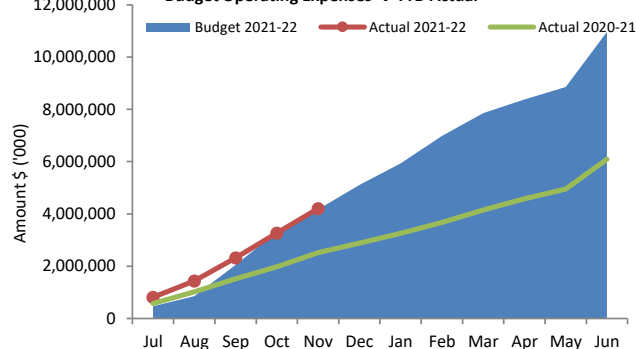
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

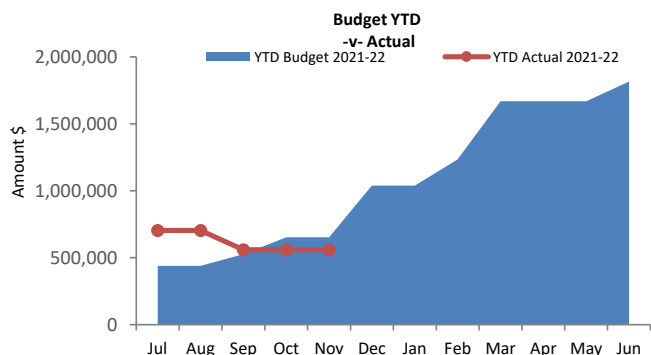


Budget Operating Expenses -v- YTD Actual

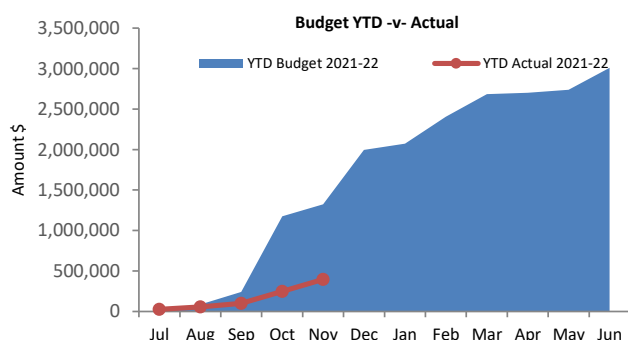


INVESTING ACTIVITIES

Non-operating grants, subsidies and contributions



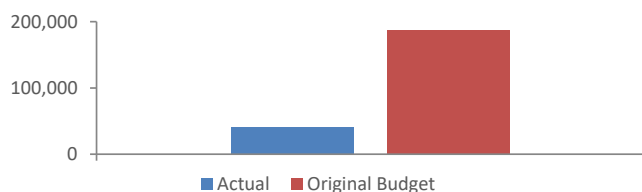
Payments for property, plant and equipment and infrastructure



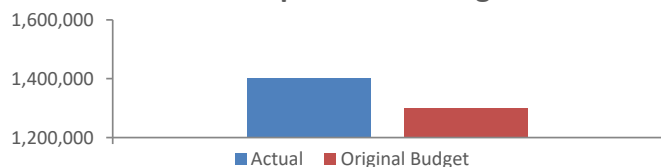
FINANCING ACTIVITIES

BORROWINGS

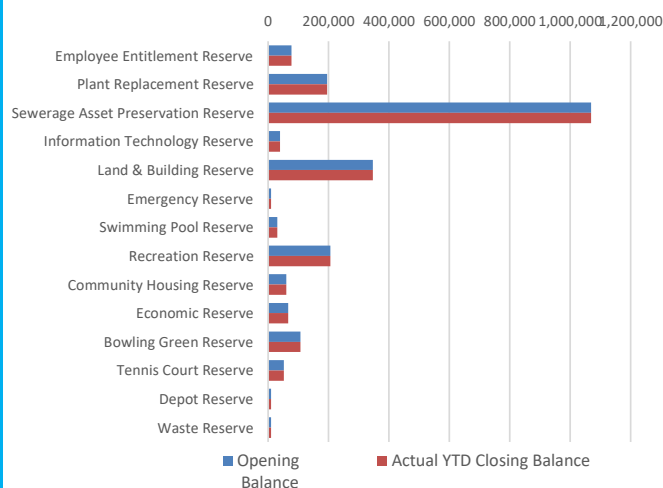
Principal Repayments



Principal Outstanding



RESERVES



**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

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)	\$ 2,063,716	2,063,716	\$ 2,063,716	\$ 1,262,808	\$ (800,908)	% (38.81%)	⊖
Revenue from operating activities								
Governance		8,000	8,000	4,000	0	(4,000)	(100.00%)	
General purpose funding		2,404,226	2,404,226	1,966,237	1,861,838	(104,399)	(5.31%)	
Law, order and public safety		40,700	40,700	13,035	14,380	1,345	10.32%	
Health		1,600	1,600	660	3,593	2,933	444.39%	
Education and welfare		546,658	546,658	243,533	203,594	(39,939)	(16.40%)	⊖
Housing		150,000	150,000	61,665	62,100	435	0.71%	
Community amenities		287,152	287,152	269,887	254,300	(15,587)	(5.78%)	
Recreation and culture		50,950	50,950	15,620	15,037	(583)	(3.73%)	
Transport		4,600,773	4,600,773	1,724,870	926,669	(798,201)	(46.28%)	⊖
Economic services		182,300	182,300	74,655	94,125	19,470	26.08%	⊕
Other property and services		54,832	54,832	22,830	55,352	32,522	142.45%	⊕
		8,327,191	8,327,191	4,396,992	3,490,988	(906,004)		
Expenditure from operating activities								
Governance		(436,496)	(436,496)	(202,375)	(193,567)	8,808	4.35%	
General purpose funding		(221,485)	(221,485)	(86,935)	(89,383)	(2,448)	(2.82%)	
Law, order and public safety		(131,300)	(131,300)	(58,970)	(61,144)	(2,174)	(3.69%)	
Health		(49,572)	(49,572)	(20,645)	(9,935)	10,710	51.88%	⊕
Education and welfare		(602,795)	(602,795)	(221,288)	(200,170)	21,118	9.54%	
Housing		(265,816)	(265,816)	(121,284)	(109,145)	12,139	10.01%	⊕
Community amenities		(471,723)	(471,723)	(174,835)	(167,378)	7,457	4.27%	
Recreation and culture		(948,054)	(948,054)	(398,194)	(378,938)	19,256	4.84%	
Transport		(7,312,861)	(7,312,861)	(2,568,104)	(2,554,057)	14,047	0.55%	
Economic services		(514,251)	(514,251)	(222,354)	(242,840)	(20,486)	(9.21%)	
Other property and services		(8,268)	(8,268)	(97,235)	(198,316)	(101,081)	(103.96%)	⊖
		(10,962,621)	(10,962,621)	(4,172,219)	(4,204,873)	(32,654)		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	627,505	631,805	4,300	0.69%	
Amount attributable to operating activities		(1,090,933)	(1,090,933)	852,278	(82,080)	(934,358)		
Investing Activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	651,850	559,531	(92,319)	(14.16%)	⊖
Proceeds from disposal of assets	7	161,000	161,000	50,000	60,909	10,909	21.82%	⊕
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(1,323,824)	(396,322)	927,502	70.06%	⊕
Amount attributable to investing activities		(1,032,155)	(1,032,155)	(621,973)	224,118	846,091		
Financing Activities								
Transfer from reserves	10	459,521	459,521	0	0	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	(41,170)	(41,170)	0	0.00%	
Transfer to reserves	10	(212,962)	(212,962)	0	0	0	0.00%	
Amount attributable to financing activities		59,372	59,372	(41,170)	(41,170)	0		
Closing funding surplus / (deficit)	1(c)	0	0	2,252,851	1,363,676	(889,175)		

KEY INFORMATION

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

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

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 NOVEMBER 2021

STATUTORY REPORTING PROGRAMS

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

PROGRAM NAME AND OBJECTIVES

ACTIVITIES

GOVERNANCE

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

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

GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

LAW, ORDER, PUBLIC SAFETY

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

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

HEALTH

To provide an operational framework for environmental and community health.

Inspection of food premises and food control.

EDUCATION AND WELFARE

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

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

HOUSING

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

Provision and maintenance of all Shire responsible housing.

COMMUNITY AMENITIES

To provide necessary services as required by the community.

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

RECREATION AND CULTURE

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

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

TRANSPORT

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

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

ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

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

OTHER PROPERTY AND SERVICES

To monitor and control Council's overheads operating accounts.

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

**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

BY NATURE OR TYPE

	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$		\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	2,063,716	2,063,716	2,063,716	1,262,808	(800,908)	(38.81%)	⬆️
Revenue from operating activities								
Rates	6	1,447,970	1,447,970	1,447,970	1,451,257	3,287	0.23%	
Operating grants, subsidies and contributions	12	6,078,134	6,078,134	2,455,361	1,537,508	(917,853)	(37.38%)	⬆️
Fees and charges		485,700	485,700	254,683	262,642	7,959	3.13%	
Sewerage charges		167,928	167,928	167,928	149,526	(18,402)	(10.96%)	⬆️
Interest earnings		36,078	36,078	9,245	7,772	(1,473)	(15.93%)	
Other revenue		99,000	99,000	56,650	82,282	25,632	45.25%	⬆️
Profit on disposal of assets		12,381	12,381	5,155	0	(5,155)	(100.00%)	
		8,327,191	8,327,191	4,396,992	3,490,987	(906,005)		
Expenditure from operating activities								
Employee costs		(1,586,612)	(1,586,612)	(634,132)	(787,566)	(153,434)	(24.20%)	⬆️
Materials and contracts		(7,219,361)	(7,219,361)	(2,605,867)	(2,514,723)	91,144	3.50%	
Utility charges		(152,050)	(152,050)	(63,210)	(76,625)	(13,415)	(21.22%)	⬆️
Depreciation on non-current assets		(1,516,549)	(1,516,549)	(631,805)	(631,805)	0	0.00%	
Interest expenses		(39,613)	(39,613)	(19,815)	(15,985)	3,830	19.33%	
Insurance expenses		(129,540)	(129,540)	(121,520)	(151,255)	(29,735)	(24.47%)	⬆️
Other expenditure		(299,150)	(299,150)	(95,015)	(26,912)	68,103	71.68%	⬆️
Loss on disposal of assets		(19,746)	(19,746)	(855)	0	855	100.00%	
		(10,962,621)	(10,962,621)	(4,172,219)	(4,204,871)	(32,652)		
Non-cash amounts excluded from operating activities	1(a)	1,544,497	1,544,497	627,505	631,805	4,300	0.69%	
Amount attributable to operating activities		(1,090,933)	(1,090,933)	852,278	(82,079)	(934,357)		
Investing activities								
Non-operating grants, subsidies and contributions	13	1,815,757	1,815,757	651,850	559,531	(92,319)	(14.16%)	⬆️
Proceeds from disposal of assets	7	161,000	161,000	50,000	60,909	10,909	21.82%	⬆️
Payments for property, plant and equipment and infrastructure	8	(3,008,912)	(3,008,912)	(1,323,824)	(396,322)	927,502	70.06%	⬆️
Amount attributable to investing activities		(1,032,155)	(1,032,155)	(621,973)	224,118	846,091		
Financing Activities								
Proceeds from new debentures	9	0	0	0	0	0	0.00%	
Transfer from reserves	10	459,521	459,521	0	0	0	0.00%	
Payments for principal portion of lease liabilities		0		0	0	0	0.00%	
Repayment of debentures	9	(187,187)	(187,187)	(41,170)	(41,170)	0	0.00%	
Transfer to reserves	10	(212,962)	(212,962)	0	0	0	0.00%	
Amount attributable to financing activities		59,372	59,372	(41,170)	(41,170)	0		
Closing funding surplus / (deficit)	1(c)	0	0	2,252,851	1,363,676	(889,175)		

KEY INFORMATION

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

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

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2021

REVENUE

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

NATURE OR TYPE DESCRIPTIONS

EXPENSES

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

agreements, communication expenses, advertising expenses,

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

(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	(12,381)	0
Movement in liabilities associated with restricted cash		20,583	0
Add: Loss on asset disposals	7	19,746	0
Add: Depreciation on assets		1,516,549	(631,805)
Total non-cash items excluded from operating activities		1,544,497	(631,805)

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation* 32 to agree to the surplus/(deficit) after imposition of general rates.

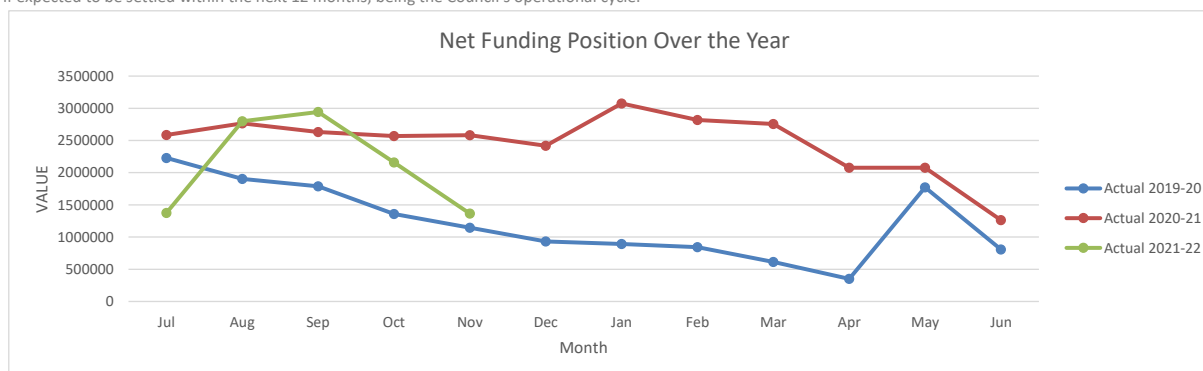
	Adopted Budget	Last Year Unaudited Actual 30 June 2021	This Time Last Year 30 November 2020	Year to Date 30 November 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,280,140)	(2,280,140)	(1,851,074)
Add: Borrowings	9	187,187	187,197	118,023
Add: Provisions funded by Reserve		77,767	77,767	57,507
Total adjustments to net current assets		(2,015,186)	(2,015,176)	(1,675,544)

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

Current assets				
Cash and cash equivalents	2	4,229,066	4,240,541	4,442,077
Rates receivables	3	116,647	116,647	429,469
Receivables	3	375,268	392,262	(1,361)
Stock on Hand	4	11,455	11,455	(3,753)
Total Current Assets		4,732,436	4,760,905	4,866,432
Less: Current liabilities				
Payables	5	(184,245)	(229,991)	(184,212)
Borrowings	9	(187,187)	(187,197)	(118,023)
Contract liabilities	11	(90,000)	(902,876)	0
Provisions	11	(192,102)	(162,857)	(192,102)
Total Current Liabilities		(653,534)	(1,482,921)	(494,337)
		4,078,902	3,277,984	4,372,095
Less: Total adjustments to net current assets	1(b)	(2,015,186)	(2,015,176)	(1,675,544)
Closing funding surplus / (deficit)		2,063,716	1,262,808	2,696,551

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	700	0	700	0			
Cash Deposits								
Municipal Bank Account	Cash and cash equivalents	786,237	0	786,237	0	NAB	0.05%	At Call
Cash Maximiser	Cash and cash equivalents	13	0	13	0	NAB	0.05%	At Call
DRFAWA Flood Damage Funding	Cash and cash equivalents		2	2		NAB	0.03%	At Call
LRCIP Phase 2 Funding	Cash and cash equivalents		100,439	100,439		NAB	0.03%	At Call
Term Deposits								
Reserve 95-525-1072	Financial assets at amortised cost		2,280,140	2,280,140	0	NAB	0.25%	25.06.21
Total		786,950	2,380,581	3,167,532				
Comprising								
Cash and cash equivalents		786,950	100,441	887,392	0			
Financial assets at amortised cost		0	2,280,140	2,280,140	0			
		786,950	2,380,581	3,167,532	0			

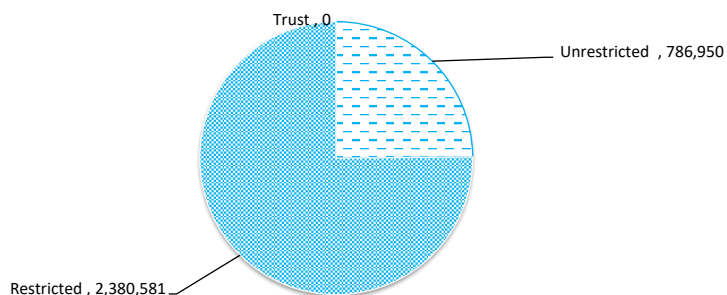
KEY INFORMATION

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

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

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

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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

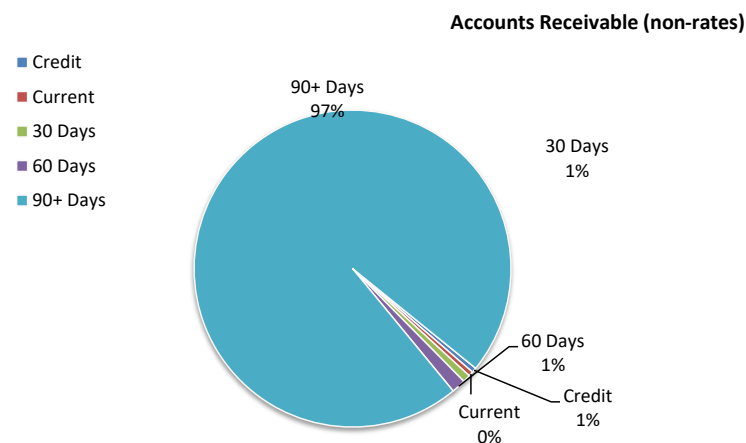
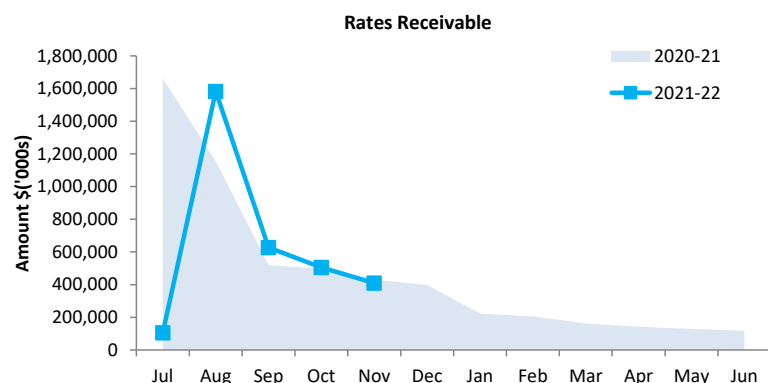
**OPERATING ACTIVITIES
NOTE 3
RECEIVABLES**

Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Opening arrears previous years	118,037	116,647
Levied - Rates revenue	1,402,771	1,451,257
Less - collections	(1,404,161)	(1,158,591)
Equals current outstanding	116,647	409,313
Net rates collectable	116,647	409,313
% Collected	92.3%	73.9%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,560)	3,534	5,592	10,329	692,701	708,596
Percentage	(0.5%)	0.5%	0.8%	1.5%	97.8%	
Balance per trial balance						
Sundry receivable	(3,560)	3,534	5,592	10,329	692,701	708,596
Allowance for impairment of receivables	0	(66,996)	0	0	0	(66,996)
Accrued Income	0	61,693	0	0	0	61,693
Total receivables general outstanding						783,451
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 collectable.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS**

	Opening Balance	Asset Increase/(Decrease)	Closing Balance
	1 July 2021		30 November 2021
Other current assets	\$	\$	\$
Inventory			
Stock On Hand	11,455	4,914	16,369
Total other current assets	11,455	4,914	16,369
Amounts shown above include GST (where applicable)			

KEY INFORMATION

Inventory

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

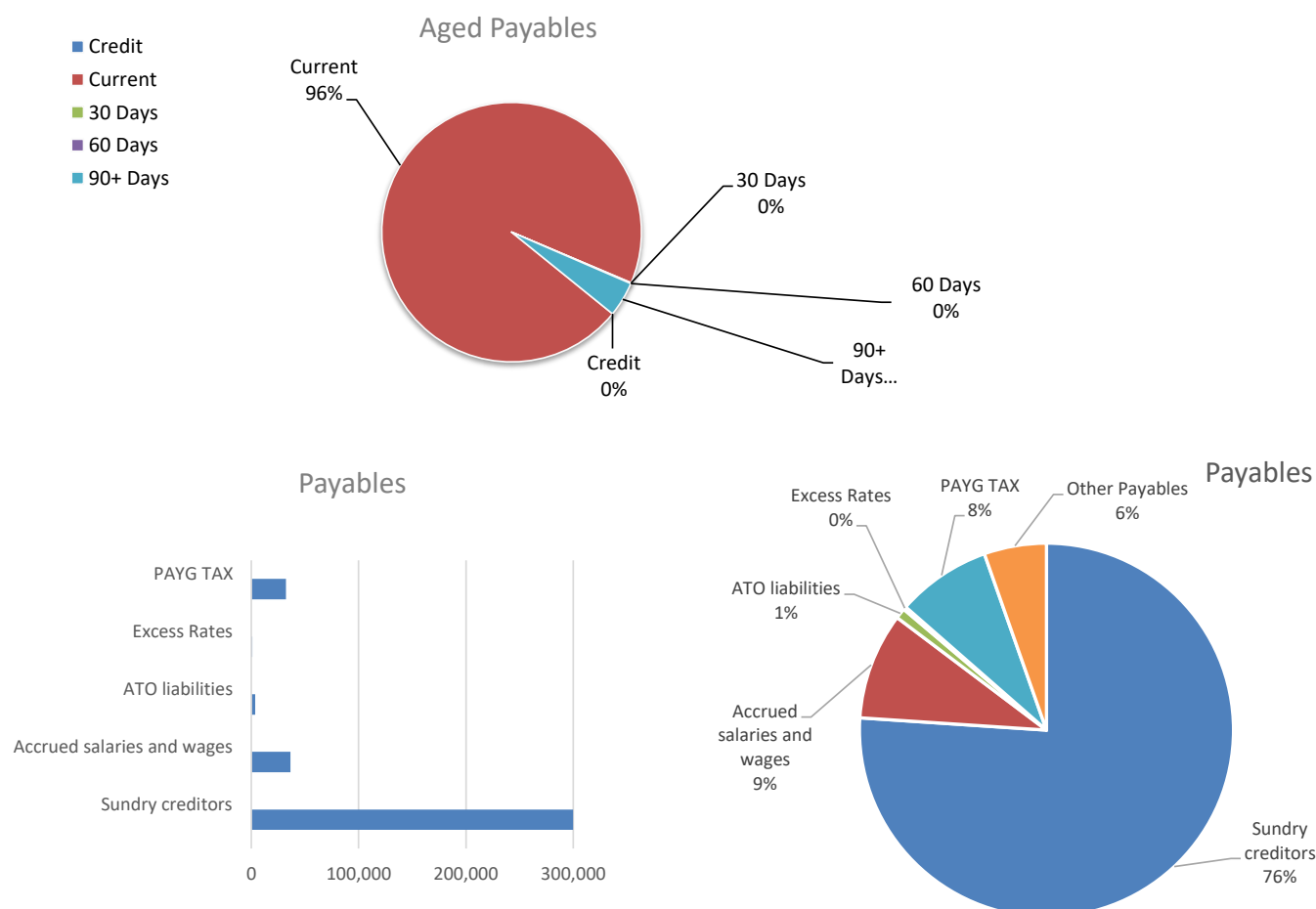
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	386,173	350	106	17,543	404,171
Percentage	0%	95.5%	0.1%	0%	4.3%	
Balance per trial balance						
Sundry creditors	0	299,505	350	106	17,543	299,855
Accrued salaries and wages		36,396				36,396
ATO liabilities	0	3,563	0	0	0	3,563
Excess Rates	0	1,032	0	0	0	1,032
PAYG TAX	0	32,202	0	0	0	32,202
Other Payables	0	21,244	0	0	0	21,244
Payroll Creditors	0	(15,500)	0	0	0	(15,500)
Gst Payable		0				0
Accrued Loan Interest	0	7,731	0	0	0	7,731
Bonds & Deposits Held - CI	0	0	0	0	0	0
Accrued Expenses	0	0	0	0	0	0
Total payables general outstanding						386,523

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.

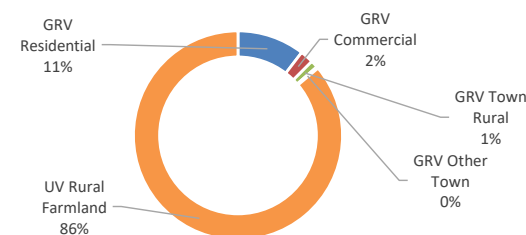
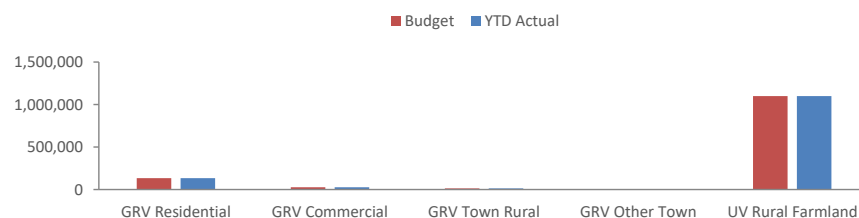


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

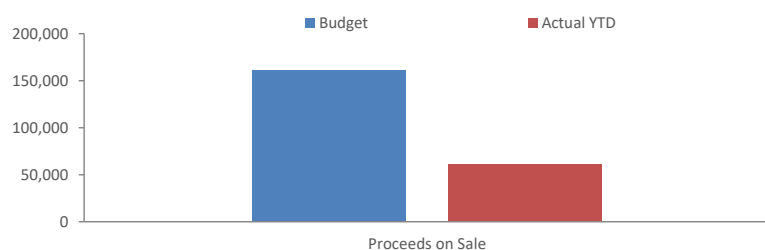
OPERATING ACTIVITIES
NOTE 6
RATE REVENUE

General rate revenue	Original Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
GRV Residential	0.10300	134	1,292,744	133,153	0	0	133,153	133,153	0	0	133,153
GRV Commercial	0.10300	15	256,479	26,417	0	0	26,417	26,417	0	0	26,417
GRV Town Rural	0.10300	12	138,888	14,305	0	0	14,305	14,305	0	0	14,305
GRV Other Town	0.10300	8	33,386	3,439	0	0	3,439	3,439	0	0	3,439
Unimproved value				0							
UV Rural Farmland	0.00780	221	141,021,718	1,099,969	0	0	1,099,969	1,100,393	0	0	1,100,393
Sub-Total		390	142,743,215	1,277,284	0	0	1,277,283	1,277,707	0	0	1,277,707
Minimum payment	Minimum \$										
Gross rental value											
GRV Residential	793	44	268,898	34,896	0	0	34,896	34,892	0	0	34,892
GRV Commercial	793	17	65,465	13,483	0	0	13,483	13,481	0	0	13,481
GRV Town Rural	793	15	36,979	11,897	0	0	11,897	11,895	0	0	11,895
GRV Other Town	232	19	7,807	4,404	0	0	4,404	4,408	0	0	4,408
Unimproved value											
UV Rural Farmland	793	66	3,733,182	52,345	0	0	52,345	52,338	0	0	52,338
UV Commercial	793	4	400	3,172	0	0	3,172	3,172	0	0	3,172
UV Town Rural	793	4	92,000	3,172	0	0	3,172	3,172	0	0	3,172
UV Mining	232	10	57,675	2,318	0	0	2,318	2,320	249	0	2,569
Sub-total		179	4,262,406	125,687	0	0	125,687	125,678	249	0	125,927
Amount from general rates							1,402,970	1,403,385	249	0	1,403,634
Ex-gratia rates							45,000				47,623
Total general rates							1,447,970				1,451,257

KEY INFORMATION



Asset Ref.	Asset description	Original Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	Ride On Mower - Cox 9008E (P042)	0	1,000	1,000	0	0	0	0	0
	Dual Cab 4x2; D002; Team Leader	23,000	18,000	0	(5,000)	0	0	0	0
	Single Cab - Light Utility - 1GIL668	951	12,000	11,049	0	0	0	0	0
	Other property and services								
	Passenger Vehicle; MWA	41,100	40,000	0	(1,100)	0	0	0	0
	Passenger Vehicle; CEO	50,955	50,000		(955)	0	60,909	0	0
	Passenger Vehicle; MCCS	39,668	40,000	332	0	0	0	0	0
		155,674	161,000	12,381	(7,055)	0	60,909	0	0



Processing of CEO (D0) vehicle transaction unable to occur until AFR for 2020/2021 is signed off

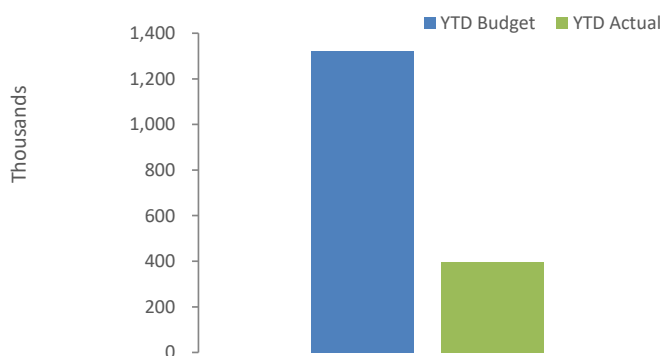
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS**

Capital acquisitions	Original Budget	Current Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Buildings	267,000	267,000	226,915	75,792	(151,123)
Plant and equipment	396,500	396,500	144,000	68,419	(75,582)
Infrastructure - roads	1,978,412	1,978,412	861,159	219,617	(641,542)
Infrastructure - other	367,000	367,000	91,750	32,494	(59,256)
Payments for Capital Acquisitions	3,008,912	3,008,912	1,323,824	396,322	(927,502)
Total Capital Acquisitions	3,008,912	3,008,912	1,323,824	396,322	(927,502)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	1,815,757	1,815,757	651,850	559,531	(92,319)
Other (disposals & C/Fwd)	161,000	161,000	50,000	60,909	10,909
Cash backed reserves					
Plant Replacement Reserve	120,000	120,000	0	0	0
Sewerage Asset Preservation Reserve	47,000	47,000	0	0	0
Information Technology Reserve	150,000	150,000	0	0	0
Land & Building Reserve	40,521	40,521	0	0	0
Swimming Pool Reserve	10,000	10,000	0	0	0
Recreation Reserve	92,000	92,000	0	0	0
Contribution - operations	572,634	572,634	621,974	(224,118)	(846,092)
Capital funding total	3,008,912	3,008,912	1,323,824	396,322	(927,502)

SIGNIFICANT ACCOUNTING POLICIES

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)

Account Description		Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
Land and Buildings							
BC044	Sports Recreation Centre - Building (Capital)	72,000	72,000	35,750	18,730	17,020	
BC082	VBFB Building - Lot 35 Memorial Ave - Building (Capital)	0	0	0	1,480	(1,480)	Costing to be reviewed
BC038	Stewart Street Public Conveniences - Building (Capital)	0	0	0	1,523	(1,523)	Costing to be reviewed
OC012	Short Stay Accommodation Caravan Bay Extension	0	0	0	2,890	(2,890)	Costing to be reviewed
BC058	Building - Building (Capital)	150,000	150,000	150,000	0	150,000	
BC001	Administration Office - Building (Capital)	45,000	45,000	41,165	51,170	(10,005)	
Total		267,000	267,000	226,915	75,792	151,123	
Plant & Equipment							
PE201	Cemetery Grave Shoring Box	10,000	10,000	0	0	0	
PE109	Modifications to D004 Mitsubishi Truck	15,000	15,000	15,000	0	15,000	
PE202	Dual Cab - Light Truck - Maintenance (P009)	0	0	0	720	(720)	Costing to be reviewed
PE111	Side Tipper	103,000	103,000	0	0	0	
PE206	Ride On Mower	5,000	5,000	5,000	0	5,000	
PE207	Mower Digga - Refurbishment	5,000	5,000	5,000	5,000	0	
PE208	Fuel Tank Trailer - 2,000 Litre Size	6,500	6,500	6,500	0	6,500	
PE106	Light Vehicle CEO	60,000	60,000	60,000	62,383	(2,383)	
PE205	Light Vehicle - MCCC	52,500	52,500	0	157	(157)	Costing to be reviewed
PE100	Diesel Fuel Bowser - Shire Depot	10,000	10,000	0	0	0	
PE104	Utility Tipper 4x2 Construction	35,000	35,000	0	0	0	
PE105	Dual Cab 4x2 Team Leader	42,000	42,000	0	0	0	
PE204	Light Plant Vehicle - Manager Works & Assets	52,500	52,500	52,500	157	52,343	
Total		396,500	396,500	144,000	68,419	75,582	
Infrastructure - Roads							
R2R004	Hindmarsh Road (R2R)	141,724	141,724	30,000	41,176	(11,176)	
R2R003	Koombekine North Road (R2R)	0	0	0	0	0	
R2R025	Dowerin-Koorda Road (R2R)	85,505	85,505	36,245	1,889	34,356	
R2R046	Sanders Road (R2R)	119,700	119,700	12,500	141,741	(129,241)	
RRG003	Koombekine North Road (RRG)	0	0	0	625	(625)	Costing to be reviewed
RRG182	Dowerin-Kalannie Road (RRG)	0	0	0	315	(315)	Costing to be reviewed
RRG183	Dowerin-Meckering Road (RRG) SLK11.36 to SLK13.44	82,535	82,535	34,375	0	34,375	
RRG183A	Dowerin-Meckering Road (RRG) SLK13.82 to SLK16.13	382,032	382,032	382,032	4,813	377,219	
WFN182A	WSFN Dowerin-Kalannie Road SLK27.28 to SL41.70 - Preliminary Works Including Geotechnical	50,314	50,314	12,629	0	12,629	
WFN182B	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Maintenance Clearing of Vegetation - \$212,150	212,150	212,150	53,163	716	52,447	
WFN182C	WSFN Dowerin-Kalannie Road SLK0.00 to SLK48.7 - Preliminary Works - Clearing Permit	126,802	126,802	105,802	26,043	79,760	
WFN182D	WSFN Dowerin-Kalannie Road SLK0.00 to SLK25.68 - Construction Works	777,650	777,650	194,413	2,300	192,113	
Total		1,978,412	1,978,412	861,159	219,617	641,542	
Infrastructure - Other							
OC002	Waste Facility Perimeter Fencing	0	0	0	2,226	(2,226)	
OC014	Dowerin Waste Facility - CELL	10,000	10,000	4,000	283	3,717	
OC013	Oval Perimeter Fence Extension	0	0	0	0	0	
OC102	Information Bays	0	0	0	134	(134)	Costing to be reviewed
OC043	Swimming Pool - Repair Leaks - Infrastructure Other	45,000	45,000	43,000	0	43,000	
OC003	Town Oval Reticulation Upgrade (Inc Dam)	285,000	285,000	20,000	6,661	13,339	
OC007	Main Street Improvements	0	0	0	190	(190)	Costing to be reviewed
OC010	Tin Dog Walk Stage 2	9,000	9,000	6,750	0	6,750	
OC004	Entrance/Streetscape Project - SSA & DCC	18,000	18,000	18,000	23,000	(5,000)	
Total		367,000	367,000	91,750	32,494	59,256	
TOTALS		3,008,912	3,008,912	1,323,824	396,322	927,502	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans		Principal Repayments			Principal Outstanding			Interest Repayments		
Particulars	Loan No.	1 July 2021	Original Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget	Actual	Original Budget	Current Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Housing												
Government Regional Officer Housing	100	254,839	0	5,305	10,704	10,704	249,534	244,135	244,135	4,549	9,003	9,003
Recreation and culture												
Dowerin Community Club	97	75,905	0	0	75,916	75,916	75,905	(11)	(11)	0	2,337	2,337
Dowerin Swimming Pool	101	162,815	0	0	18,497	18,497	162,815	144,318	144,318	0	4,801	4,801
DEM Interest Free Swimming Pool Loan		45,000	0	0	10,000	10,000	0	35,000	35,000	0	0	0
Transport												
Multi Tyre Roller	103	150,618		10,340	20,723	20,723	140,278	129,895	129,895	666	926	1,289
Smooth Drum Tyre Roller	104	150,000		9,123	18,284	18,284	140,877	131,716	131,716	588	793	1,137
Economic services												
Short Stay Accommodation	99	648,580	0	16,403	33,063	33,063	632,177	615,517	615,517	10,183	20,108	20,108
Total		1,487,757	0	41,170	187,187	187,187	1,401,587	1,300,570	1,300,570	15,985	37,968	38,675
Current borrowings		187,187					146,027					
Non-current borrowings		1,300,570					1,255,560					
		1,487,757					1,401,587					

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

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

KEY INFORMATION

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING 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 (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$		\$	\$	\$	\$	\$
Employee Entitlement Reserve	77,767	20,583	0	0	0	0	98,350	77,767.00
Plant Replacement Reserve	195,176	51,206	0	0	(120,000)	0	126,382	195,176.00
Sewerage Asset Preservation Reserve	1,069,074	88,235	0	0	(47,000)	0	1,110,309	1,069,074.00
Information Technology Reserve	39,307	295	0	0	0	0	39,602	39,307.00
Land & Building Reserve	346,803	2,578	0	0	(150,000)	0	199,381	346,803.00
Emergency Reserve	10,000	0	0	0	(10,000)	0	0	10,000.00
Swimming Pool Reserve	30,294	10,227	0	0	(40,521)	0	0	30,294.00
Recreation Reserve	205,800	1,544	0	0	(92,000)	0	115,344	205,800.00
Community Housing Reserve	59,915	449	0	0	0	0	60,364	59,915.00
Economic Reserve	66,870	502	0	0	0	0	67,372	66,870.00
Bowling Green Reserve	107,084	10,803	0	0	0	0	117,887	107,084.00
Tennis Court Reserve	52,050	6,390	0	0	0	0	58,440	52,050.00
Depot Reserve	10,000	10,075	0	0	0	0	20,075	10,000.00
Waste Reserve	10,000	10,075	0	0	0	0	20,075	10,000.00
	2,280,140	212,962	0	0	(459,521)	0	2,033,581	2,280,140

KEY INFORMATION

All budgeted transfer into Reserves have been transacted

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 30 November 2021
		\$	\$	\$	\$
Contract liabilities					
Unspent grants, contributions and reimbursements		902,876	0	(651,365)	251,511
Total unspent grants, contributions and reimbursements		902,876	0	(651,365)	251,511
Provisions					
Annual leave		124,616	0	0	124,616
Long service leave		38,241	0	0	38,241
Total Provisions		162,857	0	0	162,857
Total other current assets		1,065,733	0	(651,365)	414,368
Amounts shown above include GST (where applicable)					

KEY INFORMATION

Provisions

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

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

Employee benefits

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Operating grants, subsidies and contributions revenue				
	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	471,225	235,612	471,225	0	226,595
GEN PUR - Financial Assistance Grant - Roads	314,310	142,682	314,310	0	142,682
GEN PUR - Grant Funding	99,443	99,443	99,443	0	0
Law, order, public safety					
ESL BFB - Operating Grant	31,200	6,750	31,200	0	8,294
Education and welfare					
AGED OTHER - Grant Funding - CHSP	222,917	111,459	222,917	0	111,458
WELFARE - Grants	8,000	2,000	8,000	0	0
AGED OTHER - Grant Funding - HCP	304,365	126,820	304,365	0	86,057
Recreation and culture					
OTH CUL - Grants - Other Culture	7,850	0	7,850	0	0
Transport					
ROADC - Other Grants - Flood Damage	4,428,724	1,569,770	4,428,724	0	766,882
ROADM - Direct Road Grant (MRWA)	143,000	143,000	143,000	0	143,999
ROADC - Other Grants - Roads/Streets	0	0	0	0	5,745
Economic services					
TOUR - Grants	2,500	1,040	2,500	0	0
Other property and services					
UNCLASS - Unclassified Income - GST Inclusive	0	0	0	0	161
ADMIN - Reimbursements	0	0	0	0	1,404
PWO - Other Reimbursements	0	0	0	0	355
POC - Reimbursements	0	0	0	0	932
SAL - Reimbursement - Parental Leave	0	0	0	0	14,889
	6,033,534	2,438,576	6,033,534	0	1,509,451
Operating contributions and reimbursements					
Governance					
MEMBERS - Contributions & Donations	4,000	0	4,000	0	0
MEMBERS - Reimbursements	4,000	4,000	4,000	0	0
General purpose funding					
Law, order, public safety					
OLOPS - Contributions & Donations	4,000	4,000	4,000	0	4,000
Education and welfare					
AGED OTHER - Contributions	500	205	500	0	136
WELFARE - Contributions & Donations	1,000	415	1,000	0	0
Housing					
OTH HOUSE - Rental Reimbursements	5,000	1,250	5,000	0	16,138
Community amenities					
ENVIRON - Reimbursements	0	0	0	0	1,364
Recreation and culture					
REC - Contributions & Donations	8,000	0	8,000	0	3,179
REC - Reimbursements - Other Recreation	6,000	2,000	6,000	0	(1,012)
HERITAGE - Contributions & Donations	1,000	415	1,000	0	0
OTH CUL - Contributions & Donations - Other Culture	5,600	2,000	5,600	0	0
Transport					
ROADM - Street Lighting Subsidy	3,000	1,250	3,000	0	0
Economic services					
TOUR - Contributions & Donations	2,500	1,250	2,500	0	0
Other property and services					
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	4,252
	44,600	16,785	44,600	0	28,057
TOTALS	6,078,134	2,455,361	6,078,134	0	1,537,508

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

	Non operating grants, subsidies and contributions revenue			
	Original Budget Revenue	Current Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$
Non-operating grants and subsidies				
Recreation and culture				
Rec - Contributions & Donations	70,000	70,000	0	0
Transport				
Roadc - Regional Road Group Grants (Mrwa)	309,711	309,711	125,000	123,884
Roadc - Roads To Recovery Grant	346,928	346,928	86,732	0
Roadc - Other Grants - Roads/Streets	1,089,118	1,089,118	440,118	435,647
TOTALS	1,815,757	1,815,757	651,850	559,531

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021

NOTE 14
BUDGET AMENDMENTS

There have been no amendments to original budget since budget adoption.

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	Budget adoption						0
	Budgeted Closing surplus					0	0
							0

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**NOTE 15
EXPLANATION OF MATERIAL VARIANCES**

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

The material variance adopted by Council for the 2021-22 year is \$10,000 or 10.00% whichever is the greater.

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
Revenue from operating activities	\$	%		
Governance	(4,000)	(100.00%)		Within Variance
General purpose funding	(104,399)	(5.31%)		Within Variance
Law, order and public safety	1,345	10.32%		Within Variance
Health	2,933	444.39%		Within Variance
Education and welfare	(39,939)	(16.40%)	⊖ Timing	HCP Grant revenue \$41k lower than YTD budget.
Housing	435	0.71%		Within Variance
Community amenities	(15,587)	(5.78%)		Within Variance
Recreation and culture	(583)	(3.73%)		Within Variance
Transport	(798,201)	(46.28%)	⊖ Timing	Flood damage grant revenue \$306k lower than YTD budget.
Economic services	19,470	26.08%	😊 Permanent	STA revenue \$12k & Standpipe Revenue \$11k higher than YTD budget - will be considered as part of the budget review.
Other property and services	32,522	142.45%	😊 Permanent	Higher YTD budget to actual for parental leave receipts \$15k, FBT refund \$7k and insurance claim \$13k. These items will be addressed with the budget review, but in the main are offset by expenditure.
Expenditure from operating activities				
Governance	8,808	4.35%		Within Variance
General purpose funding	(2,448)	(2.82%)		Within Variance
Law, order and public safety	(2,174)	(3.69%)		Within Variance
Health	10,710	51.88%	😊 Timing	Other health services expense (Contribution to Goomalling) \$10k lower than YTD budget. Staff will reviewing timing of this budget.
Education and welfare	21,118	9.54%		Within Variance
Housing	12,139	10.01%	😊 Timing	Housing maintenance \$25k lower than YTD budget, with \$14k lower to YTD budget recoveries. These are anticipated to even out over the year.
Community amenities	7,457	4.27%		Within Variance
Recreation and culture	19,256	4.84%		Within Variance
Transport	14,047	0.55%		Within Variance
Economic services	(20,486)	(9.21%)	Timing	STA operations and maintenance is \$13k higher than YTD budget. This increased expenditure is near offset with increased revenue and will be assessed with the budget review.
Other property and services	(101,081)	(103.96%)	⊖ Timing	Public Works & Plant Overheads under recovered to YTD budget by \$141k, Admin Overheads over recovered \$54k to YTD budget. As recovery budgets in these areas are evenly spread over 12 months it is expected that these are timing variances but will be monitored by staff and re-assessed as part of the budget review process.
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(92,319)	(14.16%)	⊖ Timing	Refer Note 8.
Proceeds from disposal of assets	10,909	21.82%	😊 Permanent	Proceeds from trade on Prado higher than YTD.
Payments for property, plant and equipment and infrastructure	927,502	70.06%	😊 Timing	Capital projects & purchases still to occur.
Financing activities				
Proceeds from new debentures	0	0.00%		
Transfer from reserves	0	0.00%		
Repayment of debentures	0	0.00%		
Transfer to reserves	0	0.00%		
Brought Forward Surplus				
Opening funding surplus / (deficit)	(800,908)	(38.81%)	⊖ Timing	The open funding position will not be confirmed until after Audit is finalised for FY21. The reason for this change relates to Unspent grants being brought to account as at 30th June 2021 as a liability. This will be a matter addressed with the budget review.



Shire of Dowerin
List of Payments For The Period Ending 30 November 2021

Last EFT No: EFT9229

Chq/EFT	Date	Name	Description	Amount
EFT9230	04/11/2021	Avon Waste	REFUSE; Waste Collection - Rubbish & Recycling to 8 October 2021	5442.22
EFT9231	04/11/2021	Boekeman Machinery	D018 Hilux Ute - Service & Repair Brakes and Horn, Consumables - 20kg Agri Grease & Depot - Drum Pump	1337.70
EFT9232	04/11/2021	Courtney Begley	HCP Contractor - DA & Travel for 4 Clients October 2021 - (Covered by Funding)	1941.72
EFT9233	04/11/2021	Complete Office Supplies	Admin Office - Heavy Duty Knife, Refill Blades & Dividers	79.31
EFT9234	04/11/2021	Cody Express Transport	Freight - New Signage at Tip, Swimming Pool Diving Board Materials, DCC Stainless Steel Shelves & CRC Blinds	374.00
EFT9235	04/11/2021	Dowerin Community Resource Centre	Despatch Advertising - Public Notice - Intention to Borrow Issue 18	10.00
EFT9236	04/11/2021	Dunning Investments	D004 Mitsubishi Truck - Supply & Deliver 1000 Litre Pod of Ad Blue	831.60
EFT9237	04/11/2021	Dowerin Bulk Transport Pty Ltd	1/18 Memorial Ave - Supply & Deliver Gas Bottle	184.50
EFT9238	04/11/2021	Dowerin Tyre & Exhaust	D018 Hilux - Repair Tyre	30.00
EFT9239	04/11/2021	Dowerin & Districts Farm Shed	4 O'Loughlen Street - September Materials under \$50 per Transaction & SSA Cleaning Restock	1180.60
EFT9240	04/11/2021	Dowerin Gourmet Butcher Shop	PWO Farewell BBQ - Meat & Salad	103.25
EFT9241	04/11/2021	Emma Nelson Photography	Councillor Photo's for Annual Report	200.00
EFT9242	04/11/2021	E Fire & Safety	Biannual Fire Equipment Service	2781.90
EFT9243	04/11/2021	Gevers Goddard Jones Pty Ltd	GGJ Home Care Policies and Procedures Support Renewal 1 November 2021 to 31 March 2022	271.24
EFT9244	04/11/2021	GHD Pty Ltd	AGRN903 Flood Damage Repairs - Project Management, Technical Support, On-Site Supervision of Civic Works, Travel & Accommodation	39260.23
EFT9245	04/11/2021	Hi Lighting (1984) Pty Ltd	SSA - Supply 2 X FL88009 Bollards	1320.00
EFT9246	04/11/2021	Holberton Earthmoving	AGRN903 Flood Damage Repairs - Pickering, Wilkins, McHugh, Uberin, Spark & Koombekine Road	211108.15
EFT9247	04/11/2021	Hawke-View Kennels	Pound Fees - Disha Imp No. 21005 6 Days	325.00
EFT9248	04/11/2021	Integrity Sampling WA	OSH - Random Drug and Alcohol Testing	3641.44
EFT9249	04/11/2021	Jasmine Pietrocola	Reimbursement - 2x Dinners & 2x Lunches - Finance Training	75.60
EFT9250	04/11/2021	Koorda Ag Parts	HCPL3 - Assist with Garden Maintenance & Removal of Garden Waste - Mrs Annette Bergeron (Covered by Funding)	999.68
EFT9251	04/11/2021	Lite N' Easy	HCPL4 - Meal Packs October 2021 4 Clients Covered by Funding	469.13
EFT9252	04/11/2021	Kenneth Myers	Minnivale Cemetery - Hire of Excavator for Opening of Grave 21st October - 6hrs	528.00



Shire of Dowerin List of Payments For The Period Ending 30 November 2021

EFT9253	04/11/2021	MM Electrical	Admin Office - Supply 25 Fluorescent Light Globes	306.29
EFT9254	04/11/2021	Speciale Smash Repairs	D02 MWA Vehicle - Repair Windscreen, Supply Genuine Screen, Camera & Sensors, Fitting & Cleaning, Sublet Radar Calibration and Tow Vehicle for Calibration	1952.68
EFT9255	04/11/2021	Quality Press	Local DFES Supplies - FIRS Paper Report Pads, DFES FIRS Form Bushfire Form Book & DFES FIRS Structure or Mob Property Fire Book	302.50
EFT9256	04/11/2021	Rural Infrastructure Services	Dowerin Kalannie - Wheatbelt Freight Network Maintenance Zone Investigation (SLK0-48.77) - Provision of Engineering Consultancy Services	787.93
EFT9257	04/11/2021	Startrack Express	SSA - Freight for Drift Shelf	113.06
EFT9258	04/11/2021	Seek Limited	Recruitment - Cleaners Position Advertisement	302.50
EFT9259	04/11/2021	Telstra	Telephone Usage & Service Charges 27 October to 26 November 2021 - Admin Teltonika 4G Failover & MCCS iPad, CEO iPad & Mobile Phone, SSA Mobile, Fire Shed Night Hawk, MWA iPhone & Works Mobiles	568.08
EFT9260	04/11/2021	Tin Dog General Store	Council Shop - October 2021 and Admin Office - Milk & Coffee	177.19
EFT9261	04/11/2021	IT Vision	Admin IT - Credit Note Template Changes	275.00
EFT9262	04/11/2021	Wesfarmers Kleenheat Gas	SSA, Stacy Street Units, 19 Cottrell Street, Hilda Street Units & 18 O'Loughlen Street - Annual Facility Fee and 440.6kg LPG Delivered to SSA	1393.30
EFT9263	04/11/2021	Wren Oil	Waste Oil Disposal 2300L	16.50
EFT9265	04/11/2021	W Squared Pty Ltd T/A BHW Consulting	2021 Local Law Review - Prepare Draft Meeting Procedures, Report for Council and Draft Ad & Correspondence	1760.00
EFT9266	04/11/2021	Xenex Systems Pty Ltd	Admin Office - Telephone Usage & Service Charges October 2021	455.02
EFT9267	19/11/2021	Avon Waste	REFUSE; Waste Collection - Rubbish & Recycling to 5 November 2021	2567.64
EFT9268	19/11/2021	Autopro Northam	PPE - Disposable Ear Plugs & Lightning Quick Gloves	221.00
EFT9269	19/11/2021	Ampac Debt Recovery (WA) Pty Ltd	Rates - Debt Collection Expenses October 2021	445.50
EFT9270	19/11/2021	All Over Walls & Ceilings	Admin Office Capital - Flush Wall Around New Doors into Chambers	467.50
EFT9271	19/11/2021	Boekeman Machinery	Shire Bus - Investigate and Repair Engine Light Issue	1241.41
EFT9272	19/11/2021	Courtney Begley	HCP Purchase - DA Assistance 4 Clients & Travel to 19 November 2021 (Covered by Funding)	614.66
EFT9273	19/11/2021	BOC Limited	Consumables - Oxygen & Acetylene Cylinder Rental 28 September to 28 October 2021	44.26
EFT9274	19/11/2021	Marina Bauer	Reimbursement - Recruitment - National Police Clearance & Pre-Employment Medical	199.90
EFT9275	19/11/2021	Bunnings Group Limited	Consumables, SSA, 4 O'Loughlen Street, Depot & Pool - Building Construction Materials	1474.41
EFT9276	19/11/2021	BriJarCass Security Pty Ltd	Cleaning Services - Shire Buildings Week Ending 12 November 2021	1518.00
EFT9277	19/11/2021	Cadsult IDS	Irrigation Tender Assessment - Additional Consultation to Management and Councillors	3003.00



Shire of Dowerin List of Payments For The Period Ending 30 November 2021

EFT9278	19/11/2021 Complete Office Supplies	Stationery Order (large due to not ordering for a while) - Whiteboard, File Tabs, Dividers, Packing Tape, Fine liner in Blue and Black, A4 Notepads, Alphabet Dividers, Staples & Staff Diaries	784.71
EFT9279	19/11/2021 Cody Express Transport	Rec Centre Refurb - Pick Up 1x Pack & 1x Pallet from Johns Building Supplies & Deliver To Dowerin and SSA - Lighting Bollards Freight	335.50
EFT9280	19/11/2021 Coterra Environment	WSFN Dowerin-Kalannie Road - SLK 0-48.77; Flora and Vegetation Assessment 15% Claim	4743.75
EFT9281	19/11/2021 Car Transport Express	Recruitment - Vehicle Transport from Tasmania to Perth - MCCS	2311.00
EFT9282	19/11/2021 Dallimore Carpet Choice	Administration Office Refurb - New Floor Coverings & Floor Preparation - Payment 2 of 2	12646.83
EFT9283	19/11/2021 Dowerin Community Resource Centre	Recruitment - Meeting Room Hire for MCCS Position Interviews & Printing of Concillor Photos for Cr Holberton	74.00
EFT9284	19/11/2021 Dowerin Tyre & Exhaust	D004 Mitsubishi Truck - Fix Puncture on Tyre	97.00
EFT9285	19/11/2021 Dowerin & Districts Farm Shed	50 Baileys Brilliance 20kg Bags - Centenary Park, Football Oval, Hockey Oval, Swimming Pool & SSA	5236.90
EFT9286	19/11/2021 Digga West & Earthparts WA	Digga Mower - Supply SL-000002 Slasher 1500M Universal Frame & FFQC	5500.00
EFT9288	19/11/2021 Dowerin Diesel & Mechanical Pty Ltd	Water truck D040, Chatfield Tree Planter, CAT Loader, Multi Tyred Roller, & 120M Grader - Diagnose & Fix Faults	11984.07
EFT9289	19/11/2021 Eastern Hills Saws & Mowers	Whipper Snipper - 4x Autocut 25-2 Heads & PPE - 1x Chainsaw Pro-Chaps	462.00
EFT9290	19/11/2021 Shire of Goomalling	Regional Local Government Convention Dinner - 4 Attendees	300.00
EFT9291	19/11/2021 Holberton Earthmoving	AGRN903 Flood Damage Repairs - McHugh, Old Koorda & Koombekine North Road	198986.70
EFT9292	19/11/2021 Johns Building Supplies	CRC - Supply Flashing & Guttering	453.21
EFT9293	19/11/2021 Lite N' Easy	HCP Purchase - Lite n' Easy Packs - 8x Fortnightly Pick Ups (Covered by Funding)	731.18
EFT9294	19/11/2021 Local Government Professional	LG Professionals - R. McCall attending Annual State Conference	1230.00
EFT9295	19/11/2021 Kenneth Myers	HCP Purchase - Shower Screen - J. Windsor (Covered by Funding) & R2R Sanders Road - Excavator Hire for 1 Day	1692.00
EFT9296	19/11/2021 Midland Sand & Soil Supplies	Admin Office Gardens - Supply & Deliver 20m3 Jarrah Wood Chips	2400.00
EFT9297	19/11/2021 Workwear Group Pty Ltd	Corporate Uniform Order - A. Banks	69.00
EFT9298	19/11/2021 Perth Laundry Equipment	SSA - Washing Machine & Dryer Hire 22 November to 21 December 2021	419.46
EFT9299	19/11/2021 Rural Water Council (Inc.)	Rural Water Council of WA Annual Membership Subscription 2021	300.00
EFT9300	19/11/2021 Rural Infrastructure Services	Dowerin-Kalannie Road Wheatbelt Freight Network - Provision on Engineering Consultancy Services October 2021	2530.00
EFT9301	19/11/2021 Rural Ranger Services	Rural Ranger Services October 2021	753.00
EFT9302	19/11/2021 Resonline Pty Ltd	SSA - Monthly Room Manager Invoice October 2021	220.00



Shire of Dowerin
List of Payments For The Period Ending 30 November 2021

EFT9303	19/11/2021 RRR Network	RRR Network Mentoring Luncheon - R. McCall and L. Dreghorn	100.00
EFT9304	19/11/2021 Startrack Express	Freight - Epoxy for Diving Board Pool & Spa Mart Bunbury	157.79
EFT9305	19/11/2021 Sheridans For Badges	Members - 3x Councillor Desk Name Plates	510.84
EFT9306	19/11/2021 Seek Limited	Recruitment - Advertisement of Parks and Gardens Team Leader & Casual Cleaner	616.00
EFT9307	19/11/2021 Snap Midland	Records Management - Scan, Print on Laminate & Electronic Copies of SoD Maps	1715.00
EFT9308	19/11/2021 Telstra	Telephone Usage & Service Charges November 2021 - TIMS Fire Mobile	122.72
EFT9309	19/11/2021 Toll IPEC Pty Ltd	Freight - Materials for Diving Board	51.34
EFT9310	19/11/2021 Ralph Thaxter	Honda Mower - Repairs	55.00
EFT9311	19/11/2021 Stephen Venables	Reimbursement - Bond Paid Less Cleaning Fee	376.61
EFT9312	19/11/2021 IT Vision	ITVision User Conference - 2 Employees (First Free)	275.00
EFT9313	19/11/2021 Wheatbelt Liquid Waste	Pump out the grease trap at the Dowerin Community Club & Minnivale RV Dump Point, Dumping Fee & Tracking Form Fee	1309.00
EFT9314	19/11/2021 Westrac Equipment	CAT Grader 12m (D007) - Field Visit to Assess Maintenance Grader, Smooth Drum Toller - Supply Window & Cat Loader - Supply 16x Tips	3609.03
EFT9315	19/11/2021 Wallis Computer Solutions	Governance IT - Microsoft License for New Councillor	126.20
EFT9316	26/11/2021 Nisbets Australia Pty Ltd	Dowerin Community Club - Boletro Baby Changing Station	340.78
EFT9317	26/11/2021 Accwest Pty Ltd	Financial Assistance - October 2021	2376.00
EFT9318	26/11/2021 Wayne Allsopp	Council Nomination Fee - Refund	80.00
EFT9319	26/11/2021 David Armstrong	Council Nomination Fee - Refund	80.00
EFT9320	26/11/2021 Contract Aquatic Services	Swimming Pool Management Monthly Contract Fee - November 2021	14300.00
EFT9321	26/11/2021 Dunning Investments	Fuel Stock - 10,000 Litres Diesel & Delivery	14862.98
EFT9322	26/11/2021 Dalwallinu Concrete	R2R Sanders Road - Supply Precast Headwall Double Barrel for 300 Pipe, Single Barrell 300mm Pipe Headwalls and Delivery	2492.60
EFT9324	26/11/2021 Darrel Peter Hudson	Council Nomination Fee - Refund	80.00
EFT9325	26/11/2021 Joelectrics	Minnivale Fire Shed - Install Cables for New Battery Chargers to Hang from Roof, Mount Supplied Cameras and Install Power Point for Monitor	1429.73
EFT9326	26/11/2021 Johns Building Supplies	Admin Office - Materials for New Info Wall in Amin Entrance	2848.05
EFT9327	26/11/2021 JR & NP McMorran	Council Nomination Fee - Refund	80.00
EFT9328	26/11/2021 Startrack Express	Freight - Filters for Mustang Skid Steer	67.37
EFT9329	26/11/2021 Beverley Ward	Council Nomination Fee - Refund	80.00
			\$ 595,104.95

Last Cheque No: 10936



Shire of Dowerin
List of Payments For The Period Ending 30 November 2021

10937	02/11/2021	Department of Mines, Industry Regulation & Safety	Building Services Levy Remittance September 2021	56.65
10938	02/11/2021	Synergy	Electricity Usage & Service Charges 16 September to 20 October 2021 - SSA & Street Lighting	4653.54
10939	02/11/2021	Water Corporation	Water Usage & Service Charges 5 August to 13 October 2021 to 20 October 2021 - Swimming Pool, SSA, Sewerage, Public Toilets, Parks, Ovals, Shire Commercial Buildings, Info Bay, Shire Residential Properties & Standpipes in Town Site and Reserve at Ejanding Go-Kart Club	23696.25
10940	26/11/2021	LG Hagboom	Council Nomination Fee - Refund	80.00
10941	26/11/2021	LGRCEU	Payroll Deductions/Contributions	188.89
10942	26/11/2021	Synergy	Electricity Usage & Service Charges 15 September to 12 November 2021 - SSA, Admin Office, Pop Up Shop, Sewerage, Main St Gardens & Toilets, Hall, Pool, Rec Centre, Recycling Shed, Information Bay, Depot, Lil Tigers, CRC, Park Lights, Fire Shed, Op Shop, CHP & ILU Unit Common Areas and Old DHC Building	8593.04
10943	26/11/2021	Landgate	SLIP Subscription Services 2021-2022 Annual Fee - WA Shires, Boundaries and Cadastre	2405.00
10944	26/11/2021	Water Corporation	Water Usage & Service Charges 21 September to 18 November 2021 - Standpipes at Turriff Road & Hewitt Street, Vacant Land at Minnivale and Reserve at Minnivale	5767.95
10945	26/11/2021	Wyalkatchem Weekly Inc.	Recruitment - Wylie Weekly Advertisement for Plant Operator Position - Edition 29/09/2021	25.00
				\$ 45,466.32
Last Direct Debit No: 11490				
DD11497.1	03/11/2021	Shire of Dowerin - Visa Card Payments	NAB Business Visa - October 2021	8411.17
DD11511.1	22/11/2021	Puma Energy	Petrol Usage - October 2021	695.84
DD11505.1	10/11/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 9.11.2021	8237.68
DD11516.1	24/11/2021	Precision Administration Services Pty Ltd	Superannuation - PPE 23.11.2021	7319.91
DD11508.1	10/11/2021	Western Australian Treasury Corporation	Loan No. 102 Principal & Interest Payment - Smooth Drum Roller	9710.75
DD11509.1	10/11/2021	Western Australian Treasury Corporation	Loan No. 103 Principal & Interest Payment - Multi Tyred Roller	11005.52
130886	17/11/2021	BF - Bank Fee	Bank Book	5.00
130886	30/11/2021	BF - Bank Fee	Merchant Fee	685.18
130886	30/11/2021	BF - Bank Fee	BPAY Charge	49.12
130886	30/11/2021	BF - Bank Fee	Bank Fee	70.40
				\$ 46,190.57
				\$ 686,761.84



Shire of Dowerin
List of Payments For The Period Ending 30 November 2021

\$	595,104.95	EFT9230 to EFT9329
\$	45,466.32	Cheque 10937 to 10945
\$	8,411.17	Direct Debit 11497: Credit Card Payment: October 2021
\$	695.84	Direct Debit 11511: Puma Energy: Fuel: October 2021
\$	15,557.59	Superannuation Payments
\$	20,716.27	WATC Principal & Interest Loan Repayments
\$	809.70	Direct Debit 130886: Bank Fees
\$	686,761.84	
\$	59,235.04	PPE 9 November 2021 - Wages of Dowerin Home Care Partially Funded
\$	2,134.97	Interim Pay Run - Missed Employee (PPE 9 November 2021)
\$	49,332.47	PPE 23 November 2021 - Wages of Dowerin Home Care Partially Funded
\$	110,702.48	
\$	<u>797,464.32</u>	Total Payments for November 2021 Including Payroll x2

SHIRE OF DOWERIN

Date: 6.12.2021
Voucher: 660
Chq: DD

Amount in words: Eight Thousand Eight Hundred and Sixty Three Dollars and Twenty Four Cents

\$ 8,863.24

Dr to. D89 - Shire of Dowerin NAB Business Visa

MUNICIPAL FUND

CEO

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

Recommended by the Finance Committee



DATE OF SERVICE	GL	PARTICULARS (If progress payment, state total amount of contract and amount of previous payments, if any)	GST	AMOUNT
1.11.2021	BM046.298.2101	Bunnings; Basketball Shed - Paint, Microfibre Rollers & Brushes	\$ 33.03	\$ 363.36
	BM048.298.2101	Bunnings; Museum - Paint & Undercoat	\$ 15.80	\$ 173.80
	BM057.298.2101	Bunnings; CRC - Paint	\$ 8.05	\$ 88.50
2.11.2021	2140220	Exetel; Corporate Internet - Recurring Monthly Charge	\$ 70.45	\$ 775.00
2.11.2021	FEV015.298.2101	Lolly Warehouse; Christmas Festival - Lolly Bags	\$ 11.67	\$ 128.34
4.11.2021	2140204	Live Taxi; LG State Conference - Taxi Fare	\$ 2.35	\$ 25.88
4.11.2021	2040211	Epicurean; LG State Conference - CEO Dinner (On-Charged to Participating Councils)	\$ 5.45	\$ 60.00
4.11.2021	2040211	Epicurean; LG State Conference - CEO Dinner (On-Charged to Participating Councils)	\$ 49.22	\$ 541.42
4.11.2021	2140209	Crown Perth; Accommodation - Cancelled & Refunded	\$ 2.29	\$ 201.39
5.11.2021	2140209	Crown Perth; Accommodation - Cancelled & Refunded	\$ 18.31	\$ 201.39
9.11.2021	2130241	Adobe Pro DC; Monthly Software Subscription - CDO	\$ 2.00	\$ 21.99
12.11.2021	2140286	Officeworks; Admin - Samsung Phone, Tablet & Keyboard for MCCC	\$ 151.90	\$ 1,670.95
15.11.2021	2040121	Telstra; Members - Data Recharge for Cr Sewell's iPad	\$ 13.64	\$ 150.00
17.11.2021	2140241	Adobe Pro DC; Monthly Software Subscription - EGO	\$ 2.00	\$ 21.99
17.11.2021	FEV015.298.2101	Target; Christmas Festival - Community Christmas Decorations	\$ 32.09	\$ 353.00
17.11.2021	FEV015.298.2101	Target; Christmas Festival - Refund Christmas Decorations not in Stock	-\$ 2.73	-\$ 30.00
24.11.2021	2040121	Telstra; Members - Data Recharge for Cr Allsopp's iPad	\$ 13.64	\$ 150.00
25.11.2021	FEV015.298.2101	Target; Christmas Festival - Refund Christmas Decorations not in Stock	-\$ 2.64	-\$ 29.00
26.11.2021	2130240	Officeworks; Admin Office - Brochure Holders & Pen Cups	\$ 7.86	\$ 86.41
26.11.2021	BO060.298.2101	Kmart; SSA Camp Kitchen - Sink Tidy & 3x Broom Grippers	\$ 2.64	\$ 29.00
	BO061.298.2101	Kmart; SSA Unit 1 - Door Mat	\$ 0.91	\$ 10.00
	BO062.298.2101	Kmart; SSA Unit 2 - Door Mat	\$ 0.91	\$ 10.00
	BO063.298.2101	Kmart; SSA Unit 3 - Door Mat	\$ 0.91	\$ 10.00
	BO064.98.2101	Kmart; SSA Unit 4 - Door Mat	\$ 0.91	\$ 10.00
	BO065.298.2101	Kmart; SSA Unit 5 - Door Mat	\$ 0.91	\$ 10.00
	BO066.298.2101	Kmart; SSA Unit 6 - Door Mat	\$ 0.91	\$ 10.00
	BO067.298.2101	Kmart; SSA Unit 7 - Door Mat	\$ 0.91	\$ 10.00
	BO068.298.2101	Kmart; SSA Laundry - 2x Cleaner Caddies, 3x Broom Grippers, 3x Flip Lock Containers, Storage Boxes, Dustpans & Bin	\$ 7.64	\$ 84.00
29.11.2021	2130286	Spotlight; SSA Bedding Renewal - 28x Pillow Cases & 10x Mattress Protectors	\$ 54.00	\$ 594.00
29.11.2021	2030211	NAB; Visa Card Fee - R. McCall	\$ -	\$ 9.00
3.11.2021	2030116	Dowerin Post Office; Rates - 1x 100 Box Postage Stamps	\$ 10.00	\$ 110.00
	2080616	Dowerin Post Office; DHC - 1x 100 Box Postage Stamps	\$ 10.00	\$ 110.00
	214216	Dowerin Post Office; Admin - 3x 100 Box Postage Stamps	\$ 30.00	\$ 330.00
8.11.2021	2140241	Dropbox; 1 Month Dropbox Plus Subscription - MCCC	\$ 1.70	\$ 18.69
10.11.2021	2040250	Dowerin Post Office; Governance - Registered Postage of Dowerin Local Laws to the Minister	\$ 0.50	\$ 5.50
11.11.2021	2140203	Workwear Group; Admin - Corporate Uniform Order C. Delmage	\$ 23.59	\$ 259.50
12.11.2021	2140760	Jeanne D Moore; Incorrect Card Used - Reimbursed 11.11.2021	\$ 2.64	\$ 29.00
17.11.2021	BM044.298.2101	Godfreys Belmont; Rec Centre - Stick Vacuum Cleaner for Gym	\$ 22.64	\$ 249.00
29.11.2021	P714.261.2261	Puma Glenfield; Fuel - D4 MCCC Vehicle	\$ 8.25	\$ 90.71
29.11.2021	2030211	NAB; Visa Card Fee - C. Delmage	\$ -	\$ 9.00
29.10.2021	W0030.298.2101	DMD Storage; Pool - Rail Extensions for Diving Board	\$ 43.31	\$ 476.40
11.11.2021	2140304	City of Perth; Main Roads Crash Data Training - Parking (Incorrect Charge - Reimbursed 12.11.2021)	\$ 0.83	\$ 9.09
11.11.2021	2140304	City of Perth; Main Roads Crash Data Training - Parking	\$ 0.92	\$ 10.10

12.11.2021	2140304	City of Perth; Main Roads Crash Data Training - Reimburse Incorrect Parking Charge	-\$ 0.83	-\$ 9.09
17.11.2021	W0030.298.2101	DMD Storage; Pool - Pipes & Clamps for Diving Board Rail Extension	\$ 10.09	\$ 111.03
22.11.2021	RM999.298.2101	Hanson; Road Maintenance - 5mm Washed Aggregate for Jetpatcher	\$ 62.34	\$ 685.69
22.11.2021	RM999.298.2101	Hanson; Road Maintenance - 5mm Washed Aggregate for Jetpatcher	\$ 35.31	\$ 388.44
24.11.2021	BM025.298.2101	Vistavision; C/11 Hilda Street - Vast Set Top Box	\$ 27.18	\$ 298.99
	BM024.298.2101	Vistavision; B/11 Hilda Street - Vast Set Top Box	\$ 27.18	\$ 298.99
	BM026.298.2101	Vistavision; D/11 Hilda Street - Remote Control	\$ 3.18	\$ 35.00
29.11.2021	2030211	NAB; Visa Card Fee - L. Vidovich	\$ -	\$ 9.00
29.11.2021	2030211	NAB; Bank Fees	\$ -	\$ 0.56
TOTAL \$			\$ 787.23	\$ 8,863.24
<p>NOTE - It is Essential for Audit Purpose that Full Particulars be inserted in this Form.</p> <p style="text-align: right;"><i>R. Lepp</i></p> <p style="text-align: center;">CERTIFIED SPECIAL EMERGENCY PAYMENTPRESIDENT</p>				



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)

DOWERIN SHIRE
PO BOX 111
DOWERIN WA 6461

Statement Period	29 October 2021 to 29 November 2021
Company Account No:	4557 0498 0002 7159
Facility Limit:	\$16,000

Your Account Summary

Balance from previous statement	\$8,411.17 DR
Payments and other credits	\$8,680.65 CR
Purchases, cash advances and other debits	\$9,105.16 DR
Interest and other charges	\$27.56 DR
Closing Balance	\$8,863.24 DR

**YOUR DIRECT DEBIT PAYMENT OF \$8,863.24 WILL BE
CHARGED TO ACCOUNT 000086608- 0000480807363 ON
06/12/2021 AS PER OUR AGREEMENT.**

333/04/18/M07432/S012585/1025169

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Nov 2021	\$8,411.17 CR	DIRECT DEBIT PAYMENT	74557041306
8 Nov 2021	\$0.56	NAB INTNL TRAN FEE - (SC)	74557041312
Total for this Period:	\$8,410.61 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



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

Cardholder summary

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

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3794-2934	MRS REBECCA LOUISE M	\$10,000	\$260.39	\$5,589.03	\$9.00	\$5,337.64
4557-0455-3801-4725	MISS CHERIE MAY DELM	\$3,000	\$0.00	\$1,202.40	\$9.00	\$1,211.40
4557-0455-3810-8790	MR LES JOHN VDOVICH	\$5,000	\$9.09	\$2,313.73	\$9.00	\$2,313.64
4557-0498-0002-7159	BILLING ACCOUNT	\$0	\$8,411.17 CR	\$0.00	\$0.56 DR	\$8,410.61 CR
			\$8,680.65 CR	\$9,105.16 DR	\$27.56 DR	\$452.07 DR

Transaction type

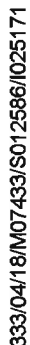
Purchase

Annual percentage rate

0.000%

Daily percentage rate

0.00000%



Cardholder Name:	MRS REBECCA LOUISE MCCALL
Account No:	4557 0455 3794 2934
Statement Period:	29 October 2021 to 29 November 2021
Cardholder Limit:	\$10,000

Date	Amount A\$	Details		Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
1 Nov 2021	\$625.66	BUNNINGS 603000	NORTHAM	Basketball Shed, Museum & CRC - Paint & Painting			2140220	74940521303
2 Nov 2021	\$775.00	EXETEL PTY LTD	NORTH SYDNEY	Corporate Internet - Recurring monthly charge			2140220	74564721305
2 Nov 2021	\$128.34	Lolly Warehouse	Landsdale	Christmas Festival - Lolly bags			FEV015-298-2101	74564721305
4 Nov 2021	\$25.88	LIVE TAXI AUSTRALIA	WEST MELBOURN	LG State Conference - Taxi fare			2140204	74564721307
4 Nov 2021	\$60.00	EPICUREAN BY CROWN	BURSWOOD	LG State Conference - CEO Dinner			2040211	74940521307
4 Nov 2021	\$541.42	EPICUREAN BY CROWN	BURSWOOD	LG State Conference - CEO Dinner			2040211	74940521307
4 Nov 2021	\$201.39	Crown Promenade Perth	Burswood	Accommodation - Cancelled & Refunded			2140209	74773881307
5 Nov 2021	\$201.39 CR	Crown Promenade Perth	Burswood	Accommodation - Cancelled & Refunded			2140209	74773881308
9 Nov 2021	\$21.99	ADOBE ACROPRO SUBS	ADOBE.LY/ENAU	Adobe Pro DC monthly Software Subscription - CDO			2150241	74069881312
12 Nov 2021	\$1,670.95	OFFICEWORKS LTD	BENTLEIGH EAS	Admin - Samsung Phone, Tablet & Keyboard for new mcs			2140286	74940521315
15 Nov 2021	\$150.00	TELSTRA PREPAID	MELBOURNE	Members - Data Recharge for Cr Sewell iPad			2040121	01151594564
17 Nov 2021	\$21.99	ADOBE ACROPRO SUBS	ADOBE.LY/ENAU	Adobe Pro DC Monthly Software Subscription - EGO			2140241	74069881320
17 Nov 2021	\$353.00	TARGET ONLINE	03	Christmas Festival - Community Christmas Decorations			FEV015-298-2101	74363961321
17 Nov 2021	\$30.00 CR	TARGET ONLINE	03	Christmas Festival - Refund Decorations Not in Stock			FEV015-298-2101	74363961321
24 Nov 2021	\$150.00	TELSTRA PREPAID	MELBOURNE	members - Data Recharge for Cr Allsopp iPad			2040121	02193490377
25 Nov 2021	\$29.00 CR	TARGET ONLINE	03	Christmas Festival - Refund Decorations not in stock			FEV015-298-2101	74363961329

Continued next page

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
26 Nov 2021	\$86.41	OFFICEWORKS BENTLEIGH EAS	Admin Office - Brochure Holders & Pen Cups			2130240	74940521329
26 Nov 2021	\$183.00	KMART ONLINE 03	SSA - Restock Various Minor Assets			SSA	74363961330
29 Nov 2021	\$594.00	SPOTLIGHT PTY LTD STH MELBOURNE	SSA - Bedding Renewal - 28x Pillow Protectors & 10x Mattress Protectors			2130286	74611551330
29 Nov 2021	\$9.00	CARD FEE	NAB Visa Card Fee - R. McCall			2030211	74557041333
Total for this period	\$5,337.64		Totals				

Employee declaration

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

Cardholder signature

R. McCall

R. Lepp

Date

10/12/04

NAB Business Visa

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

Cardholder Details

Cardholder Name: MISS CHERIE MAY DELMAGE
Account No: 4557 0455 3801 4725
Statement Period: 29 October 2021 to 29 November 2021
Cardholder Limit: \$3,000

Transaction record for: MISS CHERIE MAY DELMAGE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
3 Nov 2021	\$550.00	POST DOWERIN LPO DO DOWERIN	Rates, DHC & Admin - 5x 100 Postage stamps			2030116/2080616/2140216	74813841306
8 Nov 2021	\$18.69	DROPBOX*ZVFMVFJBB8L8 D02FD79	Dropbox Plus Monthly Subscription - MCCS			2140241	74657361312
10 Nov 2021	\$5.50	POST DOWERIN LPO DO DOWERIN	Members - Registered Postage of Local Laws to the Minister			2040250	74813841313
11 Nov 2021	\$259.50	THE WORKWEAR GROUP PORT MELBOURN	Admin - Corporate Uniform Order - C. Delmage			2140203	74564721314
12 Nov 2021	\$29.00	JEANNE D MOORE MOORA	Incorrect card used - Reimbursed 11/11/2021			2140760	74940521315
17 Nov 2021	\$249.00	ELECTRICAL HOME AIDS GLEN WAVERLEY	Rec Centre - stick vacuum cleaner for Gym			6m044298210	74940521320
29 Nov 2021	\$90.71	PUMA ENERGY GLENFIEL GLENFIELD	Fuel - DA MCCS Vehicle			P1142612261	74564451333
29 Nov 2021	\$9.00	CARD FEE	NAB Visa Card Fee - C. Delmage			2030211	74557041333
Total for this period	\$1,211.40		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____

Amica, CEO 10/12/21

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 LES JOHN VIDOVIĆH
 Account No: 4557 0455 3810 8790
 Statement Period: 29 October 2021 to 29 November 2021
 Cardholder Limit: \$5,000

Transaction record for: MR LES JOHN VIDOVIĆH

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
29 Oct 2021	\$476.40	DMD SHELIVING UNIT BIBRA LAKE	Swimming Pool-Rail Extensions for Diving Board			W0030-298-210	74940521301
11 Nov 2021	\$9.09	CITY OF PERTH PARKING-OFFFEAST PERTH	Parking-incorrect charge Reimbursed 12.11.21			2140304	74564451314
11 Nov 2021	\$10.10	CITY OF PERTH PARKING-OFFFEAST PERTH	Parking for main Roads Crash Data Training			2140304	74564451314
12 Nov 2021	\$9.09 CR	CITY OF PERTH PARKING-OFFFEAST PERTH	Parking- Reimburse Incorrect Charge			2140304	74564451316
17 Nov 2021	\$111.03	DMD SHELIVING UNIT BIBRA LAKE	Swimming Pool-Pipes & Clamps for Diving Board Rail Extension			W0030-298-210	74940521320
22 Nov 2021	\$685.69	HANSON CONSTRUCTION MA PARRAMATTA	Jetpatcher - 5mm Washed Aggregate			RM999-298-210	74211981324
22 Nov 2021	\$388.44	HANSON CONSTRUCTION MA PARRAMATTA	Jetpatcher - 5mm Washed Aggregate			RM999-298-210	74211981324
24 Nov 2021	\$632.98	VISTAVISION PTY LTD OSBORNE PARK	B,C & D 11 Hilda St - 2x Set Top Boxes & 1x Remote			BM025,076,074	74742721327
29 Nov 2021	\$9.00	CARD FEE	NAB Visa Card Fee-L Vidovich			2030211	74557041333
Total for this period	\$2,313.64		Totals				

Employee declaration

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

Cardholder signature: 

Date: 14/12/21

 10/12/21

Assessment	3rd Previous	2nd Previous	Previous	Current	Total	Comments as at 02.11.2021
A380	15,082.94	5,238.55	2,170.69	8,391.96	30,884.14	Bailiff cannot sell by auction due to insufficient equity, meaning the auction cannot proceed as nobody will be paid out. The only option is to transfer the property into the Shire's name or to the Crown, or brunt the costs of selling it ourselves. This will be looked into, and time and costs will be considered. For further information, the Bailiff is bound by the Civil Judgments Enforcement Act 2004 that states they are not legally allowed to sell a house where the debtor/ratepayer will not receive some funds from the property being sold.
A564	0.00	0.00	202.10	1,750.76	1,952.86	Emailed reminder notice, property is an estate with the power of attorney in charge of payments
A529	562.51	1,651.22	1,763.08	1,475.90	5,452.71	Paying more on payment arrangement than agreed to and is keeping up with payments
A451	15,841.41	1,570.00	2,824.31	2,513.24	22,748.96	Will eventually have to proceed with sale of the property under the 3 Yr Rule and run a loss due to odd beneficiary circumstances. Grandchild has made contact and wants to rent, however due to no legal beneficiary I can not recommend anything.
A381	0.00	46.51	2,278.38	3,419.68	5,744.57	Next stage is PSSO - holding action due to slowing down on legal processes
A408	0.00	0.00	1,029.71	2,010.17	3,039.88	Was a deceased estate, legal costs of finding the beneficiary have been added to the assessment which explains the current outstanding amount. Property has since been transferred to the beneficiary, who is making effort to pay outstanding charges
A474	0.00	0.00	2,253.48	2,484.43	4,737.91	Ratepayer agreed to payment arrangement - paying \$500 on three assessments each fortnight - price has increased due to legal costs
A503	0.00	0.00	1,758.25	2,862.71	4,620.96	Action on hold for now.
A512	9,363.49	3,253.76	3,111.82	2,633.28	18,362.35	Sold by auction - account to be paid at settlement (\$14k already paid) - \$17k received by AMPAC on the 24th Nov so we should be getting that this week.
A489	0.00	0.00	2,797.99	4,944.30	7,742.29	Under payment arrangement, going well and has overpaid arrangement agreement amount as at today
A225	13,112.95	1,067.67	651.37	519.06	15,351.05	Awaiting sale as Discharge of PSSO has been completed - no further updates at this time as the Shire cannot do anything further
A1058	0.00	0.00	894.23	2,317.71	3,211.94	Next stage is PSSO - holding action due to slowing down on legal processes
A1016	4,571.62	1,647.41	1,302.56	7,330.69	14,852.28	Letter has been sent to ratepayer advising his property will be sold. Bailiff is currently undergoing the process to set an Auction date. Updates to come.
	58,534.92	14,475.12	23,037.97	42,653.89	138,701.90	



ABN 35 939 977 194
 13 Cottrell Street (PO Box 111), Dowerin WA 6461
 T: 9631 1202 F: 9631 1193
 E: dowshire@dowerin.wa.gov.au
 W: www.dowerin.wa.gov.au


Application for Alfresco Dining

Business Details			
Trader's Name:	Natalie Bear		
Business Name:	Bear Pantry Cafe		
Postal Address:	36 Stewart Street Dowerin, WA, 6461		
Telephone:	Home:	Mobile:	0427 977 463
Email:	nataliebear@bearpantry.com.au		

Business Operations Details	
Location of Alfresco:	36 Stewart Street, Dowerin, 6461
Days of Operations:	Mon-Sat
Hours of Operations	0800am - 430pm Mon-Fri, 0900am-500pm Sat
Specify the proposed goods/services, which will be traded:	Tea/Coffee/Iced Drinks, Cakes/Pies/Sandwiches/Rolls and Other items available on the Menu.

Alfresco Details	
Size:	3 x (2.7m x 1.9m)
Number of Tables:	3
Number of Chairs:	3 Bench Seats and 6 stools to slide under the tables.
Contractor Name (if known)	Bear Pantry Cafe
Additional Details (If applicable)	

I/We have read, understood, and agree to the terms and conditions applicable to alfresco dining application as stated above.

Signature of Applicant:  Date: 30/11/2021

ADDITIONAL DOCUMENTATION REQUIRED:

- ☐ Letter from the premises owner (if applicant does not own the premise)
- ☐ Accurate plan and description of proposed structure
- ☐ Evidence of public liability to the value of \$10 million.
- ☐ Licence Fee payable, approval will be valid from 1 July to 30 June each year.

OFFICE USE ONLY	
<input type="checkbox"/> Application Received <input type="checkbox"/> Letter from Premise Owner	<input type="checkbox"/> Plans Submitted <input type="checkbox"/> Application Fee Paid <input type="checkbox"/> Copy of P/L Insurance
Officer's Name _____	Date _____
Comments _____	

Shire of Dowerin – Alfresco Dining Application Terms & Conditions

Definitions

'*Alfresco Dining*' is a term used to describe an outdoor eating area that is located on the thoroughfare (on the footpath or other Council controlled land).

'*Trading in a Public Place*' is the display of goods in any public place for the purpose of offering them for sale or reward.

General

1. Alfresco dining area will only be approved where the proposal is an extension of an approved food business within an adjacent building.
2. Applies only to properties in the Dowerin Town centre.
3. A Temporary Alfresco dining area will not be approved where, in the opinion of Council, the gathering of customers or the elements of design will unreasonably impede pedestrian or vehicular movements, or cause conflicts with other activities.
4. All Alfresco Dining Area applications will require community consultation of 14 days including advertising via the Shires website and social media and a letterbox drop to all properties in the same block.

Design Considerations

1. The Alfresco area is to be within the width of existing car park bays so as not to impede traffic flow.
2. The Alfresco structure must not impede the stormwater drainage flow along the road kerb line.
3. The Alfresco area is to be a minimum of 1.5 m from a property driveway, (which is the same distance that car parking bays are usually marked at), to allow access to and from driveways.
4. The Alfresco structure is to be substantially visibly permeable above a height of 1.15 m. To allow reasonable sight distance for vehicles using parking bays or driveways near the Alfresco and allowing passive surveillance.
5. The Alfresco area is to be a minimum of 0.6 m from a car parking bay. Bollards may be required to protect vehicles and the alfresco structure.

Maintenance Obligations

1. Maintenance of the structure is the responsibility of the approved applicant.
2. The Shire can have the alfresco area closed if it considers the structure needs repair.
3. All furniture and equipment must be maintained in a clean and safe condition by the approved applicant.
4. Loose furniture to be removed from site when business is closed.
5. Un-maintained alfresco structures to be removed at the owner's cost.
6. All plants to be maintained in a neat and tidy manner.
7. The alfresco area is to be swept daily and all loose rubbish removed before closing for the day.

Public Liability Insurance

Prior to a licence being issued the applicant is required to provide a current copy of their public liability insurance for no less than \$10 million, covering the outside area. A copy of the insurance renewal must be submitted each year.

Furniture & Good

Furniture includes all chairs, tables, umbrellas, and planter boxes. Goods include all saleable objects and fixtures used for display purposes. All furniture and goods are required to be free standing and must be removed at the close of business each day. The furniture must be sturdy, durable, and well maintained. It must also be appropriate for the Dowerin main street. Any umbrellas must be adequately secured and have a minimum height of 1.8 metres. The number of chairs and tables that may be in an alfresco is calculated at one chair per metre square considering any permanent fixtures such as street trees.

Cleaning

Cleaning of the approved area is the responsibility of the proprietor and must be maintained throughout the day and at the close of business each day. All rubbish is to be removed and is not to be deposited into the Council's street bins.

Alcohol

The consumption of alcohol is permitted within the alfresco area provided that the appropriate licence has been obtained from the Liquor Licensing Division.

Permitted Locations

A minimum of 1.5 metres of footpath width is to be always kept clear. If the approved area is located at the kerb at least 500mm must be maintained between the kerb and the furniture. Only the area directly adjacent to the premises is to be utilised for trading. If at any time the chairs, tables or goods are obstructing pedestrian or vehicular traffic the proprietor will be requested to move the obstruction. The Council may confiscate unapproved furniture or goods that are obstructing the footpath in any way.

EW CROFT

**69 James Street
PO Box 299
GOOMALLING WA 6460**

**PH: 0428 880 149
FAX: (08)9629 1754
Email: dowref@bigpond.net.au**

7th December 2021

Errol Wayne Croft
PO Box 299
Goomalling WA 6460

Shire of Dowerin
PO Box 111
Dowerin WA 6461

Dear Sir/Madam,

Re: 36 Stewart St, Dowerin WA 6460

As landlord of the property located at 36 Stewart St, Dowerin and known as Bear Pantry I agree with all modifications presented to me for pavement dining.

Regards,

Errol Wayne Croft
0428 880 149

BEAR PANTRY - cafe

New
Entry



CERTIFICATE
10 CPL 4106585

Page No: 2

Location: 36 Stewart Street

DOWERIN 6461

Risk: 001/003 Business legal liability

Effective: 24/10/21

Excess:

Damage to property

\$550

Insured: Natalie Jaye Bear T/As Bear Pantry Cafe

Business: Cafe/Bakery/Lotto

Limit of Indemnity:

Limit any one Occurrence

\$10,000,000

Property in Your physical or legal control

\$250,000

Aggregate limit for product liability

\$10,000,000

Aggregate limit for pollution liability

\$10,000,000

From: [Les Vidovich](#)
To: [Ashlee Banks](#)
Cc: [Rebecca McCall](#)
Subject: Re: Application for Alfresco Dining Bear Pantry Cafe
Date: Thursday, 9 December 2021 9:59:12 AM
Attachments: [image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)
[image012.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[image008.jpg](#)
[image010.jpg](#)
[image011.jpg](#)
[image012.jpg](#)
[image011.jpg](#)

Hi Ashley - I have been onsite with Nat, no issues with the proposed alfresco dining area from a engineering perspective. There is sufficient footpath area to cater for both pedestrians, parking vehicles and the proposed table & chairs.

Regards
Les

Sent from my iPhone

On 8 Dec 2021, at 4:04 pm, Ashlee Banks <abanks@dowerin.wa.gov.au> wrote:

Hi Les,

Just following up on the below?

The applicant has provided a letter from the property owner agreeing to the modifications.

We would like to please present the item to Council in December.

Thank you
Ashlee

Ashlee Banks
Community Development Officer

P (08) 9631 1202
13 Cottrell Street / PO Box 111
Dowerin WA 6461

POLICY NUMBER	- 7.20
POLICY SUBJECT	- Management of Bushfire Volunteers
DATE ADOPTED	- December 2021
RESPONSIBLE OFFICER	- Chief Executive Officer
REVIEWED	-

Objective

This policy is designed to give guidance in managing the Shire's valuable bushfire volunteers in relation to their competency in fighting fires and expectations and requirements when attending a bush fire.

The State Government's new Work Health and Safety Act 2020 commences in January 2022 and will impact on the Shire's bushfire volunteers through the new Industrial Manslaughter provisions.

The new regulations require the Shire to adopt a more structured approach to managing its registered bushfire volunteers. The legislation states that all registered bushfire volunteers are deemed to be employees of the Shire of Dowerin to whom the Shire has a duty of care with respect to safety, training, performance and compliance.

As volunteers come under the Shire umbrella, liability wise, as well as any employer who has an employee attending a fire, volunteers are covered through the Shire's insurance scheme.

The Shire of Dowerin is adopting a protocol that recognises and addresses the issue of training. *Recognition of Prior Learning*, that is experience in fire situations, will be recognised and registered as a competency level. Inexperienced volunteers will need to have a recorded basic introduction to fire safety and procedure training or have been issued a Shire *Competency Certificate*.

The Shire of Dowerin deems the Chief Bushfire Control Officer, Bushfire Advisory Committee Chairperson and Shire Chief Executive Officer as being qualified to assess the volunteer's recognition of prior learning and to approve and sign the **Competency Certificate**.

Other requirements for volunteers who attend a bushfire include:

- Following orders of a Fire Control Officer (FCO)
 - Wearing appropriate fire-fighting PPE
 - Understanding and using the correct communication methods
 - Notifying when arriving and leaving the fire grounds
 - Ensuring firefighting plant and equipment is operational
-

Roles and Responsibilities

The Chief Executive Officer is responsible for ensuring this policy is implemented.

Related Documentation

RPL Assessment Form/ Certificate of Competency

Related Legislation/Local Law/Policy/Procedure

Bushfire Act 1954

Work Health and Safety Act 2020

Related Delegation

Nil

POLICY NUMBER	- 7.21
POLICY SUBJECT	- Welcome to Country
DATE ADOPTED	- December 2021
RESPONSIBLE OFFICER	- Chief Executive Officer
REVIEWED	- 07 October 2021

Objective

When appropriate Council may acknowledge and show respect for the original custodians for the land on which the Shire of Dowerin is situated and ensure the correct protocols are used when doing so.

Policy

Council may show respect for Australia's first people by recognising the traditional custodians of the land at public meetings and events, either through an 'Acknowledgement of Country' or – at major events – by inviting Aboriginal Elders to formally welcome guests in the form of a "Welcome to Country".

Acknowledgement of Country

An 'Acknowledgement of Country' will be addressed where appropriate at the following type of events, providing Chief Executive Officer approval has been sought:

- Significant events where members of the public, representatives of governments and/or the media are present
- Forum, briefing sessions, community workshops where the public are present
- NAIDOC Celebrations
- Citizenship Ceremonies

An 'Acknowledgement of Country' should be given by a speaker at the beginning of the event.

The wording of an 'Acknowledgement of Country' may vary. A list of suggest phraseology is available in the attached guidelines.

Welcome to County

A 'Welcome to Country' ceremony may be held at the start of the following types of events:

- The opening of a new significant building involving State of Federal Government representatives
- Major civic ceremonies or functions

The initiation of a 'Welcome to Country' is to occur only after receiving prior approval from the Chief Executive Officer.

A 'Welcome to Country' should always occur as the first item in a ceremony or event. It may consist of a single speech by the representative of the local Aboriginal community or may also include a performance, such as traditional song, dance or didgeridoo performance.

Definitions

Acknowledgement of Country

Is an acknowledgement of the traditional Aboriginal custodians of the land in order to pay respect to them. An acknowledgement can be performed by any person, Aboriginal or non-Aboriginal.

Welcome to Country

Is where traditional custodians formally welcome people to their land. This ceremony is undertaken by Elders acknowledged as such by their family and community.

Responsibilities

- **Chief Executive Officer**

The Chief Executive Officer is the responsible for initiation of a 'Welcome to Country' to occur.

- **Council Representatives**

Council staff, consultants and Councillors who attend or facilitate on behalf on the Shire shall show respect for the original land custodians.

Related Documentation

Shire of Dowerin Guidelines / Procedures – Acknowledgement of Country and Welcome to Country

Related Delegation

Nil

Light Fleet Changeover

Council's 2021/22 annual budget includes an allocation for the changeover of the following vehicles.

Vehicle	Purpose	Supply New	To Trade	Current Km's *	Expected Kms #
D02	Manager Works	4x4 Toyota Dual Cab	2020 Toyota Hilux	37,808	56,712
D4	Manager Corporate	4x2 Toyota Dual Cab	2020 Toyota Fortuner	38,897	58,345
D002	Leading Hand	4x2 Toyota Dual Cab	2017 Ford Ranger	139,137	156,529
1GIL668	Fuel Ute	4x2 Toyota Single Cab	2005 Toyota Hilux	207,423	213,905

Note * Current Vehicle Kilometre reading as of the 04/11/2021
Expected Vehicle Kilometre reading as of the 04/05/2022

It was requested during budget deliberations by Councillors if motor vehicle quotations could be referred to a Council workshop for viewing prior to any purchase. In line with Council policies 3.11 (Purchasing) and 3.15 (Regional Price Preference) staff obtained three quotations for the supply and trade of these vehicles, and these were previously submitted to the September & October workshop, along with the November Council meeting for further discussion.

A breakdown of each submission is attached below, including upgrading the leading hands vehicle to a 4x4. All prices presented were ex Gst.

Vehicle D02 (Manager Works & Assets) MWA

Dealer	Avon Valley Toyota	Midland Toyota	Boekeman Toyota	R.B. Motors
Vehicle Offered	Toyota Hilux	Toyota Hilux	Toyota Hilux	Ford Ranger XLT
Purchase Price	\$49,586.37	\$48,786.66	\$49,762.46	\$50,454
Trade Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Changeover Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Regional Price 10%	N/A	N/A	\$4,976	N/A

Vehicle D4 (Manager Corporate & Community) MCC

Dealer	Avon Valley Toyota	Midland Toyota	Boekeman Toyota	R.B. Motors
Vehicle Offered	Toyota Fortuner	Toyota Fortuner	Toyota Fortuner	Ford Everest
Purchase Price	\$46,947.09	\$46,520.91	\$46,470.00	\$46,645
Trade Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Changeover Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Regional Price 10%	N/A	N/A	\$4,647	N/A

Vehicle D002 (Leading Hand)

Dealer	Avon Valley Toyota	Midland Toyota	Boekeman Toyota	R.B. Motors
Vehicle Offered	Toyota Hilux	Toyota Hilux	Toyota Hilux (4x4)	Ford Ranger XL
Purchase Price	\$43,393.96	\$41,309.08	\$42,742.73	\$41,059
Trade Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Changeover Price	No Longer Valid	No Longer Valid	No longer Valid	Not supplied
Regional Price 10%	N/A	N/A	\$4,274	N/A

Vehicle 1GIL668 (Fuel Ute)

Dealer	Avon Valley Toyota	Midland Toyota	Boekeman Toyota	R.B. Motors
Vehicle Offered	Toyota Hilux	Toyota Hilux	Toyota Hilux	Ford Ranger XL
Purchase Price	\$29,582.68	\$27,588.61	\$29,082.68	\$32,500
Trade Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Changeover Price	No Longer Valid	No Longer Valid	No Longer Valid	Not supplied
Regional Price 10%	N/A	N/A	\$2,908	N/A

Within the adopted 2021/22 annual budget there is an estimate for the capital purchase and an associated estimate for the disposal of the asset.

Vehicle	Budget Capital Estimate	Budget Trade Estimate	Budget Changeover
D02	\$52,500	\$40,000	\$12,500
D4	\$52,500	\$40,000	\$12,500
D002	\$42,000	\$18,000	\$24,000
1GIL668	\$35,000	\$12,000	\$23,000
Total			\$72,000

It has been requested by the new MCC that a vehicle not be included in his contract arrangements, however there is presently a need for this vehicle to be used by admin staff. If the vehicle was to be sold, this would only leave the CEO's Prado available for staff use. Pickles Auctions have stated they should be able to sell the Fortuner at auction for approximately \$45,000 if no longer required but being an auction, this figure is not guaranteed as it is difficult to determine what the sale price will attract. The benefit with the auction process is that Council can set a reserve price prior to any sale.

At the last ordinary meeting of Council, the following recommendation was lost

That, in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MCCS Vehicle);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated values to auction; and
- 3) Commence the trade or auction of the three vehicles asap after determining the best value or option for disposal.

All the companies that have submitted quotations have the experience and capability to carry out the requirements of the contract to the complete satisfaction of Council. Purchasing from a local dealer will save time and travel costs for any warranty, service or repair work that maybe required and having one make of vehicle should minimise the storage of any stock that is to be kept at the Shire depot.

All suppliers are now advising that they are not willing to commit to a trade in price on any of Councils fleet as their replacement vehicles would not be available for at least a 6-to-8-month period. With the delay in placing an order, staff have again reapproached Boekeman Toyota to ensure that the prices provided are still current. Boekeman advised that a 7% increase will need to be added to the purchase price of the MWA and Leading Hand vehicle along with a 12% increase for the Toyota single cab fuel Ute due to model changes.

It was also mentioned at the last Council meeting that a cost per kilometre rate for vehicles be provided, this information was previously supplied by the preceding MWA, a copy of this spreadsheet is attached.

It is recommended that in accordance with Division Two of the *Local Government (Functions and General) Regulations 1996*, Council resolves to:

- 1) Proceed with the purchase of the new vehicles previously quoted for from Boekeman Toyota (Less the MWA & MCC Vehicle);
- 2) Prior to their known delivery date, new trade in prices be sought from Boekeman Toyota along with the estimated value to auction;
- 3) Commence the trade or auction of the Leading Hand, Fuel Ute & MCC vehicles asap after determining the best value or option for disposal;
- 4) Approves the reallocation of funds from the 2021/2022 Annual Budget as follows:
PE205 – Purchase of MCC light vehicle \$52,500
to
PE107– Purchase of a new small sedan vehicle \$25,000